

Colorado FCCLA 2018 – Atlanta

Booking Instructions and Information

PACKAGE ONE - 6 NIGHTS / June 27 – July 03

- Colorado FCCLA (6 night package) – 6 nights
- Includes: Hotel Accommodations Westin / Package (including Air Flight/Round Trip Airport Transfers/Civil Rights Museum with lunch on June 28th/NTS Management Fee) / Registration to Colorado
- Single: \$1,976.00 (based on 1 person in room)
- Double: \$1,340.00 per person (based on 2 people in room)
- Triple: \$1,125.00 per person (based on 3 people in the room)
- Quad: \$1,020.00 per person (based on 4 people in the room)
- Tour (Included in the package) – Times below are slightly subject to change
 - June 28th Thursday – Civil Rights Museum and Lunch
 - Depart Hotel approx. 10:45am (exact times will be given at a later date)
 - Tour Civil Rights Museum at 11:30am
 - Lunch at HardRock Café 1:30pm
 - Back at Hotel between 3:30pm – 4:00pm
- 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 Westin / Package (including Air Flight/Round Trip Airport Transfers/NTS Management Fee) / Registration to Colorado
- Single: \$1,702.00 (based on 1 person in room)
- Double: \$1,173.00 per person (based on 2 people in room)
- Triple: \$994.00 per person (based on 3 people in the room)
- Quad: \$906.00 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

Deadline Dates to keep in mind:

- Housing/Travel Package Registration Opens: April 02nd - Monday
- Last day to book Housing/Travel Package: April 30th - Monday (11:59pm cut off)
- Last day to make changes/cancellations with no penalty: April 30th - Monday
- As of May 01, 2018, 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 07th – May 10th (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 25th. Any payments received AFTER June 25th 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 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 2nd 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 prior to April 30th. 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. **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.

The Westin Peachtree Plaza Atlanta



Rising 73 floors above the heart of the city, The Westin Peachtree Plaza, Atlanta features world-class service, superb amenities, and an unparalleled location. Our hotel is moments away from Atlanta's best-known attractions - from the Georgia Aquarium and the World of Coca-Cola to Philips Arena, Centennial Olympic Park, and the Mercedes-Benz Stadium.

Relax in your well-appointed room or suite, which offers floor-to-ceiling windows and the signature Westin Heavenly Bed®. Challenge yourself to a workout in the Westin Workout Fitness Studio, followed by a dip in the indoor/outdoor pool.

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Office Hours: Monday – Friday 8am – 5pm CST