

## Missouri FCCLA 2018 – Atlanta

### Booking Instructions and Information

## PACKAGE ONE - 6 NIGHTS

- Missouri FCCLA (6 night package) – 6 nights
- Includes: Hotel Accommodations Atlanta Marriott Marquis / NTS Management Fee / MO FCCLA Fee
- Single: \$1,421.00 (based on 1 person in room)
- Double: \$743.00 per person (based on 2 people in room)
- Triple: \$517.00 per person (based on 3 people in the room)
- Quad: \$404.00 per person (based on 4 people in the room)
- Please note that double bedded (or 2 queen beds) rooms will be given by priority to quad rooms first and then triple rooms. Therefore there will be some triples that will have a king with a rollaway. There is a limited amount of rooms with 2 queen or 2 double beds for the size of National FCCLA.

## PACKAGE TWO - 5 NIGHTS

- Missouri FCCLA (5 night package) – 5 nights
- Includes: Hotel Accommodations Atlanta Marriott Marquis / NTS Management Fee / MO FCCLA Fee
- Single: \$1,195.00 (based on 1 person in room)
- Double: \$630.00 per person (based on 2 people in room)
- Triple: \$442.00 per person (based on 3 people in the room)
- Quad: \$348.00 per person (based on 4 people in the room)
- Please note that double bedded (or 2 queen beds) rooms will be given by priority to quad rooms first and then triple rooms. Therefore there will be some triples that will have a king with a rollaway. There is a limited amount of rooms with 2 queen or 2 double beds for the size of National FCCLA.

## PACKAGE THREE - 4 NIGHTS

- Missouri FCCLA (4 night package) – 4 nights

- Includes: Hotel Accommodations Atlanta Marriott Marquis / NTS Management Fee / MO FCCLA Fee
- Single: \$969.00 (based on 1 person in room)
- Double: \$517.00 per person (based on 2 people in room)
- Triple: \$367.00 per person (based on 3 people in the room)
- Quad: \$291.00 per person (based on 4 people in the room)
- Please note that double bedded (or 2 queen beds) rooms will be given by priority to quad rooms first and then triple rooms. Therefore there will be some triples that will have a king with a rollaway. There is a limited amount of rooms with 2 queen or 2 double beds for the size of National FCCLA.

## Additional Items

- T-Shirts – please be sure to select the size T Shirts based on the # of people you book into the rooms. The T Shirt is included in the package
- Airport Transportation (to hotel or round trip) – this is optional to purchase
- Airline Tickets – National Travel Systems is able to assist with flight reservations – please click here to submit your request.  
<https://www.nationaltravelsystems.com/forms/group-air.shtml>

## Deadline Dates to keep in mind:

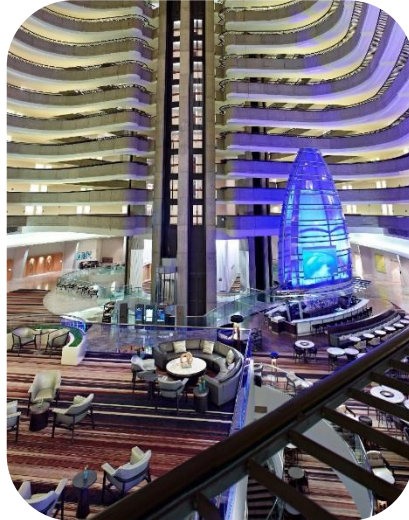
- Housing/Travel Package Registration Opens: March 13<sup>th</sup> - Tuesday
- Last day to book Housing/Travel Package: April 16<sup>th</sup> - Monday (11:59pm cut off)
- Last day to make changes/cancellations with no penalty: April 16<sup>th</sup> - Monday
- After April 16, 2017, all Housing/Travel Packages are completely non-refundable and payment will be due for what was ordered (unless increases are made after the cut-off date).
- Invoices will be sent between April 23<sup>rd</sup> and April 27<sup>th</sup> (after pairing roommates and checking bookings) and payment must be remitted based upon the invoice that is received. This booking form is an estimate, if any changes occur after this is submitted your final payment amount will be given by an Invoice generated by National Travel Systems. Final Payment is due from the invoice that will be sent. If you are requesting roommates, please do not make any type of payment until roommates are assigned and your invoice is sent from National Travel Systems.
- Full Payment will be due no later than May 25<sup>th</sup>. Any payments received AFTER June 25<sup>th</sup> will incur a 9% interest charged for late payment.

