



MAINE ASSOCIATION OF COMMUNITY BANKS

Convention Registration Guidelines

LODGING RESERVATIONS

Convention delegates will reserve and pay for their own hotel rooms. Secure web-based reservations can be made, modified, and canceled on this link which is customized to our convention:

https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=97568.

You can access this link directly or find it on the MACB website at www.mecb.com. You can also call 202-737-1234 and identify yourself with the Maine Association of Community Banks Convention in order to qualify for the group rate.

If you wish to book a suite, please make it as a request on your online reservation, or call to book.

Rooms must be reserved with a credit card by **August 15, 2007** to assure rates and availability. One night's lodging will be charged against the credit card for hotel rooms not cancelled 24 hours before arrival. An early departure fee equal to one night's room and tax will be assessed to any guest who departs earlier than the date confirmed at check-in.

The hotel takes all major credit cards as well as personal checks that are approved and guaranteed by identification and a credit card. Check-in time is 3:00 p.m. Checkout time is 12:00 noon. Bellmen can store luggage for early arriving or late departing guests.

Room rates for 2007 are as follows: \$195 single occupancy; \$220 double occupancy; \$240 triple occupancy; \$270 quadruple occupancy; \$550-\$800 Executive Suite; \$850-\$1100 Regency Suite; \$1100-\$1350 Capitol Suite; \$1500-\$1750 Presidential Suite. State and local taxes of 14.5% are additional.

MASTER ACCOUNT BILLING

If you wish to have all of your delegates' charges billed to one account, there are two options. First, if you wish to be direct billed, complete the attached Credit Application. Second, if you wish to pay by credit card, complete the Credit Card Application. Send your form to Rachel McCarty, Catering & Convention Services Manager at the Hyatt. The fax number is 202-719-8419 and the e-mail address is rmccarty@hyatt.com. Rachel's phone number is 202-719-8408. Include the address where the bill should be sent, a list of names to be included on your master account, and a statement of what you will cover (room, meals, bar, phone charges, portage fees, hotel gift shop, etc.).

CONVENTION REGISTRATION

Please send the Convention Registration Form and fees to the Association office by **August 15**. Refunds on cancelled registrations will be granted by the Association through **September 12**.

The registration form is being sent electronically in Excel as well as in hard copy. To register, you can: (1) mail the printed form to us with a check or credit card number; (2) complete it electronically and e-mail it and send a check to follow; or (3) fax it with a credit card number. We do not recommend that you e-mail credit card information, but you may fax that information to 207-791-8432 or call us at 207-791-8400.

The spouse/guest registration fee includes Thursday's welcome reception, receptions and dinners Friday and Saturday evenings, and a share of musicians, decor and entertainment for all functions. The delegate fee includes in addition the business meeting, breaks, speaker travel and expenses, printing, supplies and audiovisual rental.

The food and entertainment (nondeductible) portion of the \$875 delegate Convention Registration Fee is 77% of the total fee. The food and entertainment (nondeductible) portion of the \$675 spouse/guest fee is 100%.

MEALS

For breakfast and lunch, you can dine on your own or purchase tickets to a group buffet arranged by the Association. You can sign up for group buffet tickets on the Convention registration form. The hotel offers the *Park Promenade*, an atrium restaurant open for breakfast, lunch and dinner, as well as *Perks Coffee* which features Starbucks, pastries, snacks and pizza. The *NetWorks Bar* offers drinks and quick snacks.

As noted above, dinners on Friday and Saturday are included in the Convention registration fee. Thursday evening's Dine Around is optional. You can sign up and pay for it on the Convention registration form.

Thursday Evening at Union Station

(Included in registration fee)

For over 90 years, Union Station has welcomed people to the nation's capital and is the most visited site in all of Washington, D.C. It is a transportation hub and a dynamic shopping and dining destination offering restaurants, specialty boutiques, fashion and gift stores, and souvenir shops on two concourses. MACB convention delegates will enjoy a private reception and dinner in the magnificent East Hall of Union Station on their night of arrival in Washington.

DRESS CODE: Business casual.

Friday Night Dine Around

(Optional—please sign up on MACB registration form)

We have made reservations at several of DC's favorite restaurants on Friday evening. You can sign up for and prepay this event, which includes a complete dinner and round trip transportation. Beverages will be available on a cash basis when you arrive at your restaurant. We will gather in the hotel lobby to meet the tour guides who will accompany each group to their assigned restaurant. We will assign your group to a restaurant based on your numbers. Information on the restaurant will await you when you arrive at the Convention.

DRESS CODE: Business casual.

Saturday Annual Banquet

(Included in registration fee)

This gala evening at the Hyatt will begin with the Chairman's Reception followed by dinner in the Ballroom and a musical show of political satire by the Capitol Steps. The banquet entrée will be a mixed grill of beef, fish and chicken. Let us know in advance about dietary restrictions--diabetes, lactose or gluten intolerance, etc., or if a vegetarian meal is required. As in past years, seating at Saturday evening's Annual Banquet will be assigned in the order in which convention registration forms are received in our office.

DRESS CODE: Dressy--coat and tie for men and dress or dressy pantsuit for women.

TOURS

An early bird tour to Mount Vernon will take place Thursday for those who arrive Wednesday. Spouse tours will be scheduled Friday and Saturday mornings during the business meetings. Afternoons will be free for delegates and spouses to explore Washington on your own or on one of our guided tours. All tours will be booked based on motor coach capacity. Vehicles will be filled in the order in which we receive reservations. Although we may have to cancel minimally subscribed tours as of August 15, we will make every effort to book you on the tour of your choice.

GRATUITIES

Guests can expect to provide gratuities for service by bellmen, valet parking attendants and waiters for non-Association meals. ***Please note if you are planning to arrive by bus:*** The hotel automatically charges a \$3.00 per person portage fee incoming and outgoing, so please let your delegates know that they do not need to provide individual gratuities. Arrangements should be made for the person in charge of your bus to place all of these portage charges on one person's room account or a special master bill (see MASTER ACCOUNT BILLING, page 1).

BUSES

If your group plans to charter a motor coach for the trip to Washington, please let Pam Green know (207-791-8412) your estimated time of arrival. We will advise the hotel of bus schedules so they can be prepared to handle a large number of guests promptly. A per-person portage fee of \$3.00 in and out will be charged by the hotel. The person in charge of the bus group should make arrangements with the hotel to place these charges on a room account or a special master bill (see MASTER ACCOUNT BILL, page 1), and send the hotel a list of names of your delegates.