

WELCOME FCCLA 2018 FROM THE SHERATON DALLAS

(For those staying at that property)

BEFORE YOU ARRIVE

Tax Exempt Forms

ADVISORS & CHAPERONES: Please bring completed forms with you. Use this link:

<http://www.sheratondallashotel.com/taxexemption>

Accurate Rooming Lists

ADVISORS – Please ensure all of the student names are listed in the reservations with the correct roommates. In the event a student loses a key, and their name is not on the correct room, the Front Desk will not be able to provide a replacement key.

ATTENTION: CONFIRMED Room Types and Rates

PLEASE BE ADVISED: The FCCLA contracted room types and rates have been fully committed / sold out. The hotel will honor all CONFIRMED RATES AND BED TYPES.

ADVISORS & CHAPERONES: Please plan accordingly:

- If you hold a reservation for a two-queen-bedded room we will honor that room type.
- If you hold a reservation for a KING bedded room – we will honor that room type.
- The size of most KING rooms prohibits the use of roll-away beds per Fire Safety Regulations.
- **All CONFIRMED RATES WILL BE HONORED.**
- If you hold a reservation with a confirmed rate outside the FCCLA room block, your rate will not be reduced to the FCCLA rate.

Bus Parking

PLEASE MAKE ADVANCE ARRANGEMENTS. For those travelling by bus, the hotel does not have on-site parking. There is a company that will assist in off-site parking for a fee, based on the number of buses you have and length of stay. Please contact them directly. See the attached map:

Very Important – You must call in advance for bus parking and get pricing from the lot provider.



Parking Garage
Locations-edit2017-

Lots “M” & “N” are the most flexible and can accommodate multiple buses. Note that bus rates are listed on the bottom of this map but are subject to change based on the discretion of the Lot Owners. None of these lots are affiliated with the Sheraton Dallas.

A second option is to coordinate with the local Dallas ISD bus companies for options they may have for additional bus parking.

UPON ARRIVAL

Check-in at the Desk Located in the Grand Hall – Level 1 in the Convention Center

PLEASE PLAN YOUR ARRIVAL DURING THESE HOURS OF OPERATION:

- Wednesday, April 4: 12:00pm until 8:00pm
- Thursday, April 5, 9:00am-6:00pm
- Please do not come to the main hotel desk in the hotel lobby unless you are arriving after these posted satellite registration times.

PLEASE DIRECT STUDENTS TO THE GRAND HALL UPON ARRIVAL. There is a welcome area with open seating for students and luggage in the Grand Hall to be used while the advisors are checking in at the registration desks. Police will direct traffic from the transportation drop-off to the Grand Hall entrance.

ADVISORS & CHAPERONES: Please instruct students to wait in designated areas away from the registration lines. Only CHAPERONES / ADVISORS should wait in lines to check-in and receive keys.

Express Check-in Process for the Schools with **ADVANCED PAYMENT**

USE THE SPECIAL DESIGNATED LINE: For those schools who sent **ADVANCED** Check or Credit Card payments and student lists by the **DEADLINE**.

Other Schools Traveling with Checks

Schools using checks to pay for the final invoice must provide a pre-printed list of the rooms / students covered under the payment along with the check. We will then insure check payment is divided up between the rooms on your list.

Location of your Guestrooms

We understand the importance of having students housed close to their school teammates and advisors. The hotel will work to accommodate each school. **HOWEVER**, please note in some cases not all rooms will be next to each other or located on the same floor. **ADVISORS**: Please plan accordingly for such instances.

Parking

Standard-Sized Vehicles Only – Based on Availability

FCCLA attendees driving standard sized vehicles receive a special discounted rate for self-parking in the garage of \$10.00 per day. **BASED ON AVAILABILITY**.

DEPARTURE DAY – Saturday, April 7

PLEASE REVIEW YOUR BILL ON FRIDAY

ADVISORS & CHAPERONES: We recommend reviewing your account and receiving paper copies on Friday evening at the Front Desk. This way you avoid any potential lines that may occur on the major day of departure.

Please Depart Your Rooms by 9AM

As a courtesy, we ask that you check out of your room by 9:00am so that our housekeepers are able to prepare the rooms.

Please store your Luggage On Saturday

Saturday 4/7/18, you will be able to store your luggage on a complimentary, self-serve, first come first served basis, (based on capacity), in the Austin Ballroom and the Lone Star Pre-convene. These areas **will not** be secured **by the hotel** and there is no extra costs for this service. The storage area will be available as early as 6:00am for you to drop off your luggage. Please do not leave valuables unattended such as computers / laptops, electronics, etc.