



**Directors Conference  
December 5-8, 2021  
Marco Island, FL**

**[Where should I stay?](#)**

**JW Marriott Marco Island Beach Resort, Golf Club & Spa**  
400 S Collier Blvd  
Marco Island, FL 34145  
239.394.2511

<b><u>Room Category</u></b>	<b><u>Rate</u></b>
Convention Guest Room (2 Queens or 1 King)	\$229
Partial Gulf View (2 Queens or 1 King)	\$265
Gulf View (2 Queens or 1 King)	\$275
Sirene Golf View (2 Queens or 1 King)	\$356

Please make your hotel reservations prior to Thursday, November 11, 2021, by using this [booking link](#).

Rates are based on single or double occupancy and are subject to applicable taxes. These special rates are available for reservations beginning up to 3 days before the conference (November 30 - December 2) and 3 days after the conference (December 10 -12), as room availability permits.

The hotel will accept reservations after Thursday, November 11, 2021, based on availability; however, rooms may be gone before then, so early reservations are recommended.

There is a \$20 daily resort fee per room per night. The daily resort fee includes:

- Enhanced high speed internet access
- Unlimited domestic long distance and local phone calls
- 2 bottles of water per room per day

- Access to resort golf practice facility including range balls and clubs
- Complimentary golf course shuttle
- 2 spa fitness classes (must be 16 years or older, reservations required, call extension 2686)
- 1 beach umbrella rental daily

*\*Remember that all hotel arrangements are strictly between you and the hotel. In the event your flight is canceled, you are responsible for calling to cancel your room reservation.*

Check-in time is 4:00 p.m., and check-out is 11:00 a.m.

### **Tax Exemption Information**

Federal credit unions are exempt from the hotel room & occupancy tax when you pay for rooms directly with a company credit card that is billed to the credit union. The funds cannot be paid from a personal account.

**IMPORTANT: The state of Florida has a new process for claiming the tax exemption. The following steps will help you navigate Florida's process as efficiently as possible; we also highly recommend you begin the process before the conference. If you already have a Florida-granted certificate of exemption, you may use a copy of your existing certificate, which is valid for 5 years.**

#### **To claim your state of Florida tax exemption:**

Download the Florida application for a certificate of exemption via this [website](#), then complete and mail the form (it cannot be emailed, faxed, or sent through other electronic means) to:

#### **Account Management-Exemptions**

##### **Florida Department of Revenue**

**PO Box 6480**

**Tallahassee FL 32314-6480**

Once Florida receives your completed form, within three weeks they will approve your tax exemption and mail you a certificate of exemption (Florida cannot send it via electronic means).

**NOTE: Keep a copy of your certificate, which is valid for 5 years.**

#### **Airport**

JW Marriott Marco Island Beach Resort, Golf Club & Spa is located approximately 49 miles from Southwest Florida International Airport (RSW).

#### **Transportation**

A taxi from the airport is approximately \$80 one way. Shared ride services (Lyft or Uber, for example) are available and approximately \$60 one way.

## **Car Rental**

Hertz is the official car rental company for this meeting. You can take advantage of their discounted rates by placing your reservation online at [www.hertz.com](http://www.hertz.com) or through the Hertz Meeting Sales Desk within the U.S. at 800-654-2240; from within Canada call 800-263-0600 refer to Meeting CV#02ZG0016.

## **Parking**

On-site parking is \$25 per day, valet parking is \$30 per day.

## **Air Travel**

CUES conference participants may call Fox World Travel for airfare reservations at 888.691.9163 between 7:30 a.m. and 5:30 p.m. CST and reference Group Code 09FP5320. Please note that a ticket processing fee of \$37 domestic or \$46 international will be added. CUES does not offer a discounted rate, but Fox World Travel will ensure the best pricing available for U.S. residents.

## **What should I pack?**

Suggested dress for the conference is resort casual attire. Although we try to keep meeting room temperatures comfortable, we suggest you bring a sweater or jacket. Average temperatures this time of year are mid-70s during the day and mid-50s in the evening.

## **When should I arrive?**

The conference will begin on Sunday, December 5<sup>th</sup> and conclude on Wednesday, December 8<sup>th</sup> at 10:30 a.m.

## **What else do I need to know?**

### **Cancellation Policy**

ALL CANCELLATIONS MUST BE IN WRITING ([cues@cues.org](mailto:cues@cues.org)).

- Prior to 60 days – full refund
- 31-60 days before start of event – 50% refund
- 0-30 days before start of event – no refund

Substitute attendees are welcome, subject to eligibility. CUES reserves the right to cancel or reschedule the event due to unforeseen circumstances, and will refund fees if the event is rescheduled or location is changed and you are unable to attend.

## **Questions**

If you have any questions or inquiries, please contact CUES Headquarters at 800.252.2664 or outside the U.S. call 608.271.2664, ext. 340 or email [cues@cues.org](mailto:cues@cues.org).