2018 HOTEL RESERVATION FORM

51st Annual Conference & Institute of Government

August 4 – 8, 2018

Hilton Head Marriott, Hilton Head Island, SC

SOUTH CAROLINA ASSOCIATION OF COUNTIES

Sold out Fri., Sat. and Tues.

RESERVATION INFORMATION

The discounted conference rate is $204.00 king/queen and is subject to the nightly state and local sales tax, currently 10% ($224.40 per night). Please check the type of room accommodations that you desire. The **hotel reservation deadline is July 3, 2018 or until the room block is sold out.** Please note that you must be a **paid registrant** in order to receive the discounted conference hotel rate.

☐ **King - Shower only** ☐ **Two Queen Beds** **Select preference:** ☐ **South Tower** ☐ **Main Tower**

Check-in is 4:00pm and check-out is 11:00am. The hotel is a non-smoking facility. Preferences will be noted on reservation, but are not guaranteed. All preferences are subject to availability upon check-in. The conference rate quoted is a preferred rate that has been negotiated for our group only. Based on this special rate, specific room locations cannot be guaranteed. Rooms will be assigned at check-in and are subject to availability. Specific room requests will be granted based on availability and/or at published rack rates.

GUARANTEE/PAYMENT

All reservations must be made for a minimum stay of two (2) nights and accompanied by a non-refundable advance deposit of the LAST night's room and tax in the amount of $224.40. Reservations will only be accepted with this form and each room must be guaranteed by a credit card.

NO SHOW/CANCELLATION POLICIES

If a guest does not check-in on the reserved check-in date (and has not notified the hotel of any changes), the room will be subject to release and the guest will forfeit the one night deposit. If the hotel is sold out over the remainder reserved dates, the hotel does not guarantee a room or the rate. **Reservations cancelled at any time prior to arrival will be charged the last night's room rate and tax.**

SCAC CONFERENCE SCHEDULE

INSTITUTE OF GOVERNMENT:	Saturday, August 4 – Sunday, August, 5
ANNUAL CONFERENCE:	Sunday, August 5 – Wednesday, August 8
AWARDS COMPETITION:	Sunday, August 5
BANQUET:	Tuesday, August 7

Name_____

Title_____

Spouse (if attending)_____

County_____

Mobile Phone_____

Phone_____

E-mail _____

Arrival Date_____Departure Date_____

Marriott Rewards # _____

No. of adults in party (over 18 years old) _____

No. of children_____No. of rooms:* ☐ One ☐ Two

Name on Credit Card _____

Type of Credit Card_____

**CC #_____Exp._____

Billing Address_____

Signature_____

***Maximum two rooms per name.**

****This card will be charged the last night's room/tax which is non-refundable.** If additional charges are to be placed on this card and cardholder will not be present at check-in, a credit card authorization form is required.

RETURN HOTEL RESERVATION FORM DIRECTLY TO:

MAIL: Reservations Dept., HHI Marriott Resort & Spa ~ One Hotel Circle, Hilton Head Island, SC 29928

FAX: (843) 686-8448

EMAIL: Carol.Grindstaff@marriott.com

QUESTIONS: Contact Carol Grindstaff Stidham at (843) 686-8478