



Pacific Fishery  
Management Council  
Cordially Invites You  
to the

# Chair's Reception



**Friday, April 6, 2018**

**6 p.m.**

Mt. Hood Foyer  
Sheraton Portland Airport  
8235 NE Airport Way, Portland, Oregon 97220  
503-281-2500



## City of Portland Oregon Transient Lodging Program

Contact: Revenue Division ~ Email: [tltax@portlandoregon.gov](mailto:tltax@portlandoregon.gov)

111 SW Columbia St., Suite 600, Portland OR 97201

Mailing Address: P.O. Box 8791, Portland, OR 97207

Program Phone: (503) 865-2857 ~ FAX (503) 823-5189

Web: <http://www.portlandoregon.gov/revenue/29976>

### TRANSIENT LODGINGS TAX GOVERNMENT EXEMPTION CERTIFICATE

(A completed certificate is required for a tax exemption.)

Guest name (please print): \_\_\_\_\_

On official business for (printed name of **FEDERAL** agency): \_\_\_\_\_

Supervisor Contact Information (name, address, phone number): \_\_\_\_\_

Name of lodging establishment: \_\_\_\_\_

Occupancy from (check-in date): \_\_\_\_\_ Occupancy to (check-out date): \_\_\_\_\_

**This is to certify that I, the undersigned, am an employee of the United States Government Agency indicated above; that the charges for the occupancy at the above establishment on the dates indicated above have been, or will be, paid for by such Governmental Agency; and that such charges are incurred in the performance of my official duties as an employee of such Governmental Agency. I also understand that I must provide the hotel Operator with supporting documentation, as indicated below, or the Operator must deny my request for exemption.**

\_\_\_\_\_  
Signature of the federal employee

\_\_\_\_\_  
Date

**\*\* IMPORTANT:** Do not accept this certificate without one of the following (generally, do not photocopy federal ID cards unless there is no other documentation & employee agrees to copy of ID card):

This certificate is **NOT valid** without attaching a copy of one of the following (check one):

- GSA SmartPay Charge Card  
(Government ID checked:  YES \_\_\_\_\_ initials)
- Business card with Federal logo  
(Government ID checked:  YES \_\_\_\_\_ initials)
- U.S. State Department identification card – with statement on card exempting hotel taxes  
(Government ID checked:  YES \_\_\_\_\_ initials) -- please attach copy of card
- Other – email from employer or photocopy of Government ID  
(Email from Employer / Government ID:  YES \_\_\_\_\_ initials) -- please attach copy of email/  
card

**City of Portland Code Section 6.04.050 states no tax shall be imposed upon:**

**Any Federal Government employee traveling on official government business, who presents an official Government Exemption Certificate or official travel authorization.**

#### RETAIN THIS RECORD FOR A PERIOD OF NOT LESS THAN 3 YEARS AND 6 MONTHS

A separate exemption certificate is required for each occupancy and for each Federal employee. If you have any questions, please call the Revenue Bureau, License and Tax Division at (503) 865-2857.

**If a guest is unable or unwilling to provide the necessary information required to verify they are an employee of the federal government AND they are travelling on official federal business as stated on**

## Government Exemption Instructions

The City of Portland Transient Lodgings Tax government exemption only applies to employees of the federal government travelling on official federal government business. A guest claiming to qualify for the government exemption will need to provide one of the following items upon check-in:

### 1. **Official Travel Orders & Government ID**

Travel orders provide proof that the guest is travelling on official federal business. The Government ID confirms the identity of the individual listed on the travel orders.

### 2. **Letter from Federal employer on official Federal Agency letterhead & Government ID**

The letter provides proof that the guest is travelling on official federal government business. The letter must include name(s) of guest(s), reason for travel and dates of travel.

In the event items #1 or #2 are unavailable, the guest must provide a completed City of Portland Government Exemption Certificate plus one of the following:

### **GSA Smart Pay Credit Card**

This applies to Centrally Billed Credit Cards only. A copy of the credit card must be provided highlighting the first 6 digits of the credit card number. Centrally Billed Credit Cards have a prefix beginning with 4486, 4614, 5565 or 5568. The sixth digit in the credit card number is always a 0, 6, 7, 8 or 9. Important Note: GSA Smart Pay Credit Cards other than those listed above are not tax exempt.

