



MIDDLE SCHOOL  
HOTEL RESERVATION FORM  
FSPA CONVENTION APRIL 27-29, 2017

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

Mail or fax to:

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

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 \_\_\_\_\_

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 \_\_\_\_\_

• 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.