



July 21, 2016

Dear FBLA Advisers:

Ramada Plaza Omaha Hotel & Convention Center is looking forward to hosting the FBLA State Leadership Conference in April of 2017! The following information should help you plan your lodging needs for the conference.

Any school who would like to have rooms at the Ramada Plaza Omaha Hotel & Convention Center should email the following information to: andy.eckles@ramadaplazaomaha.com by **Monday, October 17, 2016.**

The only information needed at that time will be:

School name:

Contact/Adviser's name:

School phone number:

Contact/Adviser's e-mail:

Contact/Adviser's cell phone number:

Preferred phone number to be contacted on reservation date:

Intended method of payment (direct bill, school credit card, or pre-payment by check):

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 hotel arrangements. Typically by the middle of day 2, the only rooms left available are single-occupancy rooms. You will still be contacted and offered the rooms as long as they are available.

The list, arranged by order of the lottery drawing, will be e-mailed to all interested parties, with school name and contact name, and a scheduled reservation time, by **Thursday, November 3, 2016.**

On **Thursday, December 1, 2016, and continuing on Friday, December 2, 2016** 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. It is the adviser's responsibility to be available

by phone during their assigned timeslot. If we don't get an answer during your scheduled time, we will move on to the next school. If time is left at the end of your timeslot, we will attempt you contact you one more time before moving on.

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. Schools will receive confirmation numbers via e-mail by the end of their reservation date.

Sample Schedule

Reservation Date – December 1, 2016

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 received by the Hotel by **Tuesday, January 31, 2017** along with the proper tax ID forms (NE Form 13). If your school has received direct billing privileges in the past, we will require only updated billing contact information. Those form will be provided to you.

Rooming lists with student/advisor names (First and Last) will be due **Friday, March 3, 2017**. After that date, any guestrooms being held without a rooming list and/or method of payment will be released.

Cancellation Policy: The Hotel will need to be advised of any cancellations before 3:00PM on **Friday, March 24, 2017**. Your school will be billed in full for each room cancelled after that date.

Check-In: Hotel check-in is at 4:00PM. However, we will do everything possible to get all schools checked-in early. In the event that any of your guest rooms are not available early, we will make special arrangements to have at least one guest room available early for your school to store luggage in. When picking up your room keys, please look for the FBLA registration desk by the Colorado Room on the west side of the building (the main hotel entrance which faces 72nd Street). The Hotel requests that students remain on the bus and that the advisers only come in to get your keys in case your rooms are on the other side of the building and it's easier to drive around and drop off.

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- \$109.00 before tax

Once your school has provided the proper tax ID forms (NE Form 13), you will not be subject to the 18.16% city occupancy, county lodging, or state sales 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.

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's first course of action will be to contact the adviser.

The Ramada Plaza Omaha Hotel & Convention Center staff is looking forward to working with you and making your 2017 FBLA State Leadership Conference a great success!

Best regards,

Andy Eckles
Director of Events & Catering
Ramada Plaza Omaha Hotel & Convention Center
andy.eckles@ramadaplazaomaha.com



2017 FBLA STATE LEADERSHIP CONFERENCE



IMPORTANT DATES

Monday, October 17, 2016:	Last day to email Ramada Plaza with school/adviser Info
Thursday, November 3, 2016:	Hotel will email lottery results to advisers
Thursday, December 1, 2016:	First day of reservation calls to advisers
Friday, December 2, 2016:	Second day of reservation calls to advisers
Tuesday, January 31, 2017:	Last day for schools to apply for direct billing with Hotel
Friday, March 3, 2017:	Last day to submit rooming lists to Hotel
Friday, March 24, 2017:	Last day to cancel rooms without penalty