

FCCLA 2010 National Leadership Conference Housing Form



Hyatt Regency Chicago
 www.chicagoregency.hyatt.com
 For questions call: (312) 565-1234

ROOM RATE

Single/Double/Triple/Quad room rate is \$178.00 plus tax, currently 15.4%, per room per night. Rooms at the convention rate will be available July 1-10, 2010.

MAKING RESERVATIONS

- The Hyatt offers three reservation options including: Housing Form, email Rooming List and online reservations. Visit the FCCLA national website for information on these options and instructions.
- Housing Forms must be faxed or postmarked by May 1, 2010 to be included in the room block reserved for FCCLA.
- Complete one (1) Housing Form per room reservation.
- Due to the high demand for double bedded rooms, in most cases, double bedded rooms will be used to house three (3) or four (4) guests.
- If you are sharing housing with another school, please indicate. To avoid delays, send one housing form per reservation.
- The hotel will confirm reservations directly with the individual making the reservation.
- Requests for additional rooms after May 1, 2010 cannot be guaranteed housing.
- Changes to housing reservations should be made directly with the hotel.
- After completing this form make one copy for your records and send the original form to:
 Reservations Department
 Hyatt Regency Chicago
 151 East Wacker Drive
 Chicago, IL 60601
 Fax: (312) 254-8747

FINAL PAYMENT

- Checks sent for final payment should be made payable to the Hyatt Regency Chicago and sent directly to the hotel. Checks for final payment must be received by June 11, 2010.
- To make payment by credit card, please complete a Credit Card Authorization Form and send with your Housing Form.

CONFIRMATIONS

The hotel will confirm reservations within seven (7) days of receipt of this form via e-mail or fax. If you have not received a hotel confirmation seven (7) days, please contact the hotel directly at (312) 565-1234 ext. 6684.

CHANGES / CANCELLATIONS

- Changes/cancellations to reservations can be made online 24-hours a day up until five (5) days prior to arrival at, <https://resweb.passkey.com/go/FCCLA2010view> or by contacting the hotel directly at (312) 565-1234 ext. 6684.
- Guaranteed hotel reservations must be cancelled seventy-two (72) hours prior to arrival date or the hotel will bill you for the first night's stay. To avoid a charge, please notify the hotel at least seventy-two (72) hours prior to your arrival date.

CHECK-IN

- Hotel check-in is at 3:00 p.m. Check with the hotel about special arrangements if you must arrive before check-in time or after 6:00 p.m.
- Advisers should check the group into the hotel at one time to secure room assignments and keys. Have a copy of the Housing Form, hotel confirmation, and valid picture identification with you. If you are registering as a state group, this is your state adviser's responsibility.
- If you plan to pay your final hotel balance by check, the full anticipated balance must be received ten (10) business days prior to your arrival.
- Outside telephone service will be restricted in rooms not leaving a credit card deposit. Pay movies and room service will be on a cash-only basis.
- Participants should not charge incidental expenses (phone calls, movies, room service, meals, etc.) to their room bills.
- The industry standard gratuity for baggage handling is usually \$2.00 per bag into and out of the hotel.

BILLING:

The hotel will provide one bill per room. For group billing please contact Debra Schilke at (312) 239-4741.

STATE HOTEL ASSIGNMENTS

Contact your state adviser to see how your state has opted to handle housing. The following states have been assigned to the Hyatt Regency Chicago Hotel:

Arizona	Kentucky	New Hampshire	Rhode Island
Arkansas	Michigan	New Jersey	South Dakota
Connecticut	Minnesota	New York	Tennessee
Idaho	Montana	Ohio	Texas
Illinois	Nebraska	Oklahoma	Utah
Kansas	Nevada	Oregon	Virginia
			Washington

School Name _____

First Name (Adviser/Chaperone) _____ Last Name _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Phone _____

Email _____

Fax _____

An email or fax is required for confirmation

ARRIVAL: Date _____ Time _____

We plan to arrive by: Air Bus Train Car Van

DEPARTURE: Date _____ Time _____

ROOM REQUEST: Single Double Triple Quad

List name(s) of all occupants. Maximum room occupancy is four (4).

1.	<input type="checkbox"/> Adult <input type="checkbox"/> Student	<input type="checkbox"/> Female <input type="checkbox"/> Male
2.	<input type="checkbox"/> Adult <input type="checkbox"/> Student	<input type="checkbox"/> Female <input type="checkbox"/> Male
3.	<input type="checkbox"/> Adult <input type="checkbox"/> Student	<input type="checkbox"/> Female <input type="checkbox"/> Male
4.	<input type="checkbox"/> Adult <input type="checkbox"/> Student	<input type="checkbox"/> Female <input type="checkbox"/> Male

Please include requirements for handicap-accessible room.

SHARED HOUSING: Yes No

Name of School _____

Adviser _____ School Phone _____

PAYMENT:

CHECK
 (Made payable to the Hyatt Regency Chicago in U.S. funds drawn on a U.S. bank.
 Final payments must be received by June 11, 2010.)

CREDIT CARD
 (Complete a Credit Card Authorization Form.)