### **Business card with Federal logo & Government ID**

A copy of a Federal agency business card may be accepted. You must also verify the name on the business card matches the Government ID presented by the guest.

### **US State Department ID card (with Blue Stripe)**

The blue stripe verifies government exemption status for sales tax AND hotel tax. Also, some foreign diplomats have US State Department issued ID cards with a yellow stripe. The yellow stripe denotes certain exemption restrictions. If this stripe indicates Hotel taxes are exempt, then it is valid. *Please note: Photocopies of U.S. State Department ID cards must be provided to the Bureau to verify validity. Color photocopies are preferred.*

### **Other:**

In the event a guest does not have any of the above required documentation, an email from a supervisor confirming the guest is travelling on official business and the dates of their travel will also be accepted. The email address must be from the federal government agency the guest is employed by. Emails generated from personal email accounts will not be accepted. The guest is still required to complete the City of Portland Government Exemption Certificate (the form on the reverse) and present Government ID.

A photocopy of the Government ID can also be accepted in cases where there is no other documentation available and the guest is in agreement.

**If a guest is unable or unwilling to provide the necessary information required to verify they are an employee of the federal government AND are travelling on official federal business, their request for government exemption should be denied, as it WILL be denied under audit.**

**Important Reminder:** The guest folio listing all final charges must be attached to each Government Exemption Certificate or official travel authorization.



# Pacific Council Meeting Schedule 2018-2021

Hotel reservations (inside the contracted block) need to be arranged with Ms. Patricia Crouse ([Patricia.Crouse@noaa.gov](mailto:Patricia.Crouse@noaa.gov))

## 2018

DATES	LOCATION
<b>March 8-14, 2018</b> Advisory Bodies begin Thursday, March 8 Council Session begin Friday, March 9	<a href="#">DoubleTree by Hilton Sonoma</a> One Doubletree Drive – Rohnert Park, CA 94928 Telephone: 707-584-5466
<b>April 5-11, 2018</b> Advisory Bodies begin Thursday, April 5 Council Session begin Friday, April 6	<a href="#">Sheraton Portland Airport Hotel</a> 8235 NE Airport Way - Portland, OR 97220 Phone: 503-281-2500
<b>June 7-13, 2018</b> Advisory Bodies may begin Thursday, June 7 Council Session may begin Friday, June 8	<a href="#">DoubleTree by Hilton Spokane City Center</a> 322 N Spokane Falls Court – Spokane, WA 99201 Telephone: 509-455-9600
<b>September 5-12, 2018</b> Proposed Subcommittees may meet Wednesday, Sept. 5 Advisory Bodies may begin Thursday, Sept. 6 Council Session may begin Friday, Sept. 7	<a href="#">DoubleTree by Hilton Hotel Seattle Airport</a> 18740 International Blvd. – Seattle, WA 98188 Telephone: 206-246-8600
<b>November 1-8, 2018</b> Proposed Subcommittees may meet Thursday, Nov. 1 Advisory Bodies may begin Friday, Nov. 2 Council Session may begin Saturday, Nov. 3	<a href="#">San Diego Marriott Del Mar</a> 11966 El Camino Real – San Diego, CA 92130 Telephone: 858-523-1700

