

## Virginia Association of Counties Lodging Guidelines

VACo hosts its annual conference at The Homestead Hotel in November. In the past, some localities have not been able to secure lodging in the conference hotel. In an effort to accommodate all interested organizations, the VACo Board of Directors has approved a system whereby every county has an opportunity to reserve some sleeping rooms for its delegation in the headquarters hotel of the VACo Annual Conference. With the expressed assistance from the hotel reservations office, the VACo Board of Directors has adopted the following guidelines:

1. Lodging request forms will be e-mailed/faxed from VACo's office to every VACo Board member, county administrator and confirmed exhibitor in mid-June.
2. Each member of the board of directors of the association has an opportunity to reserve a room in the hotel. The hotel will have a listing of the VACo Board of Directors so as to accommodate these individuals.
3. Each county will have the opportunity to reserve three (3) rooms for its elected officials and/or staff members, EXCLUDING any supervisor that is on the VACo Board of Directors. For counties that need more than 3 rooms, the county should determine which 3 individuals are to receive the initial room reservations and the others will be placed on a "WAIT LIST". If the county makes no determination of assignment, the hotel will automatically pick three forms, and assign the balance to the "WAIT LIST".
4. Each confirmed exhibitor will have the opportunity to reserve one (1) room. Additional reservation requests will be placed on the "WAIT LIST". The Reservations office will have a listing of the exhibiting firms. But exhibitors should mark their form in bold letters: **VACo EXHIBITOR**.
5. This reservation system will be maintained for a period of two weeks from the time the form is released to the county and exhibitor offices. At the end of the two-week period, any unreserved rooms will be offered to those individuals on the "WAIT LIST". At this time, the hotel will be completely booked up.

This plan also means that county offices/administrators and exhibitors need to consider alternative lodging options' such as doubling up in The Homestead where feasible and/or using nearby bed & breakfast inns and motels in Bath and Alleghany Counties to confirm sleeping rooms for additional representatives.

Anyone on the "WAIT LIST" will continue to be served throughout the summer and fall months as cancellations are made at the headquarters hotel.