**PART 3 2016 STATE FCCLA CONFERENCE**

**HOTEL INFORMATION**

**Registration and Hotel Use-**

By renting a number of hotel rooms, FCCLA can use conference rooms. This is part of our contract. Our agreement with hotels includes utilizing a block of sleeping rooms in order to get the use of conference room spaces. Our ability to use conference space is based on sleeping room occupancy.

A surchange will be assessed for delegates and chapters not staying in the hotel rooms of state conference hotels.

Room blocks will only be available at these prices for a period of time. Please verify the room rate with the hotel when you make your reservations as sometimes situations change these pre published rates.

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| Hotel | Single 1 person | Double- 2 persons | Triple- 3 persons | Quad- 4 persons | How to send registration to hotel |
| **Hotel 1 Doubletree Bloomington** | $ 115 plus tax | $ 115.00 plus tax | $ 125.00 plus tax | $ 135.00 plus tax | Use RAPID Excel fileSend to Sarah BivansSarah.bivans@hilton.com |
| Hotel 2 **Days Inn WEST****Across Hwy 100 from Doubletree** | Call hotel for rate | Call hotel for rate | Call hotel for rate | Call hotel for rate | Call hotel for reservation |

\*Bloomington Tax rate: Hotel tax 14.275%

\*\*Additional charges for a roll-away bed added to rooms. Check with the hotel directly on their roll away bed policies.

**Hotel 1-DoubleTree by Hilton**, Bloomington Minneapolis South (350 rooms available) Main Phone: 952-835-7800 7800 Normandale Boulevard, Bloomington, MN 55435 Please arrange credit or method of payment with the hotel.

Please verify the room rate with the hotel when you make your reservations as sometimes, situations change these pre published rates.

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| **Doubletree Bloomington** | Single 1 person | Double 2 persons | Triple 3 persons | Quad 4 persons |
| $115 plus tax | $115 plus tax | $125 plus tax | $135 plus tax |

The General Sessions are scheduled at the DoubleTree by Hilton, Bloomington. The DoubleTree offers a variety of services and amenities to ensure a comfortable stay. From complimentary high speed internet access in our hotel rooms, to our convenient location just ten minutes from Minneapolis/St. Paul International Airport (MSP) and the Mall of America, the offerings at our hotel suit every traveler. Our full service hotel offers a variety of dining options, including room service, our restaurant the Crescent Kitchen, and our onsite coffee shop the Daily Brew. Additional accompaniments include flat screen TVs in every room, a large pool, 20-person whirlpool and sauna, modern fitness center, business center, car rental desk, concierge service and free parking.

**PAYMENT OPTIONS** -Doubletree Bloomington Credit card- fax or send the credit card form. Please have the schools note down whether the credit card is for room and tax only or if it includes breakfast. A Credit Card Authorization Form will be required in order to guarantee rooming lists.

**School check-..** Send check by March 1, 2017. The hotel is requesting the check sent in at least 2 weeks prior to their arrival date.

Make it out to DoubleTree by Hilton and address the check to either the reservations department or **Sarah** **Bivans** Sarah.bivans@hilton.com Reservations Manager and mail it to

7800 Normandale Blvd. Bloomington, MN 55439.

**Rooming Lists Only:** Please have the schools note down whether the credit card is for room and tax only or if it includes breakfast. The DoubleTree prefers that chapters submit names on the RAPID! Rooming List provided. Chapters must submit their rooming list via email to the hotel by Thursday March 1, 2017. All credit card information sent using the provided RAPID! Rooming List will be secure. Please send the RAPID! Rooming List to the following hotel staff:

Send excel file to: Sarah.bivans@hilton.com

All room reservations must be guaranteed with a major credit card. Chapters that wish to pay for the rooms by check must set up the reservations with a credit card to guarantee the rooms. At this time an estimated total can be provided for the purpose of requesting a check. All checks need to be submitted to the hotel for deposit at least 10 days prior to arrival. In the event that a check is not received, the credit card on file would be used to charge payment of the rooms. Each chapter will receive (1) confirmation number for all students and advisors. This helps the hotel identify all of the guests within your chapter upon arrival.

NOTE!! The DoubleTree cannot guarantee room types due to the need to keep students and advisors booked on the same floors.

Those who need triple/quad occupancy will be assigned double beds, roll always or pull out sofas based on availability. The Doubletree does not have enough doubles to accommodate all triple/quad occupancy requests.

**Check In & Check Out Time:** Check in time is 3:00 pm; check out time is 12:00 pm. All chapters will be pre-assigned rooms in order to keep students with their advisors on the same floor. Chapters arriving prior to 3:00 pm will be accommodated as the pre-assigned rooms become available. Key packets for each chapter will only be given out to advisors. Students may not pick up or replace keys without an advisor present.

