

## Colorado FCCLA 2017 – Nashville

### Booking Instructions and Information

## PACKAGE ONE - 6 NIGHTS / July 01 – July 07

- Colorado FCCLA (6 night package) – 6 nights
- Includes: Hotel Accommodations Sheraton / Package (including Air Flight/Round Trip Airport Transfers/Hermitage Tour on July 02<sup>nd</sup> with transportation and lunch/NTS Management Fee)
- Single: \$2,138.00 (based on 1 person in room)
- Double: \$1,441.00 per person (based on 2 people in room)
- Triple: \$1,238.00 per person (based on 3 people in the room)
- Quad: \$1,114.00 per person (based on 4 people in the room)
- Tour (Included in the package) – Times below are slightly subject to change
  - July 02<sup>nd</sup> Sunday – Hermitage Tour
  - Depart Hotel approx. 9:00am (exact times will be given at a later date)
  - Tour from 10:00am – 12:00pm
  - Bar-B-Q Lunch Buffett 12:00pm – 1:15pm
  - 1:30pm return to Hotel
- 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 sleeper sofa and some doubles that will just have a king with sleeper sofa. There is a limited amount of rooms with 2 queen or 2 double beds for the size of National FCCLA.

## PACKAGE TWO - 5 NIGHTS / July 02 – July 07

- Colorado FCCLA (5 night package) – 5 nights
- Includes: Hotel Accommodations Sheraton / Package (including Air Flight/Round Trip Airport Transfers/NTS Management Fee)
- Single: \$1,840.00 (based on 1 person in room)
- Double: \$1,260.00 per person (based on 2 people in room)
- Triple: \$1,090.00 per person (based on 3 people in the room)
- Quad: \$988.00 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 sleeper sofa and some doubles that will just have a king with sleeper sofa. There is a limited amount of rooms with 2 queen or 2 double beds for the size of National FCCLA.

## Additional Items

- Star Event (Students Only) - \$45.00 per person
- Please note that CO FCCLA is tax exempt with the hotel so the state tax of 9.25% has been removed from the package.

## Deadline Dates to keep in mind:

- Housing/Travel Package Registration Opens: March 21<sup>st</sup> - Tuesday
- Last day to book Housing/Travel Package: April 28<sup>th</sup> - Friday (11:59pm cut off)
- Last day to make changes/cancellations with no penalty: April 28<sup>th</sup> - Friday
- As of April 29, 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 May 08<sup>th</sup> and May 12<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 June 01<sup>st</sup>. Any payments received AFTER July 01<sup>st</sup> will incur 8% interest charged for late payment.

## Booking Instructions:

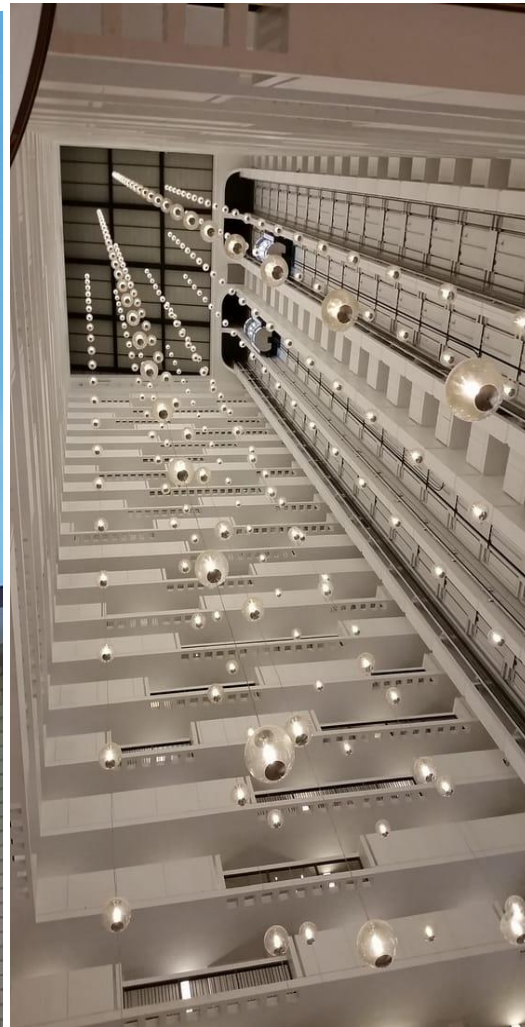
- Please click use this booking form [Click here for booking form!](#)
- Note – There are tabs for each item you can purchase
  - Tab 1 – Contact Information Page and Totals
    - Please fill out this information in full (Main Contact / Onsite Contact/Billing name)
  - Tab 2 – Single Rooms – please fill in names and information requested if you need single rooms (1 person in room. Please note this is where you choose if you want the 5 night or 6 night package.

- Tab 3 – Double Rooms – please fill in names and information requested if you need double rooms (2 people in room). Please note this is where you choose if you want the 5 night or 6 night package.
- Tab 4 – Triple Rooms – please fill in names and information requested if you need triple rooms (3 people in room). Please note this is where you choose if you want the 5 night or 6 night package.
- Tab 5 – Quad Rooms – please fill in names and information requested if you need quad rooms (4 people in room). Please note this is where you choose if you want the 5 night or 6 night package.
- Tab 6 – Additional Items – Please review to see if you are in need of additional items being offered to purchase.
- Tab 7 – If you booked the 5 night package – Tab 7 is where you will fill in the names for the flights.
- Tab 8 – If you booked the 6 night package – Tab 8 is where you fill in the names for the flight. You will list in order with flight you prefer (there are three choices) and National Travel Systems/CO FCCLA will book the flight in order of booking forms received based on #'s.
- 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 student's 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 student's 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.
- Flight information – you **MUST** enter the Legal Name (as it is written on their TSA documentation – which would be their Driver's License, passport, etc) Date of Birth and gender of each person traveling.
- Once you have completed your booking form please save this spreadsheet and email to [events@nationaltravelsystems.com](mailto:events@nationaltravelsystems.com) prior to April 29<sup>th</sup>. Please save the spreadsheet and name the spreadsheet as **"CO 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.

### Sheraton Nashville Downtown





Experience the newly designated Sheraton Grand Nashville Downtown towering 28 stories over the Music City. Our recent \$35 million renovation is sure to exceed your expectations. In addition to newly designed oversized guestrooms, enjoy our lobby and reception area with its abundant natural light and large lounging areas. Connect over a crafted cocktail and enjoy fabulous cuisine at the Library Bar. Both restaurants feature menus inspired by regional flavors and the freshest ingredients sourced from local farms. The Sheraton features over 30,000 square feet of transformed meeting space highlighting the extraordinary Pinnacle, an enclosed rooftop space, with a 360-degree view of Nashville, ideal for weddings and corporate events.

We are located steps away from Nashville's Arts District - the Tennessee Performing Arts Center, home to three resident performing arts organizations: Nashville Ballet, Nashville Opera and Nashville Repertory Theatre with traveling Broadway shows and musicals, along with War Memorial Auditorium which hosts an array of concerts and performances. The Sheraton Grand is also within walking distance to Nashville's famous entertainment district including the Ryman Auditorium, Bridgestone Arena, Ascend Amphitheater, Nissan Stadium and the truly legendary Honky Tonks including Tootsie's World Famous Orchid Lounge, The Stage and the Wildhorse Saloon.

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