

**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: \_\_\_\_\_ Title: \_\_\_\_\_

Spouse of County Employee: \_\_\_\_\_

County: \_\_\_\_\_ PO #: \_\_\_\_\_

Registration Fee if Registered <b>BEFORE</b> :3/1/2013	Registration Fee if Registered <b>AFTER</b> :3/1/2013
<b>Commissioner \$95.00</b>	<b>Commissioner (late) \$105.00</b>
<b>Elected Officers \$95.00</b>	<b>Elected Officers (late) \$105.00</b>
<b>County Employee \$35.00</b>	<b>County Employee (late) \$45.00</b>
<b>Commissioner Spouse: N/C</b>	<b>All County Employee Spouses: \$20.00</b>

**Attendance Policy:**

All persons attending **ALL** or **ANY PART** of an ACCO Conference is 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 **February 15<sup>th</sup>, 2013**, a full refund will be issued back to the county.  
Registrations are **NON-Refundable after February 15<sup>th</sup>, 2013**, 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 **without** 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 “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 an early check out fee based on hotel policy

**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 2013.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Spouse: \_\_\_\_\_ (Note: All Spouses must sign registration form)

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

# ASSOCIATION OF COUNTY COMMISSIONERS OF OK

## (3) 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.**

### EMBASSY SUITES

2501 Conference Drive  
Norman, OK 73069

County Special Room Rate is \$85 for a single/double/\$95 for triple and & \$105 for quad occupancy per night based upon availability  
This rate does include hotel breakfast for occupants  
Call (405) 364-8040 to make reservations

### OVERFLOW HOTEL INFORMATION

#### HILTON GARDEN INN NORMAN

700 Copperfield Drive  
Norman, OK 73069

County Special Room Rate is \$77/night based upon availability/ includes hot breakfast  
Call (405) 579-0100 to book your reservation

### OVERFLOW HOTEL INFORMATION

#### HOLIDAY INN NORMAN

1000 N. Interstate Drive  
Norman, OK 73069

County Special Room Rate is \$77/night based upon availability/includes hot breakfast  
Call (405) 364-2882 to book your reservation

## 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](mailto:felixj@okacco.com)

or

Jonnie Leckie  
Co-Meeting Planner  
Ph: (405) 516-5326  
[jonniel@okacco.com](mailto:jonniel@okacco.com)



# OVER FLOW HOTEL RERSERVATION FORM

## **Hilton Garden Inn, Norman Oklahoma**

700 Copperfield Drive

Norman, OK 73072

**Phone:**(405) 579-0100

(Please call/fax the local numbers for reservations)

**Fax:** (405) 579-1414

Conference attendees the Hilton Garden Hotel will serve as our overflow hotel for the ACCO Conference It is less than 1 mile away from the Embassy just across the overpass.

**Please fill out the following form and return fax to:**

**Hilton Garden Hotel**

**Fax: (405) 579-1414**

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: <b>(please mark all choices to be billed)</b>		
All Charges:		
Meals:		
Internet:		
Room only:		
<b>PO's Must Reflect Rooms and Incidentals on the PO Descriptions</b>		

### **\*\*\*\*\*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.**