## 2019

DATES	LOCATION
<b>March 5-12, 2019</b> Proposed Subcommittees may meet Tuesday, March 5 Proposed Advisory Bodies may begin Wednesday, March 6 Council Session may begin Thursday, March 7	<a href="#">Hilton Vancouver Washington</a> 301 W Sixth Street – Vancouver, WA 98660 Telephone: 360-993-4500
<b>April 9-16, 2019</b> Proposed Subcommittees may meet Tuesday, April 9 Proposed Advisory Bodies may begin Wednesday, April 10 Council Session may begin Thursday, April 11	<a href="#">DoubleTree by Hilton Sonoma</a> One Doubletree Drive – Rohnert Park, CA 94928 Telephone: 707-584-5466
<b>June 18-25, 2019</b> Proposed Subcommittees may meet Tuesday, June 18 Proposed Advisory Bodies may begin Wednesday, June 19 Council Session may begin Thursday, June 20	<a href="#">Doubletree by Hilton Hotel San Diego – Mission Valley</a> 7450 Hazard Center Drive – San Diego, CA 92108 Telephone: 619-297-5466
<b>September 11-18, 2019</b> Proposed Subcommittees may meet Wednesday, September 11 Proposed Advisory Bodies may begin Thursday, September 12 Council Session may begin Friday, September 13	<a href="#">The Riverside Hotel</a> 2900 Chinden Blvd – Boise, ID 83714 Telephone: 208-343-1871
<b>November 13-20, 2019</b> Proposed Subcommittees may meet Wednesday, November 13 Proposed Advisory Bodies may begin Thursday, November 14 Council Session may begin Friday, November 15	<a href="#">Hilton Orange County/Costa Mesa</a> 3050 Bristol Street - Costa Mesa, CA 92626 Telephone: 714-540-7000

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## 2020

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DATES	LOCATION
<b>March 3-9, 2020</b> Proposed Advisory Bodies may begin Tuesday, March 3 Council Session may begin Wednesday, March 4	<i>Northern California (Even Years)</i>
<b>April 3-10, 2020</b> Proposed Subcommittees may meet Friday, April 3 Proposed Advisory Bodies may begin Saturday, April 4 Council Session may begin Sunday, April 5	<a href="#">Hilton Vancouver Washington</a> 301 W Sixth Street – Vancouver, WA 98660 Telephone: 360-993-4500
<b>June 11-18, 2020</b> Proposed Subcommittees may meet Tuesday, June 11 Advisory Bodies may begin Wednesday, June 12 Council Session may begin Thursday, June 13	<a href="#">Doubletree by Hilton Hotel San Diego – Mission Valley</a> 7450 Hazard Center Drive – San Diego, CA 92108 Telephone: 619-297-5466
<b>September 10-17, 2020</b> Proposed Subcommittees may meet Thursday, September 10 Proposed Advisory Bodies may begin Friday, September 11 Council Session may begin Saturday, September 12	<a href="#">DoubleTree by Hilton Spokane City Center</a> 322 N Spokane Falls Court – Spokane, WA 99201 Telephone: 509-455-9600
<b>November 13-20, 2020</b> Proposed Subcommittees may meet Friday, November 13 Proposed Advisory Bodies may begin Saturday, November 14 Council Session may begin Sunday, November 15	<a href="#">Hyatt Regency Orange County</a> 11999 Harbor Boulevard – Garden Grove, CA 92840 Telephone: 714-750-1234

