



### HOSPITALITY SUITE REQUEST FORM

*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. The Hyatt Regency Staff will be contacting you.*

**AS A COURTESY TO CCAO/CEAO, WE REQUEST THAT COMPANIES REFRAIN FROM ENTERTAINING  
CONFERENCE REGISTRANTS DURING THE BANQUET ON MONDAY EVENING.**

NAME OF COMPANY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**VIP HOSPITALITY SUITE AT THE HYATT REGENCY HOTEL - \$429/NIGHT (to be paid to the Hyatt)**

Includes 1 king connecting sleeping room. Suites are 1014 sq. ft. with a larger entertaining area and includes a refrigerator, television, table for six, bathroom, and a wet bar.

NAME OF OCCUPANT IN CONNECTING GUEST ROOM (INCLUDED WITH SUITE)		ARRIVAL DATE	DEPARTURE DATE
OPTIONAL ADDITIONAL CONNECTING GUEST ROOM? (Priced at conference rate of \$139 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 online](http://HyattRegencyHotelreservationsonline.com) or at (888) 421-1442.

If you would like to host a suite in other public space available at the Hyatt, please contact [Mary Jane Neiman](mailto:MaryJane.Neiman@ccao.org), CCAO Public Relations Associate, at (614) 220-7979 or (888) 757-1904 ext. 302.

**HOSPITALITY SUITE DATES AND HOURS OF OPERATION**

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

Please check the evening(s) you wish to host a Hospitality Suite: \_\_\_\_\_ SUNDAY, DEC 9 \_\_\_\_\_ MONDAY, DEC 10

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@ccao.org), CCAO Public Relations Associate at (614) 220-7979 or (888) 757-1904 ext. 302.

RETURN THIS COMPLETED FORM & YOUR CHECK PAYABLE TO THE CCAO/CEAO CONFERENCE ACCOUNT BY **NOVEMBER 5, 2018** 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.