

# Section II



Hotel Overview & Room Reservations Procedures

# HOTEL OVERVIEW & ROOM RESERVATIONS

## Hotel Overview

Ramada Celebration Resort and Convention Center  
6375 W Irlo Bronson Memorial Hwy  
Kissimmee, FL 34747  
Fax: (407) 390-1077

The Conference Rate is \$95.00 per room per night with a maximum room capacity of 4 students per room.

## Room Reservations

To make it easier for our membership, there will be several ways to reserve your rooms. It's very important that when booking your reservations you mention that you are with Florida TSA. If your rooms are not listed under the Florida TSA room block, we may fall short of our room block. If we fall short of our room commitment Florida TSA will have to pay for the meeting space used to conduct our business and competitions. Additionally, if your school is not shown as part of the room block, your school may be invoiced for failure to reside on site. Below you will find all the information needed to book your stay at the 2010 Florida TSA State Conference & Competition host hotel.

**All rooms must be reserved by April 2, 2010 and all reservations require a copy of your tax-exempt form and a tentative rooming list. Please forward a final rooming list at least 5 days prior to check-in**

### Option 1- Fax (Preferred)

Fax your reservations to the attention of Ricardo Merchant, Reservations Manager

CC: Reservations Department

407-390-1077

\*\*\*You must include a copy of your schools Tax-Exempt Form\*\*\*

\*\*\*You must include a copy of your tentative rooming list\*\*\*

Must state you're with Florida TSA

Please allow 72 hours to receive your confirmations numbers

### Option 2 – E-Mail (Preferred)

E-Mail your reservations to the attention of Ricardo Merchant, Reservations Manager

rmerchant@ramadaorlandocelberation.com

CC: Reservations Department

reservations@ramadaorlandocelebration.com

\*\*\*You must include a copy of your schools Tax-Exempt Form\*\*\*

\*\*\*You must include a copy of your tentative rooming list\*\*\*

Must state you're with Florida TSA

Please allow 72 hours to receive your confirmations numbers

### Option 3 – Phone (Not Preferred)

State you are with Florida TSA and ask for Ricardo Merchant, Reservations Manager

407-309-5822

\*\*\*You will still need to fax or e-mail a copy of your tax-exempt Form and tentative rooming list to the above\*\*\*

Must state you're with Florida TSA

Please allow at least 72 hours to receive your confirmations numbers

## PROCEDURES

### Check-in:

Hotel check-in will be in the main lobby unless posted otherwise.

### Check-out:

It is the responsibility of each advisor to check rooms for debris and/or damage before checkout. A hotel manager will check each guestroom to insure good condition.

### Special Note:

Please be aware that due to meeting space requirements, Florida TSA assesses a fee of **\$75.00** per person for anyone electing not to stay at an officially designated conference hotel property. The only exception to this policy applies to those schools located within a distance of twenty-five miles or less from the conference hotel.

# Hotel Room Reservation Form

## Florida TSA - State Conference & Competition

School: \_\_\_\_\_ Advisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ School Phone: \_\_\_\_\_

Check-in: Wed., 04/21/2010 at \_\_\_\_\_ PM.

Check-out: Sun., 04/25/2010 at 12:00PM

Method of Arrival:      Bus - Van - Car      Will overnight parking be needed? Yes / No

**PLEASE write the name(s) of the person(s) who will occupy each room being reserved and indicate, by circling the appropriate label, if the room is for male or female occupants & what size room you are requesting.**

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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