

## SHERATON BIRMINGHAM HOTEL

2101 Richard Arrington Jr. Blvd., North - Birmingham, Alabama  35203 - Fax (205) 307-3073

*SHERATON BIRMINGHAM HOTEL IS PLEASED TO HOST:*

#### 2019 FBLA NATIONAL FALL LEADERSHIP CONFERENCE

November 7-9 2019

To secure a reservation, this form must be received by our reservation department by **October 11, 2019.** Requests received after this date will be accepted based on room and rate availability. RESERVATION REQUESTS MUST BE ACCOMPANIED BY A VALID CREDIT CARD TO GUARENTEE YOUR ROOMS. CREDIT CARDS WILL NOT BE CHARGED UNLESS ANOTHER METHOD OF PAYMENT IS NOT PRESENTED AT TIME OF ARRIVAL.

**Room Type Preference:**   Single        Double     Triple       Quadruple      Number of Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[    ] Guest Room 2 beds        **$150.00**       **$150.00**       **$160.00**       **$160.00**       [    ] request ADA compliant room (1 king bed).

[    ] Guest Room 1 king bed $**150.00**       **$150.00**       **$160.00**       **$160.00**       [   ] CHARTER bus parking ($25.00 per night)

Room type request will be noted and we will try to accommodate at check-in.

**Check-In Time: 3:00 P.M.       Check –Out Time: 12:00 P.M.**

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chaperone Name: ------------------------------------------------------------

Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Card Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_

Security Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [   ]  **Please charge full pre-payment to card on file.**

[ ] **I will be bringing a check for payment.**

I understand that I am liable for one night’s room rate plus 17.5% fee in lieu of tax (per room) which will be covered by my deposit in the event that I do not arrive, cancel less than **72** hours prior to arrival, or depart earlier than scheduled.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF CREDIT CARD HOLDER

* **CHECK-IN TIME AFTER 3:00 P.M. CHECK-OUT TIME IS 12 NOON.** Fee in lieu of tax is subject to change.
* **Cancellation of reservation must be made at least 72 HOURS prior to arrival to avoid forfeiture of deposit. Ask for and retain cancellation number until you receive refund of deposit. Please forward modifications to reservations at least 15 days prior to arrival.**
* All incidentals are subject to credit arrangements at time of registration and payable at departure.
* Self-parking is discounted at $7 per day at the Sheraton Birmingham Hotel and valet is $25 per day. Parking fees are added to the guest hotel bill daily. Valet parking is available at a cost of $25.00 per day (**overnight**) or $16.00 daily rate.
* Luggage and bell service is located in the hotel lobby at the Guest Services Desk.

**For additional information or assistance please call 205-324-5000**

**Credit cards accepted: MasterCard, Visa, American Express, Carte Blanche/Diners Club, Discover, JCB**

Directions: Exit 22nd Street on I-20/59 East or West.  Hotel located on the corner of 9th Avenue North and Richard Arrington Jr. Boulevard North

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**INSTRUCTIONS:**

1. **PLEASE FILL IN EACH ATTENDEE NAME AND THE ROOM ASSIGNMENT. ONLY 4 PEOPLE PER ROOM PER THE FIRE MARSHALL. DOUBLES WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS. KING ROOMS ARE THE ONLY ROOMS ALLOWED TO HAVE A ROLL AWAY BED (ONE ROLL AWAY PER ROOM).**
2. **UPON ARRIVAL, ONLY ADVISERS ARE TO COME TO THE HOTEL DESK FOR THE KEYS. PLEASE DO NOT UNLOAD THE BUS UNTIL KEYS HAVE BEEN DISTRIBUTED.**
3. **PLEASE PRINT ALL YOUR INFORMATION AND KEEP A PERSONAL COPY FOR YOUR RECORDS.**
4. **FORMS SHOULD BE RECEIVED NO LATER THAN October 11, 2019.**

**RATES PER ROOM, PER NIGHT (PLUS 17.5% FEE IN LIEU OF TAX)**

**SCHOOL NAME:**

|  |  |
| --- | --- |
| ROOM 1  1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ROOM 4  1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ROOM 2  1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ROOM 5  1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ROOM 3  1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ROOM 6  1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*\*SEND WITH THE FIRST PAGE

\*\*IF YOU NEED ADDITIONAL SHEETS, PLEASE COPY THIS SHEET AND NUMBER THE ROOM ACCORDINGLY.

WHAT IS YOUR APPROXIMATE ARRIVAL TIME? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT IS YOUR MODE OF TRANSPORTATION? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF BUS, HOW MANY BUSES? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\***Buses will park in Lot #13** located on the corner of 9th AVE North and 19th street; Directly across from **The BJCC Arena**.

\*\*The Sheraton Birmingham Hotel will fax a copy of your invoice and confirmation numbers upon receipt of form and payment.

\*\*\*\*Faxed forms will be accepted if paying by credit card at 205-307-3073.