



## Annual Conference

March 29 – April 1, 2022 | SAFE Credit Union Convention Center

### **HOSPITALITY SUITES PACKAGE**

## CALIFORNIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

### HOSPITALITY SUITE REQUIREMENTS

Hyatt Regency Sacramento  
Thursday, March 31, 2022  
5:30 – 7:30 p.m.

CASBO invites you to participate in our longtime Annual Conference tradition — our ever-popular Hospitality Suites!

Make your plans to partner with us at this social networking event, where our attendees visit a variety of suites hosted by our Associate Members.

In this package, you'll find everything you need to know to get started, including floor plans and brief descriptions of the suites.

We look forward to working with you in Sacramento this year!



#### Eligibility Requirements

To obtain a hospitality suite, your company must meet the following eligibility requirements:

- Your company must be a CASBO Associate Member, with annual dues paid through June 2022; **and**
- Your company must be a registered, paid exhibitor at the California School Business Expo **or** have staff registered to attend conference.

#### Conditions for Participation

The CASBO Associate Member Committee (AMC) has final authority in establishing and monitoring the hospitality suite activities of the associate members.

Please take note of the following, as infractions may result in your company having to make appropriate changes or close its suite.

#### ***Sanctioned Activities:***

- Hospitality functions may be held only in the hotel suites that are designated each year by the AMC.
- The AMC establishes hospitality suite dates and times in conjunction with CASBO, which are required to be adhered to by all associate members who shall not host any off-site activities during the specified hours of the hospitality suites.
- The AMC will provide hospitality suite door signs; no other company signs are allowed.

- Advertising materials (including giveaways, brochures, raffles, etc.) are not permitted to be on display. You may have one (1) company banner, branded with name and/or logo only, in your suite. All other company activities are confined to CASBO-sanctioned exhibits on the expo floor.
- Invitations to hospitality suites that your company wishes to extend at conference may not be posted on any hotel bulletin boards, elevators or other common areas.

### ***Food & Beverage Protocols:***

- Your company must purchase all hospitality suite food and beverage items through the hotel and may not bring in any food and beverage from an outside source.
- You may return any unopened alcoholic beverage purchased from the hotel for credit.
- The hotel will provide bar setup, including a bar, glasses, napkins, ice, appropriate garnishes and labor. **Exception:** You may provide cocktail napkins branded with your company logo for use in the hospitality suite.
- The hotel will provide bartenders for an additional fee and will charge gratuities on the full retail price of liquor served.
- The hotel will impose service charges, as well as federal and state taxes, on all food and beverage orders your company places for its hospitality suite.

### **Reservation Details**

To reserve a hospitality suite, your company must complete the attached Hospitality Suite Reservation Form and submit it directly to CASBO. ***(Please do not attempt to make your reservation directly through the hotel.)***

- Your hospitality suite reservation may not be approved if:
  - You submit it any way other than via the approved form;
  - CASBO receives the form after all available rooms have been assigned; or
  - You do not pay your sales order upon receipt.
- The AMC will assign all requests for hospitality suites, according to the date received.
- CASBO will give maximum consideration to your expressed hospitality suite preference and will confirm your assignment via email thirty (30) days prior to conference.
- Once your reservation is confirmed, CASBO will provide you with a hotel contact, with whom you will directly coordinate to make your food and beverage arrangements. Your hotel contact will provide you with a complete package of information that includes menus, food and beverage pricing, ordering instructions, etc.

**CALIFORNIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**  
**HOSPITALITY SUITE RESERVATION FORM**

**Hyatt Regency Sacramento**  
**Thursday, March 31, 2022**  
**5:30 – 7:30 p.m.**

Please complete this reservation form and return it to CASBO. We will confirm your reservation by email thirty (30) days in advance of conference and provide you with a sales order for immediate payment.

Payment of your sales order is expected upon receipt. CASBO will give maximum consideration to your expressed hospitality suite preferences. Promptly paying your sales order will assist in this regard.

Company  
Name \_\_\_\_\_

Contact  
Name \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

1<sup>st</sup> Room  
Choice \_\_\_\_\_

2<sup>nd</sup> Room  
Choice \_\_\_\_\_

***Please submit this form via email to Lori Smith at [lsmith@casbo.org](mailto:lsmith@casbo.org)***

## CALIFORNIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

### HOSPITALITY SUITE DESCRIPTIONS & FLOOR PLANS

**Hyatt Regency Sacramento**  
**Thursday, March 31, 2022**  
**5:30 – 7:30 p.m.**

CASBO has been allocated the following rooms at the Hyatt Regency Sacramento, California, as shown in the following descriptions and floor plans. *(For an interactive video tour of Hyatt Regency meeting spaces, please [click here](#).)*

If your preferred room is not available, CASBO may contact you to offer you another room based on the square footage initially requested.

1 <sup>st</sup> Floor		
Suite Name	Square Footage	Fee
Regency D	1,672	\$2,500 <b>SOLD</b>
Regency E	1,672	\$2,500
Regency F	1,672	\$2,500 <b>SOLD</b>
Vines Cafe	3,359 (incl. 1,200 sf. outdoors)	\$4,000 <b>SOLD</b>
2 <sup>nd</sup> Floor		
Suite Name	Square Footage	Fee
Ventura	525	\$750
Tahoe	800	\$1,000
Big Sur AB	966	\$1,500 <b>SOLD</b>
Carmel AB	1,144	\$2,000
Golden State AB	1,500	\$2,500 <b>SOLD</b>
15 <sup>th</sup> Floor		
Suite Name	Square Footage	Fee
Capitol View	1,716	\$3,000 <b>SOLD</b>

*(please see hospitality suite floor plans next page)*

FLOOR PLAN  
First Floor



~~Vines Café (floor plan not available)~~ **SOLD (American Fidelity)**