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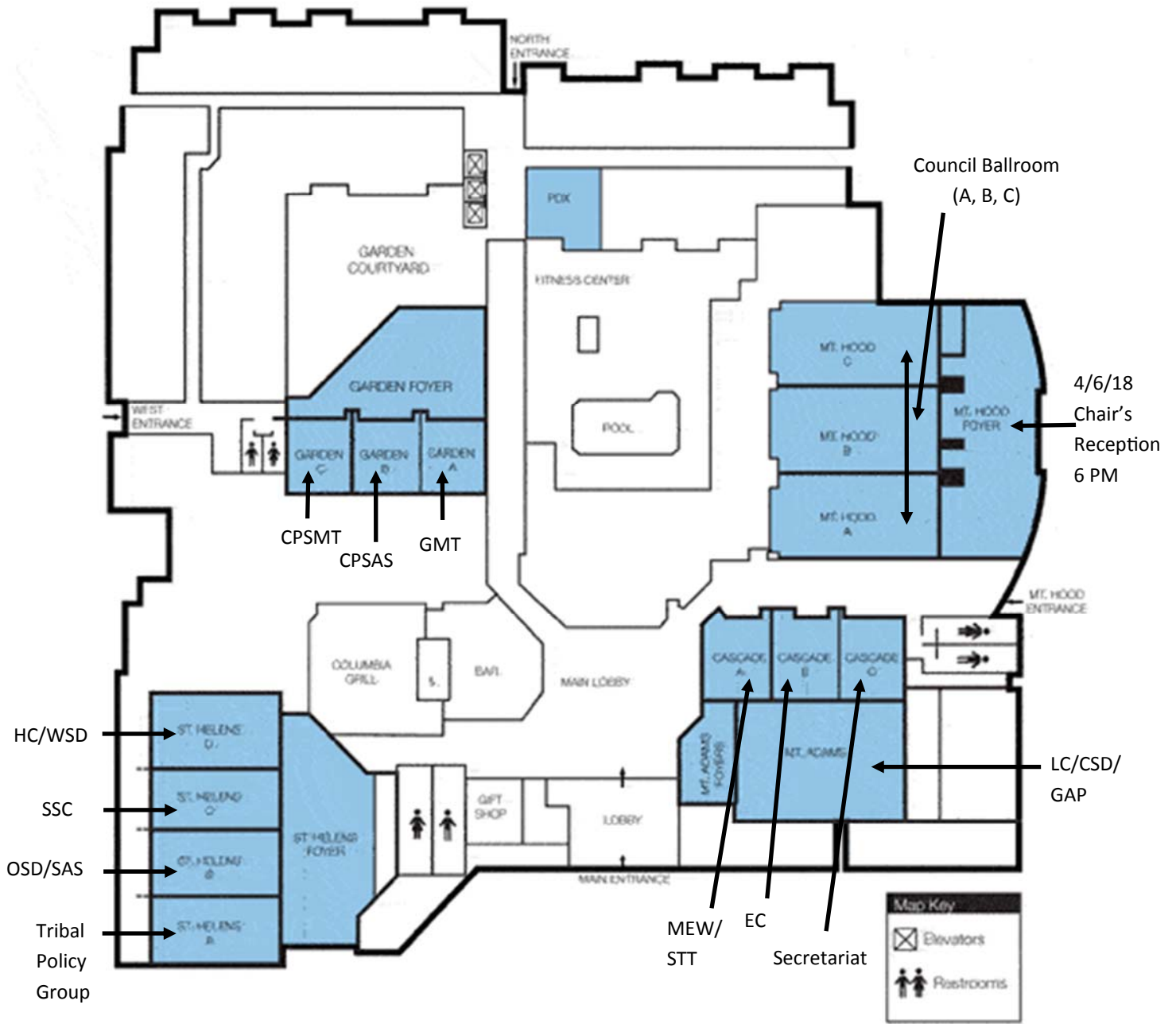
## 2021

