**PART 3 2018 STATE FCCLA CONFERENCE**

**HOTEL INFORMATION**

**Registration and Hotel Use**

**Note: No food from surrounding restaurants, pizzas ordered etc. should be brought into the hotel for eating in the lobby.**

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** | $ 117 plus tax | $ 117.00 plus tax | $ 127.00 plus tax | $ 137.00 plus tax | Use RAPID Excel file  Send to  katherine.bramer[@hilton.com](https://webmail2.state.mn.us/owa/redir.aspx?SURL=aWK59a45IKj5nZcM4tHRtlDvYVwMTBhiT-C7_tG01-v8siCkZUTUCG0AYQBpAGwAdABvADoAUwBhAHIAYQBoAC4AYgBpAHYAaQBhAG4AcwBAAGgAaQBsAHQAbwBuAC4AYwBvAG0A&URL=mailto%3aSarah.bivians%40hilton.com) |

OUR ROOM BLOCK IS THE DOUBLETREE HOTEL. NO OTHER HOTELS ARE BEING USED THIS YEAR. *The hotel contract requires us to use the room block set aside for FCCLA, therefore we are not securing any additional hotels. Chapters should use the Bloomington Doubletree hotel.*

\*Bloomington Tax rate: Hotel tax 14.275%

**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 the published rates.

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 15, 2018. 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 **Katherine.Bramer@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 15, 2018. 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: **Katherine.Bramer@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 rooms with 2 beds to accommodate all triple/quad occupancy requests. Roll-away beds to accommodate a 4 person room will be available at no additional charge.

**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

No food should be eaten in lobby or public areas that is NOT from the hotel. Instruct your students to eat at the restaurant and NOT to bring food into the Doubletree Hotel to consumer.

**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 15 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.

7. Please plan to have 1 adult per 8 students in your chapter delegation.

8. A lunch meal (pizza buffet) is part of the state conference registration for delegates. The hotel will have accommodations for gluten free and vegetarian meals if we are made aware of the need.

9. A breakfast meal and program I part of the state conference registration for Adults.(Advisers and chaperones)

The hotel will have accommodations for gluten free and vegetarian meals if we are made aware of the need.