



August 18, 2011

Dear FBLA Advisers:

The Ramada Plaza Omaha Hotel & Convention Center – CoCo Key Water Park is looking forward to hosting the FBLA State Leadership Conference in March of 2012. The following information is provided to help you plan for the conference. **Reservations will not be taken prior to December 7, 2011. Please read carefully as the reservation process will be the same as what was in place for the 2011 conference.**

Any school who would like to have rooms at the Ramada Plaza Omaha Hotel & Convention Center – CoCo Key Water Park will need to email the following information to [info@ramadaplazaomaha.com](mailto:info@ramadaplazaomaha.com) by October 14, 2011. The information must include:

School Name	Contact/Adviser's Name
School Phone Number	Contact/Adviser's Email
School Fax Number	Contact/Adviser's Cellular Phone Number
Intended Method of Payment (ie: Direct Bill, School Credit Card, Check, etc.)	

The Hotel will then compile a list of all interested schools and conduct a lottery style drawing determining the order in which schools will be given the opportunity to make reservations. If your school's name is at the end of the list, you should probably make other arrangements.

The list, arranged by order of the lottery drawing, will be sent to all interested parties, with School name and Contact name, and a scheduled reservation time by November 9, 2011.

December 7, 2011, the Hotel will then contact each school during their scheduled time slot determined on the list, and will assist them with making their reservations.

Three schools will be contacted every thirty minutes until the inventory in the Hotel is gone. The reservations will be put into the system at that time, keeping an accurate count of inventory and the schools will receive their confirmation number at that time as well.

Once the inventory is depleted, the remaining schools in the remaining order become the waiting list. Any time there is a school cancellation the Hotel will contact the next school inline on the list and offer those rooms to them.

*Sample Schedule*

Reservation Date – December 7, 2012

9:00am – 9:30am	_____	School Name
	_____	School Name
	_____	School Name
9:30am – 10:00am	_____	School Name
	_____	School Name
	_____	School Name

If your school is applying for direct billing, all applications must be sent in by January 23, 2012 along with the proper tax ID forms (NE Form 13). If your school has received direct billing privileges in the past, an updated form is still required.

**Rooming lists with student/advisor names will be due February 29, 2012. The Hotel will accept substitutions for names only on rooming lists after March 1, 2012.**

All sleeping rooms being held without a rooming list and or method of payment will be released on March 1, 2012.

**All correspondence needs to be E-MAILED to: [info@ramadaplazaomaha.com](mailto:info@ramadaplazaomaha.com).**

**Cancellation Policy: The Hotel will need to be advised of ANY cancellations before 3:00PM March 26, 2012. Your school will be billed in full for each room cancelled after 3:00PM on March 26, 2012, including early departures.**

**CHECK-IN:** Check-in is at 4:00PM. We will provide manual registration in Salon C between the hours of 11:00AM and 1:00PM on April 7, 2011. The Hotel requests that the high school students stay on the bus and that the advisers check their school into the hotel. In the case that the sleeping rooms are not available, we will make special arrangements to have one sleeping room available for each school to store luggage if their sleeping rooms are not available upon check in.

The Hotel has a limited number of rooms with two double beds. The following are the room types and rates:

- Standard Room (Sleeps 4) \$104.00
- Standard Room with King Bed \$104.00
- King Suites w/pull out couch  
microwave and refrigerator \$132.00
- Double-Double Poolside Suites  
w/ pull out couch, microwave  
and refrigerator \$189.00

Room for advisers will be the same prices as the above student prices. The rates do not include 18.16% occupancy tax and city tax.

**WHILE IN THE HOTEL:**

- Incidentals will be turned off for all rooms. If a guest would like to accumulate rooms charges (movies, phone, food) they must present a separate form of payment at the front desk.
- Students should not be outside their room past established curfew

Hotel security will be provided with a rooming list of students and advisers to aid security personnel. Hotel security will enforce curfews. Local advisers must assume responsibility for their student. **Should a problem arise, security will:**

1. **Contact Advisers**
2. **Contact Conference Headquarters**

Direct Billing per school may be arranged (upon approval from our accounting department) which will expedite the check out procedure; students must pay for incidental charges.

**IMPOSSIBILITY OF PERFORMANCE:** The contract will terminate without liability to either party if substantial performance of either party obligation is prevented beyond unforeseeable cause reasonably beyond that party's control. Such causes include, but not limited to; acts of God, acts, regulations, or order of governmental authorities, fire, flood, or explosion, war, disaster, civil disorder, strikes, lockouts, curtailment of transportation facilities, or threat thereof; or other emergency making it illegal or otherwise impossible to provide the facilities or the services to hold the meeting.

The Ramada Plaza Omaha Hotel & Convention Center – CoCo Key Water Park staff is looking forward to working with you and making your 2012 FBLA Conference a great success.

Best regards,

--MV--

Mandy Vanderloo  
Sales Manager  
*Ramada Plaza Omaha Hotel & Convention Center*  
*CoCo Key Water Park*