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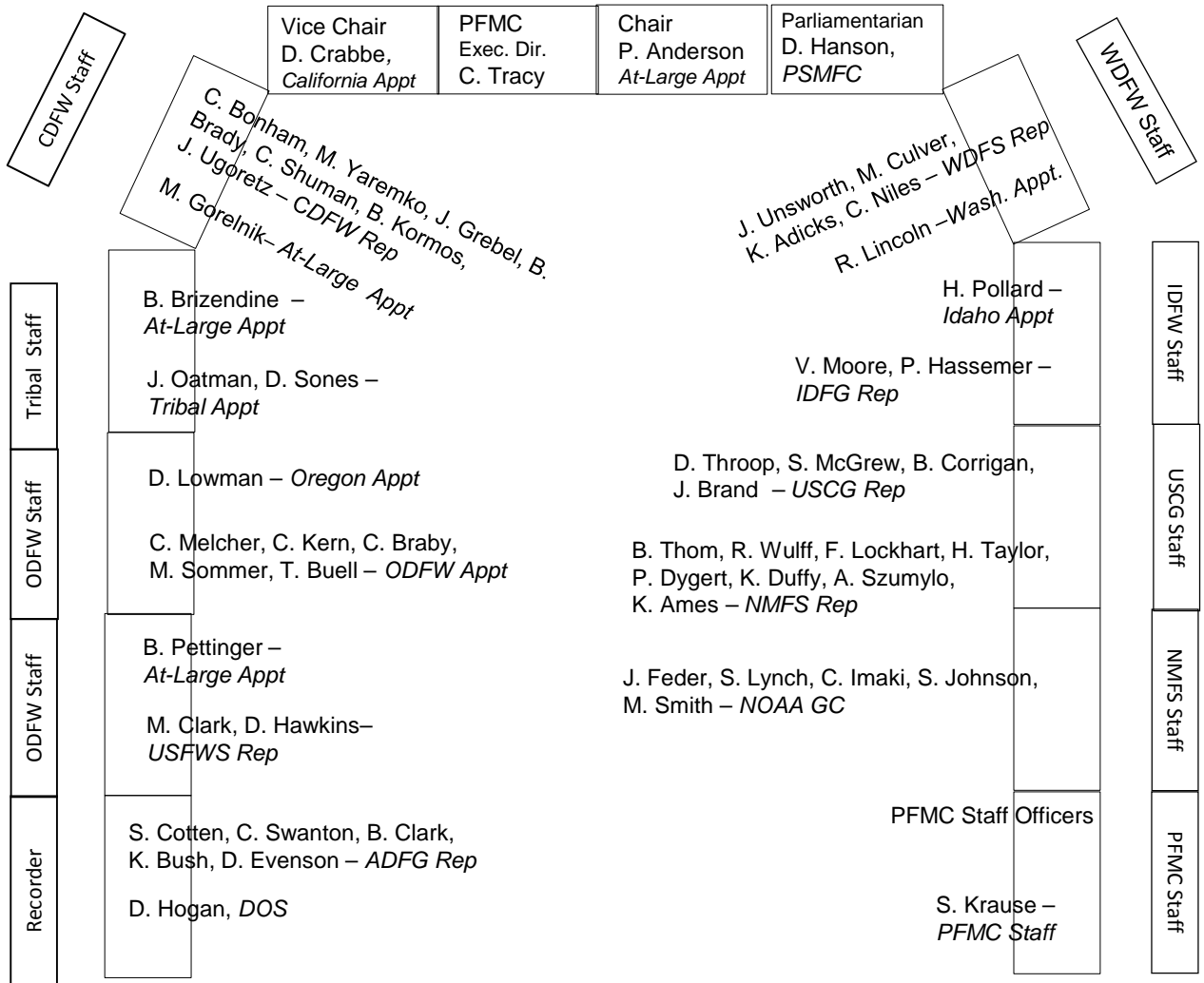
DATES	LOCATION
<b>March 3-10, 2021</b> Proposed Subcommittees may meet Wednesday, March 3 Proposed Advisory Bodies may begin Thursday, March 4 Council Session may begin Friday, March 5	<i>Oregon or Washington</i>
<b>April 6-13, 2021</b> Proposed Subcommittees may meet Tuesday, April 6 Proposed Advisory Bodies may begin Wednesday, April 7 Council Session may begin Thursday, April 8	<i>Northern California (Odd Years)</i>
<b>June 22-29, 2021</b> Proposed Subcommittees may meet Tuesday, June 22 Advisory Bodies may begin Wednesday, June 23 Council Session may begin Thursday, June 24	<i>California, Idaho, Oregon or Washington</i>
<b>September 8-15, 2021</b> Proposed Subcommittees may meet Wednesday, September 8 Proposed Advisory Bodies may begin Thursday, September 9 Council Session may begin Friday, September 10	<i>California, Idaho, Oregon or Washington</i>
<b>November 15-22, 2021</b> Proposed Subcommittees may meet Monday, November 15 Proposed Advisory Bodies may begin Tuesday, November 16 Council Session may begin Wednesday, November 17	<i>California</i>
PFMC 03/20/18	U:\!PFMC\MEETING\Council Mtg Schedules\CM Schedule 2018-2021.docx

# Sheraton Hotel Map

Tribal and Washington  
 Technical Group  
 PDX Suite 129



# PACIFIC COUNCIL SEATING DIAGRAM



**State and Federal Agencies Acronyms:**

- ADFG** Alaska Dept of Fish & Game
- CDFW** California Dept of Fish & Wildlife
- DOS** U.S. Department of State
- IDFG** Idaho Dept of Fish & Game
- ODFW** Oregon Dept of Fish & Wildlife
- WDFW** Washington Dept of Fish & Wildlife

- NMFS** National Marine Fisheries Service
- NOAA GC** National Oceanic & Atmospheric Administration General Counsel
- PSMFC** Pacific States Marine Fisheries Commission
- USCG** U.S. Coast Guard
- USFWS** U.S. Fish & Wildlife Service