

ASBO SPRING CONFERENCE

May 19 – May 22, 2013

General Information to Accompany Registration Form

Reservation Forms must be returned to your liaison representative by the date specified by your liaison. Do **not** send to ASBO directly.

LATE REGISTRATIONS CANNOT BE ACCEPTED.

In completing the reservation form, please be sure to:

1. Check the appropriate boxes. Complete **both** sides of **all** pages.
2. Return payment with reservation form to your liaison representative. See reservation form for accepted credit cards.
3. Do not include membership fee – send this separately to your liaison representative
4. Complete all blanks at top of each page
5. You must include name and county of roommate if you check a package with double rates. If your spouse is your roommate, complete a separate form for him/her.
6. All questions should be referred to your liaison representative.
7. All late reservations will be returned.
8. No refunds will be made after May 10, 2013.
9. Spouse must pay **member's** registration fee if not included in selected package.
10. Emeritus members should note Registration Reduction. The reduction is only applicable to full registration choices. See note 5 on the form.
11. Hotels - There are numerous combinations to pick from. However, this also means that those who DO NOT get their first choice will be contacted at a later date for a second choice. If an alternative choice is needed, either additional funds or a refund will be necessary.
 - The Monday night dinner consists of an \$18.00 voucher good at any restaurant of your choice from the approved list. Check for details in the registration packet distributed at the conference. The Tuesday night dinner will be at Phillips Crab House.
 - Each person registering and staying in one of the convention hotels will receive a hotel ticket, through his/her liaison representative during the second week of May.
 - You will receive meal tickets, name badge, program, etc., beginning Monday morning at the Registration Desk, which will be located in the Convention Center. For those arriving Sunday, you will be able to pick up this material at an ASBO Registration Desk which will be located in the Princess Royale on Sunday afternoon.
 - Those desiring to attend the exhibits and the sectional meetings, and who do not plan to stay in a convention hotel, must pay the registration/lunch/breakfast fee. **CONTINUED THIS YEAR:** There are three choices for attendees not requiring lodging. Full, three day registration with associated breakfasts and lunches; or separate Monday or Tuesday registrations with associated meals. Please review the second page of the form.
 - Breakfast Monday* and Tuesday will be served in the **Convention Center**. Breakfast Wednesday will be served in the Princess Royale **ONLY** for all ticket holders. Tickets will be collected.

NOTE: Spouses/Guests **NOT** pre-registered, who wish to attend the Sunday night reception, in the **Convention Center's Bay Front Room**, will be charged \$20.00 at the door. (Note change in location.)

*Sunday Package only.

ASBO RESERVATION FORM
 61st Spring Conference May 19 – May 22, 2013
 Ocean City, Maryland

All conference reservations **must** appear on this form and are restricted to exhibitors, and members of Maryland and DC ASBO. Member's Spouse must pay registration fee.

Check if this your first ASBO Conference _____ Membership Number: _____ Spouse _____

NAME: _____ TITLE: _____

AFFILIATION/COUNTY: _____ NAME FOR BADGE: _____

EMAIL ADDRESS: _____ Telephone: _____

ROOMMATE: _____ Affiliation/County: _____

JOB INTERESTS/GROUPS: Admin/Fiscal Emeritus Facilities HR Nutrition
 Purchasing Safety, Security & Risk Management Technology Transportation

RESERVATION PACKAGES: Packages include lodging, meals and registration.

Princess Royale – *Ocean View*

	Sunday-Wednesday	Monday – Wednesday	Monday Only	Tuesday Only	Sunday Lodging Only
Single	01 \$564.00	03 \$455.00	05 \$290.00	07 \$299.00	09 \$90.00
Double	02 \$429.00	04 \$365.00	06 \$245.00	08 \$254.00	10 \$45.00

Princess Royale – *Ocean Front*

	Sunday – Wednesday	Monday – Wednesday	Monday Only	Tuesday Only	Sunday Lodging Only
Single	11 \$630.00	13 \$499.00	15 \$312.00	17 \$321.00	19 \$112.00
Double	12 \$462.00	14 \$387.00	16 \$256.00	18 \$265.00	20 \$ 56.00

