



GROUP ROOM RESERVATION FORM

FLORIDA STUDENT TECHNOLOGY ASSOCIATION

MARCH 1 – MARCH 4, 2017

The **Doubletree by Hilton at the entrance to Universal Orlando** is the official location of the **FLORIDA STUDENT TECHNOLOGY ASSOCIATION STATE CONFERENCE AND COMPETITION MARCH 1-4, 2017**.

The **\$139.00 room rate** applies to any room (single, double, triple or quad). To reserve rooms at the **Doubletree by Hilton** please complete the following steps:

1. Fill out this Group Reservation Form and attached Hotel Rooming List document completely. This year, the hotel provides both a pdf and excel spreadsheet for the Hotel Rooming List. They have no preference; as long as the document is completely filled out and the rest of the instructions below are followed.
 2. Calculate the correct amount due for rooms, parking and roll a way.
 3. If your school qualifies for Florida Tax Exemption, payment for the full amount of all rooms must be in form of check or credit card belonging to the SCHOOL or EDUCATIONAL INSTITUTE, with the tax-exempt number documentation attached to Rooming List.
 4. If paying by check, full payment is due when sending in your schools rooming list. Please mail the list with full payment to the address below. Make the check payable to the Doubletree by Hilton AT THE ENTRANCE TO UNIVERSAL ORLANDO.
 5. If paying with a credit card, please complete attached credit card authorization form and know that the credit card will be charged the amount indicated on the form once rooming list has been entered. A receipt will be emailed to you. Fax the rooming list and credit card form to 407-206-1759.
- ❖ **If payment is not received as outlined above, Hotel will no longer be required to continue to hold the room block requested by the group.**
6. Send these materials directly to the hotel at the address indicated below:

The Doubletree by Hilton at the Entrance to Universal Orlando • 5780 Major Boulevard • Orlando, FL 32819
Group Reservations Manager: Barbara Bright – barbara.bright@hilton.com
Convention Service Manager: Tami Gonzalez – tami.gonzalez@hilton.com

THE DOUBLETREE BY HILTON WILL NOT GUARANTEE ANY RESERVATIONS MADE AFTER THE CUTOFF DATE OF: FRIDAY, JANUARY 27, 2017. RESERVATIONS MUST BE PRE-PAID IN FULL PRIOR TO ARRIVAL. IF PAYING WITH CHECK PAYMENT MUST BE SENT IN FULL WITH COMPLETED ROOMING LIST. IF PAYING WITH A CREDIT CARD PLEASE INDICATE THE AMOUNT TO BE CHARGED.

Please complete the information below and **print all occupants' names** on a copy of the **rooming list** that you will attach to your reservation form.

NAME OF SCHOOL: _____

CONTACT NAME: _____ **CONTACT EMAIL:** _____

SCHOOL ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____ **TELEPHONE #:** _____

ARRIVAL DATE/TIME: _____ **DEPARTURE DATE/TIME:** _____

TOTAL # OF ROOMS REQUESTING =	_____
X \$139.00 ROOM RATE	= _____
X # OF ROOM NIGHTS	= _____
X 12.5% prevailing taxes	= _____

~ Please include Rollaway Cost (\$20 per day + 12.5% tax.) Include Parking Charges if Cars/School Buses/Vans or Motor Coach are parking overnight ~

(Attach Tax-Exempt certificate and pay with Tax Exempt organization's check. Only Florida certificates will be accepted - If exempt please enclose copy of Florida Certificate to avoid prevailing sales taxes (currently 12.5% tax). If there are any questions concerning your tax exempt certificate, please call State of Florida Revenue Department at 850-487-4130.

TOTAL AMOUNT DUE: = _____

REMINDER:

1. All reservations on the rooming list must be paid in full prior to Group's check-in.
2. If tax exempt, a Florida Tax Exempt Certificate form must be on file for your school prior to arrival. If your School qualifies as tax exempt, payment for the full amount must be in form of check or credit card belonging to the SCHOOL, with the tax-exempt number documentation attached to Rooming List.

INCIDENTALS WILL BE PAID BY EACH INDIVIDUAL GUEST.

Send Each Rooming list to: GROUP RESERVATIONS MANAGER (Barbara Bright) at Barbara.Bright@Hilton.com AND FAX THE CREDIT CARD FORMS TO # 407-206-1759.

CHECK IN TIME IS 4:00 PM

CHECK OUT TIME IS 11:00 AM

ALL TELEPHONE LINES AND MOVIES WILL BE RESTRICTED UPON CHECK-IN, UNLESS EACH ROOM HAS AN ADVANCED CREDIT CARD AUTHORIZATION FORM PRIOR TO ARRIVAL OR CASH DEPOSIT OF \$50.00 UPON CHECK-IN.

IN ORDER FOR US TO SERVE YOU BETTER PLEASE TELL US YOUR EXPECTED:

ARRIVAL TIME _____ CHECK OUT TIME _____

- ❖ **No refunds for early departures unless Hotel is notified in writing and early departure are confirmed by Hotel 72 hours prior to each sub-group's arrival.**

The Hotel will do its best to place all rooms on this list in close proximity together or on the same floors, however, this cannot be guaranteed.

PARKING INFORMATION:

Confirmed parking fees at time of conference will apply as follows:

Unlimited in/out privileges with daily parking fee:

CARS – Self Parking: \$8.00 per vehicle/per day
CARS – Valet: \$21.00 per vehicle/per day

MINI VANS (9-passenger vans) Self-Parking: \$8.00 per vehicle/per day
GROUP BUSES/MOTOR COACHES: \$15.00 per bus daily

CASH PAYMENT IS REQUIRED DIRECTLY TO THE VALET SERVICE UPON RETRIEVING VEHICLES.