

 **DECA** **DoubleTree Registration Checklist**  
*State Career Development Conference*  
*March 9-11, 2012*

**Forms & Deposit Deadline: February 10, 2012**

**Final Payment Deadline: March 5, 2012**

Your registration will not be processed until all of the items are received.

**Faxing these forms will NOT hold your rooms.**

School Name \_\_\_\_\_

#### Completed Registration Form

- Direct phone number and extension
- Fax number

#### Confirmation Page

#### Housing List

- Maximum occupancy per room is four (4) students.
- Three (3) students per room will receive a King bed and a roll-a-way.
- The hotel will use their discretion will assigning room types. Schools should base their payments on number of students in a room, not the room type they want.  
*(i.e., DO NOT note 2 students, 2 double beds, and pay for a Quad Room.)*

#### Deposit

- A deposit of \$100 per room must be made with a school check to be tax exempt.
- **If paying with a personal check, credit card, or cash, add 6% state sales tax.**
- If you are sharing a room with another school, one school must take responsibility for paying the whole amount and listing all students' names. The hotel will not be responsible for finding roommates or splitting payments.

#### Michigan Sales and Use Tax Certificate of Exemption

- A copy of your school's Tax Exempt Certificate must be returned with the deposit or you will be charged the 6% state sales tax.



# DoubleTree Registration Form

## State Career Development Conference

### March 9-11, 2012

**DEADLINE: February 10, 2012.** This form and Tax Exempt Certificate must be returned with room deposit before the deadline date. **This form must be typed.**

Chapter \_\_\_\_\_

School Phone \_\_\_\_\_

Advisor(s) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

Check Arrival Day:      Thursday, March 8              Friday, March 9              *All rooms depart Sunday, March 11 at Noon*

Room Type	# of Nights	# of Rooms	Rate per night	Subtotal
Single (1 person)	_____ x	_____ x	\$119.90 =	\$ _____
Double (2 people)	_____ x	_____ x	\$119.90 =	\$ _____
Triple (3 people)	_____ x	_____ x	\$137.34 =	\$ _____
Quad (4 people)	_____ x	_____ x	\$146.06 =	\$ _____
Suite** (2 rooms, 1 bed)	_____ x	_____ x	\$216.91 =	\$ _____

**Subtotal = \$ \_\_\_\_\_**

**Deposit Due on February 10, 2012:** Number of Rooms Reserved \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_

**Remaining Balance Due by March 5, 2012: = \$ \_\_\_\_\_**

*\*The room rate includes the 8% local tax.*

*\*\*Only adults may register for the suites.*

Mail to:              DoubleTree Hotel  
                         Attn: Reservations  
                         5801 Southfield Freeway  
                         Detroit, MI 48228

Make Checks Payable to: DoubleTree Hotel  
  
*If hand delivered, then give the form to the front desk manager and obtain a receipt that includes their name, date and time.*

Questions can be directed to:      [Mimi.Sion@hilton.com](mailto:Mimi.Sion@hilton.com)

Comments to the Reservations/Front Desk Staff: *i.e., any delegate attending the conference is in need of barrier-free accommodations or dietary considerations.*



# DoubleTree Confirmation

## State Career Development Conference

March 9-11, 2012

Advisor(s) \_\_\_\_\_ Phone \_\_\_\_\_

Chapter \_\_\_\_\_ Best time to be reached \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City & Zip \_\_\_\_\_ Email \_\_\_\_\_

The Reservations Office will fax this page back within two business days, indicating when your reservation was received with deposit. Full payment is required before reservations are confirmed and to hand out keys at check-in.

Date registration and deposit was received: \_\_\_\_\_

Order in which registration was received: (Tour #) \_\_\_\_\_

Received by: \_\_\_\_\_

### Registration Procedures

- 1. Payments must be made with a school check and accompanied by a State of Michigan Tax Exempt Form or Certificate to be tax exempt.** Chapters paying with cash, personal check or credit card will be charged the 6% state sales tax.
2. Refer to the State Conference information in the *Michigan DECA Guide* for complete housing information.
3. Indicate the number of people per room desired. (Single, Double, Triple or Quad).
4. If you have arranged with another school to fill a Quad room, please include the name of the school, in the remaining space, for that room. One school should be designated responsible for the pre-payment of the sharing room. The other school(s) should then pay the designated school.
5. Indicate each advisor/chaperone room, by typing "Advisor/Chaperone Room" in a remaining space for that room.
6. Pre-payment and the Tax Exempt Form must accompany these forms. Reservations will not be processed until full pre-payment is received.
7. Special requests are based upon the availability at the time the housing form and full pre-payment are received at the hotel.
8. If you wish to pay for your rooms using a personal or school credit card, you must present the forms in person, weekdays between 9:00 AM and 5:00 PM. Your credit card will be immediately charged for the total balance due. Your chapter will also be charged the 6% state sales tax, if you are not using a school credit card.
9. If you hand deliver the forms to the hotel, be sure to personally give it to the Front Desk Manager. This will ensure the prompt receipt by the Reservations Manager.
10. Scanned forms should be saved as "your chapter name followed by DECA" (i.e. *Riverdale High DECA*) and email as an attachment to [Mimi.Sion@hilton.com](mailto:Mimi.Sion@hilton.com) **Please note that your rooms will not be confirmed until the deposit has been received.**
- 11. The first night's deposit will be charged for cancellations after Monday, March 5, 2012.**
- 12. There will be a \$25.00 charge for each change (name or room) made after 5:00 PM on Monday, March 5, 2012.**
- 13. These forms must be typed!**



# DoubleTree Housing List

State Career Development Conference

March 9-11, 2012

Page \_\_\_\_\_ of \_\_\_\_\_

**DEADLINE: February 10, 2012.**

**The first night's deposit will be charged for cancellations after Monday, March 5, 2012. There will be a \$25.00 fee for each change to the housing list after 5:00pm on Monday, March 5, 2012.**

Chapter \_\_\_\_\_ Advisor(s) \_\_\_\_\_

Please indicate the type of rooms from the drop-down menu. This form must be Typed.

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***Make additional copies as needed.***