

**MID-WINTER CONFERENCE**  
**February 16-19, 2009**  
**Salem Conference Center**  
**200 Commercial St SE**  
**Salem OR 97301**



**VENDOR REGISTRATION FORM**

Conference Registration deadline is **January 30, 2009.**

Please print or type.

Name(s): \_\_\_\_\_  
Title(s): \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Email Contact: \_\_\_\_\_

The conference registration fee includes lunches and breaks on Tuesday & Wednesday, and a morning break on Thursday. The conference will end at noon on Thursday. Breakfast buffet is included with lodging. No dinners are provided.

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Full Conference Fee (February 16-19)	\$125.00 (+\$20 for each additional representative)
One Day Conference Fee (February 17 <sup>th</sup> or 18 <sup>th</sup> )	\$75.00 (+20 for each additional representative)
One-Half Day (Available only on February 19 <sup>th</sup> )	\$30.00

**IMPORTANT:** This registration form and your registration fee must be received by the OACC Treasurer no later than **January 30. NO EXCEPTIONS!** No refunds will be made after the registration deadline.

**Make checks payable to Oregon Association of County Clerks and send to:**

Terri Turi, Coos County Clerk  
Coos County Courthouse  
250 N Baxter St  
Coquille OR 97423

**Hotel Registrations:** See hotel registration information sheet attached.  
**Deadline for room reservations is January 16, 2009.**

201 Liberty Street South  
Salem, Oregon 97301  
www.phoenixgrandhotel.com

Voice: 503 540-7800  
Toll Free: 877 540-7800  
FAX: 503 589-1715



## Phoenix Grand Hotel Group Rooms Agreement

Name of Group: **Oregon Association of County Clerks**

Dates: **February 16-19, 2009**

### GROUP RATES:

Room Type	Single Rate	Double Rate
<b>Deluxe King</b>	<b>\$109</b>	<b>\$119</b>
Deluxe Double Queen	\$119	\$129
Suite King	\$129	\$139
Suite Double Queen	\$139	\$149

Please note that all room rates are quoted exclusive of applicable state and local taxes, currently 10%. The extra person charge for each additional adult is \$20.00 per person, per night. These group rates will be offered two days before and two days after the dates indicated above, subject to availability of rooms at the time the reservation is made.

### RESERVATIONS METHOD:

Individuals will call in and make their own reservations directly with our Reservations office. Individuals may use our toll free number, **(877) 540-7800**. Please ask them to identify themselves as being a member of your group in order to receive the special negotiated rates.

### RESERVATIONS DUE DATE:

The reservations due date is **January 16, 2009** after which rooms not reserved will be returned to general hotel inventory. The group will remain responsible for such room nights per the cancellation or attrition clause below. Reservation requests received after the reservations due date will be accepted on a space and rate availability basis.

### GUEST ROOM CHARGES:

Individuals are responsible to pay their own accounts at departure and must present a credit card at check in to access ancillary services.

### HOTEL POLICIES:

Check-in time is 3:00 p.m. and check-out time is 11:00 a.m. We will do everything possible to try to accommodate all early arrivals but cannot guarantee that the rooms will be ready until 3:00 p.m. We reserve the right to substitute room types where a particular room type is unavailable. Late check-out may be arranged on a space-available basis at an additional charge. Phoenix Grand Hotel requires a 24-hour cancellation notice to avoid penalty charges.