



CAL FIRE Local 2881

Convention Committee

MEMORANDUM

To: All State Officers, DVP's & Chapter Directors

Date: 10/3/2018

Re: Convention Registration Information

Delegate registration: The biggest problems regarding registration are spelling, duplicate registrations & refunds.

Spelling needs to match the membership database, i.e., Joseph H. Smith. Joe, Joey, or Jose on the registration form will not match when we do the search.

Duplicate registration end up with a refund and bad credentials for the floor. I'll use Dennis Nelson as an example. If Dennis is coming for his chapter, district, and PAC, we need clear definition on both forms of his delegate status and who is paying. In addition to being a delegate you must be a member in good standing, which applies to retirees as well.

Refunds tend to gum up the machine. When you discover that you have a refund, **PLEASE** submit it in writing. A written request will give our convention finance an opportunity to review it and the request will provide supporting documentation for the refund check.

Printed credentials are only necessary to validate your access to the floor as a voting member of your delegation. This means guests, vendors, VIP's, etc., will not be receiving an I.D. Badge.

Hotel Registration - What's Different

On behalf of our finance director, executive assistant, your individual treasurers and convention finance, PLEASE make a special effort to maintain a clean & separate document trail. **Only** Paul Van Gerwen and Doug Mackey will have authorization for "master account" charges. Your room charges will be made to your credit card and expensed through the Certify program. If you need to file for a travel advance, you can do that through Certify (cash advance).

You will make your own reservations using the "2019 Convention" link on our website. Not using the link will result in us failing to meet our contract percentage, lose our group room rate & being charged for meeting space. The link is:

<https://www.starwoodmeeting.com/Book/calfire2019>

PLEASE REGISTER EARLY! The cutoff for rooms is 12/28/18; **cutoff for early convention registration is 12/01/18.**

Rhett Corning

Cell 530-526-2563

convention@L2881.org

CHECK NUMBER: _____

CHECK AMOUNT: _____

**CAL FIRE LOCAL 2881
53rd ANNUAL CONVENTION
Sheraton Grand, Sacramento, CA
January 10-13, 2019**

REGISTRATION FORM

(Typed Entries Only)

<u>NAME</u>	<u>E-MAIL ADDRESS</u>	<u>DEL/ALT/VIP</u>	<u>CHAPTER</u>	<u>Paid by</u>
Example: Cliff Allen	callen@L2881.org	ALT	CZU (required)	D1

****Please note that the chapter represented is required***

Early registration fee is \$150.00 for a full participant (delegate/alternate delegate/proxy/VIP). Early registration fees must be postmarked by December 1, 2018. All registration fees paid after that time or at convention will be **\$160.00**. Registration fee includes the Friday night banquet. Note: Guest registration fee is \$70.00 and includes the Friday night banquet only.

VERY IMPORTANT!!!! All room reservations are to be made directly to the Sheraton Grand Sacramento using the link below:

[CAL FIRE Local 2881 2019 Annual Convention](#)

(OR copy and paste the following link into a web browser)

<https://www.starwoodmeeting.com/Book/calfire2019>

or by telephone at 1.800.325.3535. If you call the hotel to make your reservations, be sure to state that you are with the **CAL FIRE Local 2881 2019 Conference** to receive the group rate. **Please** do not make other arrangements for hotel reservations using other group rates or deals. Our group rate includes free meeting room space and other concessions. To obtain these concessions we are committed to filling our block at the pre-determined group rate. Booking rooms outside this group may leave us short of our commitment and financially liable. Remind all registrants that **room reservations should be made by December 28, 2018**, or rooms cannot be guaranteed.

Make checks payable to: **CAL FIRE Local 2881 Convention** and return this registration form with payment to:

CAL FIRE Local 2881 Convention Registration, 1731 J Street, Suite 100, Sacramento CA 95811