# Booking Instructions:

- Please click use this booking form [\(Click here for booking form!\)](#)
- Note – There are tabs for each item you can purchase
  - Tab 1 – Contact Information Page and Totals
    - Please fill out this information in full (Main Contact / Onsite Contact/Billing name)
  - Tab 2 – Single Rooms – please fill in names and information requested if you need single rooms (1 person in room)
  - Tab 3 – Double Rooms – please fill in names and information requested if you need double rooms (2 people in room)
  - Tab 4 – Triple Rooms – please fill in names and information requested if you need triple rooms (3 people in room)
  - Tab 5 – Quad Rooms – please fill in names and information requested if you need quad rooms (4 people in room)
  - Tab 6 – Additional Items – Please review to see if you are in need of additional items being offered to purchase
  - Tab 7 – Hotel Booking Instructions and Information.
- If you need to request a roommate (example: if you have 2 students and you wish to create a quad room to save cost for your school and you are looking for 2 more students to match with) please book the room type you are requesting. Place each of your
  - student's information in the "quad" room and in the fields that you don't have names – please place the words **ROOMMATE NEEDED**. This way National Travel Systems will do their best to match roommates to assist with the cost.
- If you know of a student and their school you want to pair with – please place the students name and the name of their school in the name field but do not fill in the cost or you will be charged for the cost of that student. Example: If you have 1 student and wish to have a double – place your students name in the name field and fill out all the information. For the 2<sup>nd</sup> roommate put **"Joe Smith – Oakridge High School"** and do not fill out anything else.
- If National Travel Systems is **NOT** able to place your students in a room with another student from another school (or place an advisor in a room with another advisor from another school) – National Travel Systems will adjust your room cost and you will be responsible for paying for the cost of the room type that is available. *Example: If you are requesting a quad and only have 2 students and we are unable to locate 2 more students – you will be responsible for a double room.*
- As you book what you need the total will calculate on the first tab of your spreadsheet.
- Once you have completed your booking form please save this spreadsheet and email to [events@nationaltravelsystems.com](mailto:events@nationaltravelsystems.com) prior by April 16<sup>th</sup> 11:59pm. Please save the spreadsheet and name the spreadsheet as **"MO FCCLA (Your School Name)."** Once this has been submitted to National Travel Systems – you will receive an email confirming that your booking form is being reviewed – if there are questions we will reach out to you via email.
- If you have changes AFTER the initial booking – please email those changes in detail to [events@nationaltravelsystems.com](mailto:events@nationaltravelsystems.com). **Do not send a new spreadsheet.** National Travel

Systems will make those changes and send you an updated copy of your spreadsheet after the changes have been made.

### Atlanta Marriott Marquis



Located in the heart of downtown, the Atlanta Marriott Marquis is an iconic destination bursting with style and energy. Step inside our hotel lobby and discover our spectacular atrium, which is anchored by the 50-foot color-changing sail of Pulse, our vibrant cocktail lounge. Situated in the Peachtree Center, our hotel places travelers near a MARTA rail station, Georgia World Congress Center and AmericasMart Atlanta. Once you've explored downtown Atlanta, settle into our spacious guest rooms, all of which feature stunning cityscape views, state-of-the-art technology and serious creature comforts. Dine with us at one of our five unique dining destinations, including Sear steakhouse, find urban calm in The Spa, our signature wellness destination, or break a sweat in our 24-hour fitness center. Rising as the preeminent meetings terminus of the South, Atlanta Marriott Marquis boasts more than 160,000 square feet of meeting space, making us the preferred hotel among savvy travelers.

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