



# National Fall Leadership Conference HOTEL RESERVATION FORM

## BALTIMORE, MARYLAND

**Hyatt Regency Baltimore on the Inner Harbor**  
300 Light Street  
Baltimore, MD 21202  
P 410.528.1234  
F 410.685.3362

**Sheraton Inner Harbor**  
300 South Charles Street  
Baltimore, MD 21201  
P 410.962.8300  
F 410.347.1853

**Holiday Inn Inner Harbor**  
301 W. Lombard Street  
Baltimore, MD 21201  
P 410.685.3500  
F 410.727.5238

Sales/Occupancy Tax Rate 13.5 percent  
(subject to change)

24-hour refund cancellation  
\$155.00 Single/Double  
\$160.00 Triple/Quad

Reservation Deadline  
October 9, 2009

## DENVER, COLORADO

**Hyatt Regency Denver**  
650 15th Street  
Denver, CO 80202  
P 303.436.1234  
F 303.436.9102

Sales/Occupancy Tax Rate 14.85 percent  
(subject to change)

24-hour refund cancellation  
\$140.00 Single/Double  
\$150.00 Triple/Quad

Reservation Deadline  
October 16, 2009

## ORLANDO, FLORIDA

**Caribe Royale Orlando**  
8101 World Center Drive  
Orlando, FL 32821  
P 407.238.8000  
F 407.238.8088

Sales/Occupancy Tax Rate 12.5 percent  
(subject to change)

72-hour refund cancellation  
\$140.00 Single/Double  
\$145.00 Triple/Quad

Reservation Deadline  
October 23, 2009

**Deposit Refund Policy:** 24-hour notice for the Hyatt Regency Baltimore on the Inner Harbor, Sheraton Inner Harbor, Holiday Inn Inner Harbor, Hyatt Regency Denver and 72-hour notice for the Caribe Royale Orlando.

## PERSON RESPONSIBLE FOR GROUP'S BILLING

Name \_\_\_\_\_ School Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_ School Fax Number \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail \_\_\_\_\_

## ROOMING INFORMATION

Select Hotel:  Hyatt Regency Baltimore  Sheraton Inner Harbor  Holiday Inn Inner Harbor  
 Hyatt Regency Denver  Caribe Royale Orlando

Division/Affiliation:  FBLA  PBL  FBLA-Middle Level  Professional Division  Presenter/Speaker  Exhibitor

Person responsible on-site \_\_\_\_\_

*Type or print clearly all occupants for each room. Please duplicate this form if additional space is needed.*

### Room 1

Single/Double  Triple/Quad

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Earliest Arrival Date \_\_\_\_\_

Latest Departure Date \_\_\_\_\_

Special Needs Request \_\_\_\_\_

If yes, what is needed \_\_\_\_\_

### Room 2

Single/Double  Triple/Quad

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Earliest Arrival Date \_\_\_\_\_

Latest Departure Date \_\_\_\_\_

Special Needs Request \_\_\_\_\_

If yes, what is needed \_\_\_\_\_

Hotel check-in time is 3:00 p.m. except at the Hyatt Regency Baltimore where check-in is at 4:00 p.m.

Approximate Time of Arrival \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

## PAYMENTS AND DEPOSITS

*Deposit of one night's lodging plus tax per room must accompany this form. Reservation will not be made without a deposit.*

Check enclosed in the amount of \$ \_\_\_\_\_

Please charge my credit card:  MasterCard  Visa  American Express  Diners Club

Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_

### Make check payable to:

Baltimore Hyatt Regency Baltimore on the Inner Harbor  
Sheraton Inner Harbor  
Holiday Inn Inner Harbor

Denver Hyatt Regency Denver  
Orlando Caribe Royale Orlando

Card Number \_\_\_\_\_

Signature \_\_\_\_\_