

**This document is only for pre-planning
and budgeting hotel costs for the
2018 Michigan DECA State Conference.**

**The actual housing registration form
will be posted on**

<http://mideca.org/teachers/forms/>

by January 17, 2018.

**Refer to the next page for the housing
rotation order and how we assign
hotels to chapters.**



2018 State Career Development Conference

Hotel Registration Instructions

Detroit, Michigan March 9-11, 2018

First Day Chapters Can Submit Housing Registration Forms is February 1, 2018

Housing Forms may not be submitted to Michigan DECA until February 1. If you submit your form before February 1, you will be penalized by being placed in the next housing district as described in item #4 below.

Deadline to Submit Housing Registration Forms is February 8, 2018

Please note that there is ONLY ONE housing form for the State Conference hotels. You will rank your hotel choices on this housing form. We will make every effort to place you in your first or second choice of hotels, but we make no guarantee, due to availability and your order in the housing rotation. The hotel will email you an invoice for your housing charges.

Important Notes:

- All conference competitors are required to stay at one of the official conference hotels.
- Parlors/Suites are assigned based on your order in the housing rotation. Suites are only available at the Courtyard.
- Parlors/Suites are only available to schools that need four or more rooms.
- All housing changes are due to your assigned hotel by 5:00pm on Friday, March 2, 2018.
 - ➔ All changes made after this time, will have a \$25 fee per change (to either name or room).
 - ➔ If a room is canceled after this time, the school will not receive a refund for the first night's stay.

Registration Process Summary:

1. Chapters are to use the Official State Conference Housing Form for reserving their lodging at the State Conference.
2. The completed form should be emailed to: aday7@emich.edu
3. Between February 1 and 8, Michigan DECA will acknowledge receipt of your school's housing form.
4. On February 12, Michigan DECA will begin assigning chapters to a specific hotel, based on the following order:
 - Schools that have submitted their housing list will be placed in a rotational order, depending on their district. For the 2018 State Conference, the hotel order will be 4, 3, 6, 5, 8, 7, 2, 1. Once all chapters that have submitted their list by Feb 8 have been assigned in order, the remaining schools will be assigned, based on when their form is received.
 - Michigan DECA will assign schools to a hotel based on their housing order and the school's hotel preferences, until the inventory for a particular hotel has been exhausted. They will then be assigned to the next hotel that meets their needs.
 - Once a school has been assigned, Michigan DECA will send the housing registration to the hotel.
 - The hotel will then send an invoice to the chapter advisor for their chapter's housing.
5. **The housing file must be received by February 8, 2018 to be placed in the housing order, before being assigned to a hotel.**
6. **All rooms must be paid in full by March 2, 2018.**
7. **Once you have been assigned to a hotel, all changes must be made directly with the hotel, not Michigan DECA.**
8. If you have any questions about the housing process, you should email Ann Day at: aday7@emich.edu

How to use this form:

1. Start with the **Blue 'Registration'** tab.
 - Select who is occupying this room, Adults or Students.
 - Enter in the name of the first occupant of the room.
 - Select your arrival date. Note, all rooms will checkout on Sunday before Noon.
 - Select a Room Type.
 - Enter in the names of ALL of the roommates on this SAME line.
 - If you have any special requests or comments, enter this in the far right column.
2. Go to the **Yellow 'Invoice'** tab and provide requested information, which is highlighted in yellow. Totals of the number of rooms selected will automatically fill in from the registration tab. No prices are listed, since each hotel has different rates. Once you have been assigned to a hotel, they will send you an invoice.
3. Go to the **Green "Tax Exempt Form"** and fill in the requested information, which is highlighted in yellow. You will be charged the state's 6% sales tax if the hotel does not receive the Tax Exempt Certificate. *Please note, the local lodging taxes of 9% is NOT eligible to be waived - only the state sales tax may be exempt.*
4. Save the entire file to your computer as "your chapter name followed by DECA" (i.e., "Rydell High DECA") and email it as an attachment to Ann Day at Michigan DECA:
aday7@emich.edu

