

September 18, 2018

Dear FBLA Advisers:

The Ramada Plaza Omaha & Convention Center is looking forward to hosting the FBLA State Leadership Conference in April of 2019. The following information is provided to help you plan for the conference.

Any school who would like to have rooms at the Ramada Plaza by Wyndham Omaha & Convention Center will need to email the following information to: Aretha Payne at reservations@omaharamadaplaza.com by October 17, 2018.

The information must include:

School Name

Contact/Adviser's Name

School Phone Number

Contact/Adviser's Email

Contact/Adviser's Cellular Phone Number

Preferred 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 consider making 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 8, 2018**.

On **December 3, 2018, and continuing on December 4, 2018** as needed, 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.

Sample Schedule

Reservation Date – December 4, 2018

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 29, 2018 along with the proper tax ID forms (NE Form 13).

Rooming lists with student/advisor names will be due March 4, 2019. The Hotel will accept substitutions for names only on rooming lists after March 4, 2019. All guest rooms being held without a rooming list and or method of payment will be released on March 5, 2019.

All correspondence should be E-MAILED to: carla.kucks@omaharamadaplaza.com

Cancellation Policy: The Hotel will need to be advised of ANY cancellations before 3:00PM March 9, 2019. Your school will be billed in full for each room cancelled after 3:00PM on March 9, 2019, including early departures.

CHECK-IN: Check-in is at 4:00PM. We will provide manual registration between the hours of 11:00AM and 1:00PM on April 4, 2019. 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 guest rooms are not available, we will make special arrangements to have one guest room available for each school to store luggage if their guest rooms are not available upon check in.

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

ALL Rooms- \$114.00 before tax

Once your school has provided the proper tax ID forms (NE Form 13), you will not be subject to the 18.16% occupancy tax and city tax. Room Rates for the advisers will be the same rates as the above student rates.

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**

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 by Wyndham Omaha & Convention Center staff is looking forward to working with you and making your 2019 FBLA Conference a great success.

Best regards,

Carla Kucks
Director of Events & Catering
Ramada Plaza by Wyndham Omaha