**Crescent Kitchen Restaurant**

 Monday-Friday 6AM to 11PM

Saturday & Sunday 7AM to 11PM

**Daily Brew** 6AM Daily

**Days Inn-West**

 **(**35 rooms available) Phone: 952-835-7400 Fax: 952-835-4124 7851 Normandale Boulevard, Bloomington, MN 55435

Please arrange credit or method of payment with the hotel. Preferred method of registration for sleeping rooms: Call and Fax your reservation. Ask for FCCLA Room rate.

This hotel is under new management. Chapters using this hotel may want their own transportation to travel to and from the headquarters hotel.

Note: Room blocks will only be available at these prices for a period of time. Please Verify the room rate with the hotel when you make your reservations as sometimes, situations change these pre published rates

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| **DAYS INN BLOOMINGTON WEST** | Single 1 person  | Double 2 persons | Triple 3 persons | Quad- 4 persons  |
| Address: Days Inn Bloomington West 7851 Normandale Blvd, Bloomington, MN 55435 952-835-7400 Hotel Across Hwy 100 from Doubletree  | Verify rate with hotel  | Verify rate with hotel | Verify rate with hotel | Verify rate with hotel |

Bloomington Tax rate: Hotel tax 14.275%

Location: The hotel is across Highway 100 from the Doubletree. The Days Inn has queen sized beds, a pool and a nearby restaurant- Chili's. Limited availability. (35 rooms available)

Securing Rooms: Schools should contact the General Manager directly.

Manager Days Inn Bloomington West 7851 Normandale Blvd, Bloomington, MN 55435 952-835-7400 Hotel

Please Note: A valid credit card or cash is required at check-in and they are unable to accept checks as a method of payment.

DINING OPTIONS

 A wide variety of restaurant options are nearby our Bloomington, MN, hotel. Chili’s Bar and Grill is adjacent to our hotel.

**General Information about Hotels**

Payment: YOU NEED TO ARRANGE FOR METHOD OF PAYMENT WITH THE HOTEL. Some hotels will not accept purchase orders.

Your chapter must stay in one of these two hotels. An FCCLA “per person surcharge” may be added to your registration if you do not use the convention hotel room blocks. The hotel may exercise their right to charge a fee to FCCLA. Not using these hotels will drastically affect the future state conference plans. Please confirm the rates with the hotel, the rates are subject to change. The hotel will add sale taxes on the total. Each school group needs to make arrangements for your bill via check, credit card or arrange credit. Hotels prefer that you notify them of method for payment before you arrive. Credit Card applications are handled differently at each hotel.

Reservations: Check with the hotel on the bed configuration of your requests. It usually is a King for Single and Double and Two Queens for Triple/ Quad. Contact the hotel to get a confirmation of your rooming requests. Each school group needs to make arrangements for your bill via check, credit card or arrange credit. Hotels prefer that you notify them of method for payment before you arrive.

DO NOT go on the hotel websites to reserve rooms. It confuses room blocking in chapter groups and you will not get the conference rates.

Use Rapid Excel form for Doubletree Bloomington.

The State Office will not make housing arrangements for chapters- Please secure your rooms with the hotel. But send a copy to MN FCCLA. Any registration sent in after the room block cut off of March 15th is not assured to receive conference rates for rooms.

Room check-in will not begin until 3:00 PM. Make plans to be flexible on Thursday in the morning and early afternoon. Please contact the hotel if you have any questions about your reservations.

Check in policies vary from hotel to hotel and depends on the hotel’s occupancy the night before the conference begins.

Do not plan to check into the hotel before 3:00 PM. Plan your arrival accordingly. Rooms are available as they are cleaned from the previous convention guests. (Check out -11:00 am)

Please verify late arrival with your hotel.

Upon your arrival at the hotel, the chapter advisor (please have students wait in lobby or in the bus) should go to the hotel registration desk to pick up the room keys for the entire delegation. Room keys will be issued as rooms become available.

You should receive a confirmation from the hotel.. Please verify with the hotel the week before the conference.

If there is a cancellation, addition or change after you submit the reservation to the hotel, it will be necessary to notify the hotel. Be sure all changes are made at check-in time or you will be charged for unused rooms. .

**Tips to make the adviser’s job easier:**

1. Encourage students to be able to change clothes from small duffel in the restrooms if they have an early Thursday schedule.

2. You should receive a confirmation from the hotel. Please verify with the hotel prior to the week before the conference.

3. Contact the hotel to get a confirmation of your rooming requests.

4. Any registration sent in after the room block cut off of March 1 is not assured to receive conference rates for rooms.

5. Do not plan to check into the hotel before 3:00 PM. Plan your arrival accordingly. Rooms are available as they are cleaned from the previous convention guests. (Check out -11:00 am)

6. A FCCLA “per person surcharge” may be added to your registration if you do not use the convention hotel room blocks. The hotel may exercise their right to charge a fee to FCCLA. Not using these hotels will drastically affect the future state conference plans.