



# 2018 CALAFCO Staff Workshop April 11 – April 13, 2018 San Rafael



LAFCo	
Received	
Check #	

## 2018 WORKSHOP REGISTRATION

**REGISTRATION DEADLINE IS MARCH 28, 2018**

### WORKSHOP REGISTRATION FEES

Please submit one form for each person registering

FIRST NAME LAST NAME

NAME ON NAMETAG

LAFCo/ORGANIZATION POSITION

GUEST NAME (For guest/spouse registration)

MAILING ADDRESS

CITY ZIP

PHONE

E-MAIL ADDRESS

EMERGENCY CONTACT NAME PHONE

	Payment Received by March 9 <sup>th</sup>	Payment Received after March 9 <sup>th</sup>	Fee
Member – Full Workshop	\$290	\$330	
Non-member – Full Workshop	\$390	\$430	
Guest/Spouse – All Meals	\$150	\$200	
Member – One Day ( __Wed or __Thur)	\$185	\$220	
Non-Member – One Day ( __Wed or __Thur)	\$240	\$290	
Mobile Workshop – Wed. (Includes lunch and admission)	\$50	\$50	
Attorney MCLE Credit (LAFCo counsel only)	\$50	\$50	
<b>TOTAL REGISTRATION FEE</b>			

Payment must accompany registration. Please make checks payable to "CALAFCO." Mail completed registration forms and payment to:

CALAFCO  
1215 K Street, Suite 1650  
Sacramento, CA 95814

**PAYMENT MUST BE RECEIVED BY MARCH 9 TO RECEIVE THE EARLY BIRD RATE. NO EXCEPTIONS.**

#### HOTEL RESERVATIONS

##### Four Points by Sheraton, San Rafael

Make your hotel reservations online at [www.starwoodmeeting.com/events/start.action?id=1801228757&key=258AD900](http://www.starwoodmeeting.com/events/start.action?id=1801228757&key=258AD900) or call 415-479-8800 and mention CALAFCO Staff Workshop to receive rate.

Special rates (\$110/night) available 2 days pre and post workshop upon availability. Price excludes tax/fees. **Hotel reservation cutoff date is March 12, 2018.** For more details, contact CALAFCO at 916-442-6536.

#### CANCELLATION & REGISTRATION REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by March 22, 2018 receive a 100% refund less \$20 handling fee.
3. Registration fees are transferable to another person not already registered provided the request is received in writing no later than April 3, 2018 and are subject to a \$20 handling fee.
4. Registration fees for guests and special events are fully refundable less a \$20 handling fee if requests are made in writing and received by March 22, 2018. A full refund is provided if the special event is cancelled.
5. Cancellation requests must be made by e-mail, fax or mail to the CALAFCO office.
6. Cancellation requests made after March 28, 2018 are not eligible for a refund.
7. Credits are not issued for registrations cancelled.