

**CCAO/CEAO ANNUAL WINTER CONFERENCE
DECEMBER 6-8, 2015**

HOSPITALITY SUITE REQUEST FORM

*All hospitality suites will be held at the Hyatt Regency Hotel.
All food and beverages served in hospitality suites must be ordered from the Hyatt Regency.*

NAME OF COMPANY _____

CONTACT PERSON _____ TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (_____) _____ FAX (_____) _____ E-MAIL _____

VIP HOSPITALITY SUITE AT THE HYATT REGENCY HOTEL - \$400/NIGHT Includes 1 connecting sleeping room. Suites are 1014 sq. ft. with a larger entertaining area and includes a television, table for six, bathroom, and a wet bar.
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NAME OF OCCUPANT IN CONNECTING GUEST ROOM (INCLUDED WITH SUITE)		ARRIVAL DATE	DEPARTURE DATE
OPTIONAL ADDITIONAL CONNECTING GUEST ROOM? (Priced at conference rate of \$123 single/double/triple/quad)*			
YES	NO		

(Circle one) Name of Occupant

*If your company requires more than two sleeping rooms contact [Hyatt Regency Hotel reservations](http://HyattRegencyHotelreservations.com) online or at (888) 591-1234.

If you would like to host a suite in other public space available at the Hyatt, please contact [Mary Jane Neiman](mailto:MaryJane.Neiman@hyatt.com), CCAO Public Relations Associate at 614/220-7979.

HOSPITALITY SUITE DATES AND HOURS OF OPERATION

Hospitality suites are generally open late afternoon and close at your discretion. Traditionally, Sunday afternoon and/or evening and Monday evenings before and/or after the evening function are the most popular times for hospitality suites. Please do not open suites during the CCAO/CEAO Monday night function. See conference session schedule.

Please check the evening(s) you wish to host a Hospitality Suite: _____ SUNDAY, DEC 6 _____ MONDAY, DEC 7

CHECK-IN TIME: 3:00 P.M. CHECK-OUT TIME: 12:00 NOON

THE HYATT REGENCY HOTEL CANNOT RESERVE SUITES WITHOUT CCAO/CEAO's AUTHORIZATION

I understand that a \$350 contribution to CCAO/CEAO must accompany this form. For more information, contact [Mary Jane Neiman](mailto:MaryJane.Neiman@hyatt.com), CCAO Public Relations Associate at 614/220-7979 or 888/757-1904.

RETURN THIS COMPLETED FORM & YOUR CHECK PAYABLE TO THE CONFERENCE ACCOUNT BY **NOVEMBER 6, 2015** TO: CCAO/CEAO, ATTN: MARY JANE NEIMAN, 209 EAST STATE STREET, COLUMBUS, OHIO 43215-4309 or fax 614/221-6986.

CCAO/CEAO CONTRIBUTIONS ARE DEDUCTIBLE AS AN ORDINARY AND NECESSARY BUSINESS EXPENSE. THEY ARE NOT DEDUCTIBLE AS CHARITABLE CONTRIBUTIONS FOR FEDERAL INCOME TAX PURPOSES.
