

**COUNTY REGISTRATION FORM for ALL
County Employees
ACCO CONFERENCE**
Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman OK
(405) 364-8040

Commissioners/Elected Officers/ County Employees:

Name: _____

County: _____

Title: _____

Guest/Spouse: _____

PO # _____

TOTAL: _____

Registration Fee – **BEFORE 3/13/15**
 Commissioner \$95.00
 Commissioner Spouse \$0.00
 Elected Officers \$95.00
 County Employee \$35.00
 Guest Spouse \$20.00

Registration Fee - **AFTER 3/13/15**
Commissioner (late) \$105.00
Elected Officers (late) \$105.00
County Employee (late) \$45.00

Attendance Policy:

All persons attending **ALL** or **ANY PART** of an ACCO Conference **WILL BE** required to register.
 Name Badges are **NOT** to be shared.

Refund Policy:

If your registration has been **“PAID”** and you wish to cancel prior to **March 1st, 2015**. A full refund will be issued back to the county.
 Registrations are **NON-Refundable after March 1st, 2015** and are not transferable to a future conference date.

Hotel Policy:

- Fill out the **“EMBASSY HOTEL REGISTRATION FORM”**
- Fax completed form with the County PO form to the fax number provided
- Forms **with out** a PO form attached will **NOT** be accepted and no reservation will be made
- Verify with the hotel that your reservation has been made/**get your confirmation number**
- **Failure to check in the your “First” night of reservation will “Cancel” your “Entire” reservation**
- **NO SHOWS** will be charged ‘1’ night room rate for Non-cancellation
- **Early Check-Outs** will be charged a \$50.00 early check out fee

By signing this registration form “I/We” agree to the following:

- I/ We have filled out and read the registration form and all of the policies; including the Attendance, Refund and Hotel policies.
- I/ We also authorize that The Association of County Commissioners of Oklahoma shall have absolute right to publish and use any and all photographs or videotaping for use on line or in any publications that have been taken of me during an ACCO Conference Event during 2015.

Signed: _____ **Title:** _____ **Date:** _____

Spouse: _____

(Note: All Spouses must sign registration form)

FAX OR MAIL REGISTRATIONS BACK TO: FELIX OR JONNIE
 ACCO, 429 NE 50TH STREET, OKC, OK 73105
 FELIX (405) 516-5317 – JONNIE (405) 516-5326 – **FAX (405) 524-3700**

ASSOCIATION OF COUNTY COMMISSIONERS OF OK

(2) HOTELS TO CHOOSE FROM

Please fax hotel form with PO to the correct hotel when making reservations. Make sure to ask for the ACCO or Association of County Commissioner's room blocks.

Main Conference Hotel

Embassy Suites Hotel & Conf. Center

2501 Conference Drive
Norman, OK 73069
405-364-8040

County Room Rate is \$87/night
Based upon availability/ includes breakfast

OVERFLOW HOTEL INFORMATION

Holiday Inn Express & Suites

2500 Conference Drive
Norman, OK 73069
405-928-5300

County Special Room Rate is \$85/night
based upon availability/ includes breakfast

IMPORTANT NOTICE!

- PLEASE MAKE SURE TO OBTAIN YOUR CONFIRMATION NUMBER FOR YOUR RESERVATION
- IF YOU DO NOT CHECK IN ON THE SCHEDULED DATE YOUR ENTIRE RESERVATION WILL BE CANCELLED
- THERE IS A FEE FOR NO SHOWS AND EARLY CHECK OUTS

For further information or questions please contact:

Felicity (Felix) Johnson
Meeting Planner
Ph: (405) 516-5317
felixj@okacco.com

or

Jonnie Leckie
Co-Meeting Planner
Ph: (405) 516-5326
jonnie@okacco.com

OVER FLOW HOTEL RERSERVATION FORM

Holiday Inn Express & Suites

2500 Conference Drive

Norman, OK 73069

Phone:(405) 928-5300

(Please call/fax the local numbers for reservations)

Fax: (405) 329-1525

Conference attendees the Holiday Inn will serve, as our overflow hotel for the ACCO Conferences
This is the new hotel next door to the Embassy Suites.

Please fill out the following form and return fax to:

Holiday Inn Express

Fax: (405) 329-1525, Attention: Cydney Lee

Name of the Guest:
Arrival Date:
Departure Date:
County/Company:
Billing Address:
City: _____ State: _____ Zip Code: _____
Reservation Requested By:
Email Address:
Phone Number:
Please bill for: (please mark all choices to be billed)
All Charges:
Meals:
Internet:
Room only:
PO's Must Reflect Rooms and Incidentals on the PO Descriptions

*****NOTE*****

- Fax Reservation Form and Copy of County PO to the above fax number
- Reservations are NOT confirmed WITHOUT a copy of the COUNTY PO
- PO's must reflect "Room and Incidentals" on the description
- Number of Rooms and Rates are based on Group Contract
- Call and confirm room reservation 24/48 hours after faxing
- NO-SHOWS will be charged 1 nights stay and loss of entire reservation
- Early Check-outs will have a be assessed a charge per hotel policy

If you are tax exempt: Fax this form along with your PO and a Tax Exempt Letter.

If you are paying by credit card fax your reservation form and call with credit card information.