



ACBO 2012 Spring Conference

Quick Reference Sheet

Updated 1/4/12

CONFERENCE INFORMATION

Dates/Location: May 21-23, 2012
Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815-3306
1-916-922-4700

Times: Conference activities generally run from 9am on Monday thru noon on Wednesday.

Registration Rates: \$285

Registration Deadline: Wednesday, May 16, 2012 (*any registrations after this date will be handled as on-site registrations*)

Final Details: A final details email will go to registered attendees, sponsors and presenters on Thursday a.m., May 10th.

Call for Proposals: The deadline for proposals is Monday, February 27, 2012. Proposals should be submitted online at www.acbo.org. Those who submit will be notified of status by March 16, 2012. Call for Proposal package available online at www.acbo.org (by 1/27/12).

Sponsorship: Opportunities are available from \$5,000 to \$750; brochure insert option available for \$250. Deadline for commitments is May 4, 2012. Sponsorship & Marketing Package available online at www.acbo.org (by 1/27/12).

HOTEL INFORMATION

Hotel:	Hilton Sacramento Arden Village 2200 Harvard St Sacramento, CA 95815-3306 Tel: 1-916-922-4700 Fax: 1-916-649-1311
Hotel Website:	www.hilton.com , complete link is http://www1.hilton.com/en_US/hi/hotel/SMFHIHF-Hilton-Sacramento-Arden-West-California/index.do
Reservations:	Call 800-344-4321 and mention you are with "ACBO" in order to secure the group rate. An online reservations option will be available at a later date.
Room Rate:	\$139 plus 12% tax and a \$1.35 tourism assessment fee per night
Cut-Off Date:	Reservations must be made by 5:00 p.m. on April 30, 2012 in order to secure the group rate. We encourage reservations at your earliest convenience in order to ensure room availability.
Airport:	Plan to fly in and out of Sacramento Int'l Airport (SAC).
Ground Transportation:	Choices include car rental, taxi (approximately \$45 to \$50 each way) or SuperShuttle (\$19 each way).
Parking:	Self parking is available at no charge.
Check-In/Out Time:	3:00 p.m./12:00 p.m.
Internet:	Wireless is \$14.95 per 24 hour period in guest rooms and/or lobby and public areas.
Services:	Workout room, outdoor heated pool, restaurant, lounge and coffee bar, gift shop kiosk.

FOR STAFF USE/INFORMATION ONLY:

Block:	215 rooms (10 Sat/ 35 Sun/ 85 Mon/ 85 Tues)
Attrition:	85%
Meeting Space:	Comp with an 85% (183 or more room nights) or higher guest room pick up. \$2,200 per day if 174 to 182 rooms picked up. \$3,300 per day if 173 or below.

F&B Minimum:	\$14,500++
Cancellation:	75% of anticipated revenue (rooms/F&B)
Deposits:	None
Direct Billing:	Yes
Concessions:	<p>1/40 (can be applied to master account)</p> <p>Three upgrades to concierge level at group rate</p> <p>Three welcome amenities</p> <p>Five comp guest room internet connections</p> <p>Two comp internet connections for office per day</p> <p>Reduced internet connection (\$150/connection) for meeting rms or, if add'l connections are needed, at least 40 % off</p> <p>Staff rate of \$109 for three rooms</p> <p>Comp guest room for meeting planner</p> <p>Up to six (6) complimentary sponsor tables and \$50 for each add'l table (flat fee)</p>

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 Director of Sales, Hilton Sacramento Arden West
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 916-649-1311 fax
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