FSPA
Florida Scholastic Press Association

HOTEL RESERVATION FORM
FSPA CONVETION APRIL 27-29, 2017

ATTENTION WYNDHAM ORLANDO STAFF
Please place students and adviser on the same floor

4/ _____ /17 Arrival date

4/ _____ /17 Departure date

Mode of Transportation: **Car** **Van** **Bus**

ADVISER CONTACT INFORMATION *(Please print clearly.)*

Adviser name

E-mail
Wyndham Orlando Resort will confirm your reservation directly via e-mail.

School *(if this a middle school, please use the middle school form)*

School address

City **County** **Zip**

School phone **Fax**

Adviser contact phone

Mail or fax to:

Wyndham Orlando Resort
8001 International Drive
Orlando, FL 32819
Phone 407-351-2420
FAX 407-248-9732

• After completing this form, make a copy of the entire page and mail it directly to the **Wyndham Orlando Resort**, along with your room assignment forms. **Reservation forms must be postmarked/faxed by March 21, 2017.**

• DO NOT mail this form to the FSPA office.

• Wyndham Orlando Resort will accept reservations only on this form or online. Do not try to make your reservations over the phone.

• Reservations must be made under the adviser's name and are granted on a first-come, first-served basis.

• To receive tax-exempt status with the Wyndham Orlando Resort, you must bring your tax exempt form with you.
- See your school's bookkeeper for a copy.
- Pay your bill with a check issued by the school to which the tax-exempt certificate is issued.
- **Tax of 12.5% and will be charged if a tax exempt form isn't presented at check-in.**

• Cancellations: If staffs need fewer rooms than originally reserved, advisers must cancel at least 72 hours prior to arrival or you will have to pay for one night's stay in the room(s).

• To secure your reservation the Wyndham Orlando Resort requires a check for the first night or a credit card number to hold the room. You will be billed at checkout and may pay with a school check.

• Room rates are per night. Multiply the rate by the number of nights you will be staying.

• Check-in begins at 4 p.m. on Thursday, April 27, 2017. Do not expect to have your rooms before. Check-out is 11 a.m.

• Advisers who register students who are not FSPA delegates will be banned from FSPA activities for the 2017-18 school year.

• Requests for **Americans With Disabilities Act**-compatible rooms **(ADA)*** must be made in advance.

Room Size	*ADA**	*# of rooms*		*Rate*	*# of nights*	*Total*
SINGLE			**X**	**$139**	**X**	**= $**
DOUBLE			**X**	**$139**	**X**	**= $**
TRIPLE*			**X**	**$139**	**X**	**= $**
QUAD*			**X**	**$139**	**X**	**= $**

*Beds are smaller than standard size. Rollaways are available at check-in for $15.75/night for king

$
Total Cost

I am securing my reservation with one night's lodging deposit by:
_____Credit card _____ School check _____ Personal check

Card type _____ Expiration date_____

Card Number_____

Cardholder's name_____

Signature