

// FBLA 2011 NLC—State Hotel Assignments

All conference hotels are on I-Drive and within walking distance of the Orange County Convention Center. I-Drive also has a trolley service. More information is available at www.fbla-pbl.org/2011NLC



Hilton Orlando
6001 Destination Parkway
Orlando, FL 32819
P 407.313.4300
F 407.313.8487

States Assigned:

Alabama
Arizona
Cayman Islands
Connecticut
Florida
Illinois
Indiana
Kansas
Kentucky
Louisiana
Nebraska
New York
Ohio
Oklahoma
Pennsylvania
South Dakota
Utah
Wisconsin
Wyoming



Rosen Centre Hotel
9840 International Drive
Orlando, FL 32819-8122
P 407.996.9840
F 407.996.3169

States Assigned:

Arkansas
California
Colorado
District of Columbia
Georgia
Mississippi
Nevada
New Hampshire
Oregon
Puerto Rico
Tennessee
Texas
Washington



Rosen Plaza Hotel
9700 International Drive
Orlando, FL 32819-8114
P 407.996.9700
F 407.996.9119

States Assigned:

Iowa
Maine
Maryland
Missouri
New Jersey
U.S. Virgin Islands
Virginia
West Virginia



Rosen Inn at Pointe Orlando
9000 International Drive
Orlando, FL 32819
P 407.996.8585
F 407.996.1476

States Assigned:

North Carolina
South Carolina

*See attached hotel reservation form and instructions.
Deadline is May 27, 2011.*

Hotel Reservation Instructions

Before the Conference

The deadline for receiving hotel reservation forms is May 27. 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-serve basis. Reservations with credit card deposits may be faxed to your assigned hotel. Reservations will not be accepted by phone. Go to our Web site www.fbla-pbl.org/2011NLC and go to the state housing assignments for the conference hotels.

If you are sending a hotel reservation form with 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 hotel is 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 for each room reserved must accompany the hotel reservation form. If your state has already guaranteed its rooming block, this requirement may have been met. Contact your state adviser for details. Acceptable forms of payment are American Express, Diners Club, Discover, MasterCard, or Visa credit cards; or you may pay with a school check. Purchase orders will be accepted. All deposit checks must be made payable to your assigned hotel and mailed to the address of your assigned hotel.

Your reservation acknowledgement will come from your assigned hotel. Allow two weeks for this acknowledgement. For a quicker response, include your fax number and e-mail address on the hotel reservation form.

The balance due for room rates and taxes must be paid at the time you check in to the hotel.

Deposit Refund Policy

Full refunds will be given if the hotel is notified 72 hours prior to arrival. No refunds for cancellations will be issued less than 72 hours prior to arrival.

When You Arrive

Hotel check-in time is after 3:00 p.m. Plan your arrival after that time. 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 tour the area until your room is available if you know you will be arriving early. A luggage storage area will be provided at the hotel for groups arriving prior to the check-in time.

To minimize confusion in the hotel lobby, one PBL representative or FBLA adviser must register the entire delegation. Clearly indicate the name of the person handling the group's billing on the rooming list. 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 hotel has been advised of the importance of placing the 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.

Hotel checkout time is Noon at the Hilton Orlando. Hotel checkout time is 11:00 a.m. at the Rosen Centre and Rosen Plaza. 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. Verify your departure date on arrival. Early departure may result in a penalty fee.

Tips for a Smoother Hotel Check-In

- Fax or mail changes to your assigned hotel. Do not wait until check-in to change reservations. If you must make a change in your reservation, call the hotel directly; and be sure to document the name of the person you spoke with and the date and time of the conversation.
- Bring copies of your original reservation form with any changes that were called or faxed to your assigned hotel.
- Be sure your school's accounting department sends separate checks for hotel reservations and conference registration to the appropriate address on each form. The payments must **not** be combined in one check.
- Although you only need to send a deposit, paying the full amount in advance will speed your check-in time.
- 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 another copy of your reservation form marking that it is a duplicate with the balance payment.
- 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 and verify your reservation. Be sure to document your conversation.

// HOTEL RESERVATION FORM

Please mail or fax the completed form and one copy to:

Hilton Orlando

6001 Destination Parkway
Orlando, FL 32819
P 407.313.4300
F 407.313.8487

Rosen Centre Hotel

9840 International Drive
Orlando, FL 32819-8122
P 407.996.9840
F 407.996.3169

Rosen Plaza Hotel

9700 International Drive
Orlando, FL 32819-8114
P 407.996.9700
F 407.996.9119

Rosen Inn at Pointe Orlando

9000 International Drive
Orlando, FL 32819
P 407.996.8585
F 407.996.1476

- **Read Hotel Reservation Instructions on page 16 before proceeding.**
- **RECEIPT DEADLINE: May 27**
- **Reservations may not be available after May 27.**
- **Keep a copy for your files.**

Hotel Assignments: Go to our Web site www.fbla-pbl.org/NLC2011 and go to the state housing assignments for the conference hotels.

Room Rates:

Hilton Orlando, Rosen Plaza, and Rosen Centre:

Single/Double: \$160

Triple/Quad: \$170

Rosen Inn at Pointe Orlando (North and South Carolina only):

Single/Double: \$120

Triple/Quad: \$130

All Hilton Hotel rooms are subject to a 12.5% sales and occupancy tax. Rosen Hotels have an additional 1.13% Orange County Convention Center surcharge, for a total of 13.63% which does not apply to tax exemptions. If you meet the tax exemption requirements, you only will be exempt from the sales tax. The hotels do accept the Florida tax exempt form and the 501 (c)(3). Purchase orders will be accepted for deposit. The final payment is due when you check-in. If a chapter is using a purchase order for final payment, it will need to apply for credit with its assigned hotel.

Person responsible for group's billing:

Name _____ School Phone _____
E-mail _____ Home Phone _____
School _____ Fax Number _____
Address _____
City _____ State _____ Zip _____
Person(s) responsible on-site _____

Conference: FBLA NLC PBL NLC

Type or print clearly all occupants for each room. Please duplicate this form if additional space is needed.

Guest Room 1

1. _____
2. _____
3. _____
4. _____
Earliest Arrival Date _____
Latest Departure Date _____
Special Needs Request _____

Guest Room 2

1. _____
2. _____
3. _____
4. _____
Earliest Arrival Date _____
Latest Departure Date _____
Special Needs Request _____

Check-in time is 3:00 p.m. for all hotels. Checkout time is Noon at the Hilton and 11:00 a.m. at the Rosen Hotels.

Approximate Time of Arrival _____ Mode of Transportation _____

Deposit of one night's lodging must accompany this form. Reservations will not be made without a deposit.

Check enclosed in the amount of \$_____ payable to your assigned hotel. Purchase orders will be accepted for deposit.

Please hold my credit card as guarantee: American Express Discover Diner's Club MasterCard Visa

Name on Card _____ Signature _____

Card Number _____ Expiration Date _____

Deposit Refund Policy: Full refunds will be given if the hotel is notified 72 hours prior to arrival. No refunds for cancellations will be issued less than 72 hours prior to arrival.