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

2018 WORKSHOP REGISTRATION

REGISTRATION DEADLINE IS MARCH 28, 2018

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**

WORKSHOP REGISTRATION FEES

	Payment Received by March 9th	Payment Received after March 9th	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	
TOTAL REGISTRATION FEE			

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 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. Must show government id. 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.