Hotel Property Comparison

Detroit, Michigan March 9-11, 2018

	Detroit Marriott	Holiday Inn Express & Suites	Crowne Plaza Downtown Riverfront	Courtyard Detroit Downtown	Westin Book Cadillac Detroit	DoubleTree Suites by Hilton
Single Room*	\$141.00	\$135.00	\$134.00	\$127.00	\$159.00	\$152.00
Quad Room*	\$153.00	\$145.00	\$144.00	\$137.00	\$169.00	\$152.00
Junior Suite*	n/a	n/a	\$199.00	\$205.00	\$197.00	n/a
Address	100 Renaissance Ctr Detroit, MI 48243	1020 Washington Blvd Detroit, MI 48226	2 Washington Blvd. Detroit, MI 48226	333 E Jefferson Ave Detroit, MI 48226	1114 Washington Blvd Detroit, MI 48226	525 W Lafayette Blvd. Detroit, MI 48226
Cross-Streets	Jefferson & Brush	Michigan & Washington	Jefferson & Washington	Jefferson & Randolph	Michigan & Washington	Lafayette & First
Blocks to Cobo Center	4.0	3	0.5	5	6	5
Blocks to People Mover Station	Attached to hotel	1.5	0.5	Attached to hotel	1.5	1.5
Pool	No	Yes	Yes	Yes	Yes	No
Fitness Center	Yes	Yes	Yes	Yes	Yes	Yes
Wi-Fi	Complimentary in Lobby areas only \$5.00 per guest room	Complimentary in Guest Rooms and Lobby	Complimentary in Guest Rooms	Complimentary in Guest Rooms	Complimentary in Guest Rooms	Complimentary in Guest Rooms and Lobby
Affordable Restaurants in Hotel	Food Court in lower level of RenCen	Complimentary breakfast -and- moderate prices at Big City Bar and Grill <i>(room service not available)</i>	Grab & Go Station	6 restaurants in the building	WBC Gourmet Grab & Go	Grab & Go Station
Chapter Meeting Rooms	Available meeting rooms for up to 150 people.	Two rooms available: one room for up to 15 people, and one room for up to 40 people	Two meeting rooms available for 40-100 people	None	Three meeting rooms available for 10-40 people	None
Self Parking (per day)	\$20-25 depending on the parking lot/structure used	None	None	None	\$15.00	None
Valet Parking (per day)	\$35.00	\$27.00	\$25.00	\$28.00	\$20.00	\$22.40

Parking rates are subject to change

***Plus local lodging taxes (currently 9%), which is not waivable. Only the additional 6% state sales tax is waivable with a Tax Exempt Form.**



2018 State Career Development Conference

Room Prices

Detroit, Michigan March 9-11, 2018

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Deadline to Submit Housing Registration Forms is Thursday February 8, 2018

Please note that there is ONLY ONE housing form for the State Conference hotels. You will rank your hotel choices on the housing form. We will make every effort to place you in your first or second choice of hotels, but we make no guarantee, due to availability and your order in the housing rotation. The hotel will email you an invoice for your housing charges.

Notes:

- Suites and parlor rooms are only available to schools that reserve the minimum number of rooms. This is to help chapter advisors with large numbers of students to conduct chapter meetings without blocking hallways.
- **The housing file must be received by February 8, 2018 to be placed in the housing order, before being assigned to a hotel.**
- **You will be charged the state's 6% sales tax if the Tax Exempt Certificate is not sent with your registration.**
Note: this does not exempt you from the 9% local lodging taxes.

Room Rates at the DECA Conference Hotels

Plus local lodging taxes (currently 9%), which is not waiveable. Only the additional 6% state sales tax is waiveable with a Tax Exempt Form, if the completed form is sent with your registration.

Prices listed are per night

	Detroit Marriott	Holiday Inn Express & Suites	Crowne Plaza Downtown Riverfront	Courtyard Detroit Downtown	Westin Book Cadillac Detroit	DoubleTree Suites by Hilton
Single Room King	\$141.00	\$135.00	\$134.00	\$127.00	\$159.00	\$152.00
Double Room King	\$141.00	\$135.00	\$134.00	\$127.00	\$159.00	\$152.00
Double Room 2 Beds	\$153.00	\$145.00	\$144.00	\$137.00	\$169.00	\$152.00
Triple Room	\$153.00	\$145.00	\$144.00	\$137.00	\$169.00	\$152.00
Quad Room	\$153.00	\$145.00	\$144.00	\$137.00	\$169.00	\$152.00
King Junior Suite	n/a	n/a	\$199.00	\$205.00	\$197.00	n/a

Conference Locations

Detroit, Michigan March 9-11, 2018

