



Sheraton®

DALLAS HOTEL

A personalized Web site for Texas Association, Family, Career and Community Leaders of America (April 4, 2018 - April 7, 2018) has been created. Guests can access the site to learn more about the event and to book, modify, or cancel a reservation from January 30, 2018 to March 12, 2018.

Below you will find the appropriate link(s) for your participants to access the site:

[Fccla 2018](#) (OR copy and paste the following link into a web browser)

<https://www.starwoodmeeting.com/events/start.action?id=1801167180&key=3A6C7865>

The Sheraton Dallas Welcomes back the FCCLA 2018 Conference. In order to promote effortless travel we provide the housing form below to expedite your arrival experience. **Once you have made your on-line reservations, please fill out the form entirely providing the following information:**

1. School and main contact information.
2. One (1) confirmation number per line, and at least one (1) first and last name that corresponds to that confirmation number. Include your guestroom information as the main contact in this section.
3. If the room is being shared, the roommate's name(s) must be listed on same line as confirmation number.
4. You must specify a check-in & check-out date. – Hotel Check In 3PM ; Hotel Check Out 9 AM.
5. Use as many forms as needed to provide all confirmation numbers and names of guests attending.
6. If paying using the same credit card on file currently holding your guestrooms, payment type in CC on file. Provide your signature next to your name as main contact person to provide us the authorization needed to use the card on file upon check in.
7. If paying by check, provide one check for full length of stay of all guestrooms. Please note the breakdown of one (1) night at the group rate with all applicable taxes and one with tax exempt status noted on the housing form. **The check must be received a minimum of 14 days prior to arrival.**
8. If your group is occupancy tax exempt in the state of Texas, please include a copy of your occupancy tax exemption form with the housing form you submit. To check your occupancy exempt status, please visit the following web site: http://comptroller.texas.gov/taxinfo/exempt/exempt_search.html
9. **Please mail housing form with check and occupancy tax exempt letter to: The check must be received a minimum of 14 days prior to arrival.**
Attention: Paul Ruby, FCCLA 2018 Conference
Sheraton Dallas 400 North Olive St. Dallas, TX 75201

We look forward to a successful conference, and welcoming each and every one of you soon. Upon arrival, a private dedicated check-in will be in Grand Hall located on the first floor of the hotel conference center. All school contacts that submitted their forms and method of payment in advance will have priority lines available to pick up the keys for guestrooms that are ready. Based on your arrival time all rooms may not be available but will be blocked as close together as possible. The time saved will be dramatic over past years!! Please direct all youth to gather in the Grand Hall while you check in and register for the conference. This new process will certainly expedite your arrival process as well as your check-out process as all rooms will already be on one account and you can receive one copy of your final receipt for all rooms under your school upon departure.

Warmest regards,

Paul Ruby – Assoc. Director of Catering & Event Management

Meeting and Event Manager
SEE ATTACHMENT BELOW

Sheraton Dallas

EXPEDITED ARRIVAL FORM

School Name	
Main Contact Person	
Contact Number	Cell
E-Mail Address	
Arrival time to hotel:	

Confirmation #	Occupant #1 First & Last Name	Occupant #2 First & Last Name	Occupant #3 First & Last Name	Occupant #4 First & Last Name	Arrival Date	Depart Date	Payment Type
Single Bed	Room Rate: \$155	Tourism fee: 3.10	State Tax: \$11.07	City Tax: \$9.49	Per Night: \$178.66		
Two Beds	Room Rate: \$185	Tourism fee: 3.70	State Tax: \$11.32	City Tax: \$13.21	Per Night: \$213.23		

1. At least one (1) first and last name must be entered for each room.
2. If the room is being shared the roommate's name must be listed on same line.
3. You must specify a check-in & check-out date. – Check In 3PM ; Check Out 9AM
 - If paying by check, you must reflect all names and confirmation numbers for each room on this form and provide a check for full length of stay. Funds must be received a minimum of 14 days prior to arrival.

Rates are reflective of the May 2018 Government per diem