

# HOTEL INFORMATION

## SIMPLY THE BEST

Deadline for hotel reservations is noted under each hotel. Rooms may not be available after that date. The hotel reservation form is on page 11. For more details on the conference locations or specific hotel information, review pages 4–6. Check individual hotel information on the Hotel Reservation Form for the applicable tax rate.

BALTIMORE, MARYLAND		DENVER, COLORADO		ORLANDO, FLORIDA	
<b>Hyatt Regency Baltimore on the Inner Harbor</b>	<b>Sheraton Inner Harbor</b>	<b>Holiday Inn Inner Harbor</b>	<b>Hyatt Regency Denver</b>	<b>Caribe Royale Orlando</b>	
\$155.00 Single/Double	\$155.00 Single/Double	\$155.00 Single/Double	\$140.00 Single/Double	\$140.00 Single/Double	
\$160.00 Triple/Quad	\$160.00 Triple/Quad	\$160.00 Triple/Quad	\$150.00 Triple/Quad	\$145.00 Triple/Quad	
October 9, 2009	October 9, 2009	October 9, 2009	October 16, 2009	October 23, 2009	

## HOTEL RESERVATION INSTRUCTIONS

- ❑ All chapters should send their hotel reservation forms to the address indicated for their hotels.

## BEFORE THE CONFERENCE

- ❑ The deadline for receipt of hotel reservation forms is **noted under each hotel**. Reservations received after this date will be made on a space-available basis.
- ❑ Advance reservations on the official hotel reservation form will be honored on a first-come, first-served basis. Reservations with credit card deposits may be faxed to the fax number indicated for your hotel. Reservations will not be accepted by phone.
- ❑ If you are sending a form for a room that will have students from different schools sharing a room, please write the name of the school for each student. One adviser should be listed on the form as the person responsible for the room. Be certain that only one adviser submits a reservation.
- ❑ The hotels are not authorized to mix delegations to fill a double, triple, or quad accommodation. Reservations will be made only for occupants listed together on the same hotel reservation form.
- ❑ A deposit of one night's lodging plus sales tax for each room reserved must accompany the hotel reservation form.

## ACCEPTABLE FORMS OF PAYMENT

- ❑ For hotel information specific to the city you have selected, please refer to pages 4–6.
- ❑ Check individual hotel information on the Hotel Reservation Form for the applicable tax rate.

## WHEN YOU ARRIVE

- ❑ Hotel check-in time is 3:00 p.m. except at the Hyatt Regency Baltimore on the Inner Harbor, check-in time is 4:00 p.m. If you arrive earlier than the check-in time, the hotel will make every effort to assign as many rooms as possible. Make arrangements to attend workshops or business tours until your room is available if you know you will be arriving early.
- ❑ A luggage storage area is provided at each hotel for groups arriving prior to the check-in time.
- ❑ To minimize confusion in the hotel lobby, one FBLA adviser or PBL representative must register the entire

delegation. Clearly indicate on the hotel reservation form the name of the person handling the group's billing. To charge incidentals to your guestroom, such as room service, restaurant, or outside phone line access, you must present a major credit card and driver's license upon check-in. The assigned delegate or adviser secures room assignments and keys for the entire delegation.

- ❑ The hotels have been advised of the importance of placing FBLA adviser and chaperone rooms next to the rooms of the students for whom they are responsible. They will make every effort to do so, but room availability is largely dependent upon the checkout time of those departing on the day of your arrival.
- ❑ Checkout time is noon at all the conference hotels except the Hyatt Regency Denver and the Caribe Royale Orlando. One adviser or representative must check out, turn in keys, and pay room bills for the entire delegation. The hotel will provide one bill for each room occupied.

## TIPS FOR A SMOOTHER HOTEL CHECK-IN

- ❑ Do not wait until check-in to change reservations. Fax or mail changes to the address indicated on the hotel reservation form. If you must make a change in your reservation **AFTER** the cutoff date please call your hotel. When calling, be sure to document the name of the person you spoke with and the date and time of the conversation.
- ❑ Have copies of your original reservation form with you, along with any changes called or faxed to the hotel.
- ❑ Be sure your school's accounting department sends separate checks for hotel reservations and conference registration to the appropriate addresses on each form. **The payments may not be combined in one check.**
- ❑ If you are mailing your balance due, make sure the check clearly indicates to which school/reservation the amount should be applied. To be absolutely clear, send a copy of your reservation form marking it "duplicate" with the balance payment.
- ❑ Although you only need to send a deposit, paying the full amount in advance speeds check-in time.
- ❑ Be as accurate as possible when completing the line on the reservation form that asks your delegation's arrival and departure time. The hotel uses this information to staff the front desk with enough agents at heaviest arrival times.
- ❑ If you have not received a hotel confirmation prior to leaving for the conference, call the hotel to verify your reservation and document your conversation.