

MAINE ASSOCIATION OF COMMUNITY BANKS

BOSTON '09

FISH • FOOD • FUN • FACTS

September 17-20
Marriott Long Wharf

Convention Registration Guidelines

LODGING AT THE MARRIOTT

WEB REGISTRATION: To book rooms online, copy and paste the link below into your web browser. You will be directed to the Marriott's home page with the group code already entered in the appropriate field. All you need to do is enter your arrival date to begin the reservation process:

<http://www.marriott.com/hotels/travel/boslw?groupCode=macmaca&app=resvlink&fromDate=9/14/09&toDate=9/22/09>

Reservations must be made by **August 25** and guaranteed with a major credit card. If you are planning to set up one master account to pay for all of your group's rooms, please see MASTER ACCOUNTS below. If you set up a master account, you do not have to register on the Web.

PHONE REGISTRATION: Call 800 228-9290 by **August 25** and mention Maine Association of Community Banks or MACB. Rooms are available on a first come-first served basis. Please provide a credit card number to reserve your rooms. Again, if you are planning to set up one master account to pay for all of your group's rooms, please see MASTER ACCOUNTS. If you set up a master account, you do not have to register by phone.

The convention room rate at the Marriott is \$269, single or double, and is subject to state and local taxes of 12.45%. The group rate will be honored two days before and after the Convention, subject to availability. Guests will pay the hotel directly for their rooms on checkout. One night's lodging will be charged against the credit card for hotel rooms not cancelled by 6:00 p.m. the day of arrival. Check-in time is 4:00 p.m. Checkout time is 12:00 noon. Bellmen can store luggage for early arriving or late departing guests.

CONVENTION REGISTRATION

Please send the Convention Registration Form and fees to the Association office by **August 25**. Refunds on cancelled registrations will be granted by the Association through **September 4**. Payment for theater tickets is due **August 12**.

If you complete the e-mailed version of the registration form in Excel, the spreadsheet will total all of the amounts. Please key in the dollar amount for each event or meal that you are registering for and that amount will total across and down.

The registration fees include the cost of receptions Thursday, Friday and Saturday evenings, dinner Friday and Saturday, and musicians and entertainment for all functions. The spouse fee reflects meals and entertainment only; the delegate fee includes a share of the business meeting, speaker expenses and travel, coffee breaks, printing, supplies and audiovisual aids. The food and entertainment (nondeductible) portion of the \$695 delegate Convention Registration Fee is 57% of the total fee. The food and entertainment (nondeductible) portion of the \$395 spouse/guest fee is 100%.

MASTER ACCOUNTS

Banks may set up a master account to place charges for all of their delegates on one bill. Banks planning to set up a master account will reserve rooms directly with the Marriott Long Wharf's senior event manager, not by Web or by phone. While the hotel will not direct bill you, they will accept a credit card payment for all of the rooms on your master account. To set up your master account and book your rooms, provide the names of everyone in your group as early as possible to:

Christine Carletti
Marriott Long Wharf
Christine.Carletti@marriott.com
Fax number (617) 227-8595

Include the name of the MACB Convention, a list of names to be included on your master account, and a statement of what you will cover (room, meals, bar, phone charges, baggage handling for bus group, hotel gift shop, etc.).

MEALS

The cost of dinner Friday and Saturday is included in your convention registration fee. Guests are on their own for dinner Thursday evening. You can purchase tickets to optional group breakfasts for Friday, Saturday or Sunday morning at the hotel; and box lunch tickets can also be purchased for Friday and Saturday for those needing a quick lunch before heading to a tour. Please sign up for these optional group meals on the Convention Registration Form. For those who prefer meals on their own, the hotel offers casual dining with ocean views in the Oceana Restaurant, and the hotel has a Starbucks Café onsite. In addition, Faneuil Hall Market Place is a short walk from the hotel and offers 17 restaurants and pubs as well as 40 eateries in the food hall. See <http://www.faneuilhallmarketplace.com/dining.html>.

TOURS

Spouse tours will be scheduled Friday and Saturday mornings during the business meetings. Afternoons will be free for all guests to explore Boston on their own or with 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 under-booked motor coaches and request that you take an alternative tour, we will make every effort to book you on the tour of your choice.

BUSES

If your group charters a motor coach to Boston, please let Pam Green know (207-791-8412) your estimated time of arrival, and departure. We will advise the hotel of bus schedules so they can be prepared to handle a large number of guests promptly. A per-person baggage fee of \$10.00 round trip will be charged by the hotel. Please make arrangements with the hotel to place these charges on a room account or a special master account (see above MASTER ACCOUNTS).

PARKING

Convention delegates will pay for their own parking while at the Marriott. Limited valet parking is available at the hotel on a first come, first served basis at a rate of \$44 per night for overnight guests (subject to change).

GRATUITIES

While the Association takes care of tipping for sponsored receptions, meals and tours, guests can expect to provide gratuities for service for non-Association meals, bellmen, housekeeping and valet parking attendants. **Gratuities note to banks planning to arrive by bus:** *Since the hotel requires the \$10.00 baggage fee for bus arrivals (see BUSES), please remind your delegates arriving by bus that they do not need to provide individual gratuities for bellmen.*