Princess Bayside – *Standard*

	Sunday – Wednesday	Monday – Wednesday	Monday Only	Tuesday Only	Sunday Lodging Only
Single	21 \$516.00	23 \$423.00	25 \$274.00	27 \$283.00	29 \$ 74.00
Double	22 \$405.00	24 \$349.00	26 \$237.00	28 \$246.00	30 \$ 37.00

Princess Bayside – *BayView*

	Sunday – Wednesday	Monday – Wednesday	Monday Only	Tuesday Only	Sunday Lodging Only
Single	31 \$546.00	33 \$443.00	35 \$284.00	37 \$293.00	39 \$ 84.00
Double	32 \$420.00	34 \$359.00	36 \$242.00	38 \$251.00	40 \$ 42.00

{Select one (1) pkg. above only} **Package Subtotal** \$ _____

(Continue Registration on Reverse)

Notes: **(1) Must** be completed or payment of **Non-Member-Add -On MUST** be **added** to other selections. On Spouse's Reservation Form, Enter **Members Number** and check '**Spouse**'.

(2) On Spouse's Reservation Form, Enter **Members County**.

(3) Check the appropriate Package box and write that amount in the Package Amount area. Only one **lodging** package may be selected on a form. Only the item(s) under a column are included in that particular reservation package.

Items included:	Sunday – Wednesday	Monday – Wednesday	Monday Only	Tuesday Only	Sunday Lodging Only
Lodging	Sun/Mon/Tue	Mon/Tue	Mon	Tue	Sun
Breakfast	Mon/Tue/Wed	Mon/Tue	Mon	Tue	No
Lunch	Mon/Tue	Mon/Tue	Mon	Tue	No
Dinner	Mon/Tue	Mon/Tue	Mon	Tue	No
Registration	Yes	Yes	Yes	Yes	No

Each hotel has set aside a limited number of rooms. If your choice is not available, your Liaison Representative will be advised of the change. Your Liaison will contact you.

Name: _____ Affiliation/County: _____

Separate Items: These items do not include lodging. (See Note 4)

Registration, Breakfasts (3) & Lunches (2) May 20, 21, 22	(81)	\$247.00	\$ _____
Registration, Breakfast & Lunch – Monday May 20	(82)	\$115.00	\$ _____
Registration, Breakfast & Lunch – Tuesday May 21	(83)	\$113.00	\$ _____
Monday Night (Dine Around) May 20	(84)	\$ 18.00	\$ _____
Tuesday Night (Phillips Crab House) May 21	(85)	\$ 29.00 x _____ (Quantity)	\$ _____
Non-Members – Add On – School Business Official {to above Packages/Registration & Lunches} (91)			\$ 60.00 \$ _____
Non-Members – Add On – Business Associate {to above Packages/Registration & Lunches} (92)			\$100.00 \$ _____
Emeritus/Emeritus’ Spouse REDUCTION (See Note 5) (93)			\$ < 67.00 > (deduct from above)

Separate Items Subtotal \$ _____

Grand Total (Pay This Amount) \$ _____

Notes: (Continued)

(4) For those who require no lodging, **OR** for those who selected a lodging package **and** need additional items.

(5) Only applicable when using Packages 01 – 08, 11 – 18, 21 – 28, 31 – 38, or number 81 above.

Payment Method: Check Credit Card

Check: Enclosed is a check payable to **ASBO-MD & DC** in the amount of \$ _____

Credit Card (Check One) VISA AMEX MASTERCARD

I authorize ASBO-MD & DC to charge \$ _____ to my credit card:

Credit Card Number _____ Expiration Date _____

Cardholder’s Signature

Print Cardholder’s Name (as it appears on card).

Active Members’ Forms Must be Returned to Your Liaison. Emeritus members’ forms should be sent directly to ASBO.

NOTE: If you have any dietary restrictions (food allergies, diabetic, etc.), please indicate them below. While ASBO cannot guarantee total provision of a meal alternative, the caterer has indicated they will be able to provide some meal alternatives. They can do this if they have an indication of how many alternative meals are needed. The Monday and Tuesday lunches will include pasta and seafood.

Alternative meal arrangements are required due to: _____