

STATE CONFERENCE HOTEL INFORMATION

Due January 16, 2018

February 11-13, 2018

Note: The conference will be held at the Red Lion Hotel on the River – Jantzen Beach in Portland. All rooms will be filled on a first come first served basis. If the hotel fills, chapters will be moved to overflow properties in the order that their registrations arrive at the hotel (e.g. later chapters will move to the overflow property). Please list all people on **the hotel housing spreadsheet (this is an Excel File)** that are registered for the conference. Mark either student or adult room and the type of accommodations desired. **Correct student names must be on the hotel housing spreadsheet when the registration is sent to the hotel.** Advisors will receive a hotel confirmation. **Maximum number per hotel room is 4—no exceptions.**

All participants must stay at the conference hotel for the duration of the conference, which is two nights. The hotel cost below is the per room cost for each individual night of stay.

Special Instructions - Include information such as late arrival, handicap accessible rooms or names of students/adults from another school with whom you want to share the room. If you wish students or adults to share a room with another school, advisors will need to make these arrangements prior to returning the hotel housing spreadsheet. The hotel housing spreadsheet for each school involved will need to show the mix so that we know each school is aware of the accommodations requested. Please do not write, "fill with other people to make quad" on the room form. The hotel will not find roommates for you. **DO NOT MAKE ANY SPECIAL ROOM REQUEST (other than handicapped or non-smoking).**

Send this Form and a printed copy of your hotel housing spreadsheet to:

Reservations Manager (Cherise Crain)
Red Lion Hotel on the River – Jantzen Beach
909 N Hayden Island Dr
Portland, OR 97217
ph: 503.283.4466
fax: 503.283.4743

Room Rate Information:
\$131.00 + 15.3% tax = total inclusive room rate is \$151.04 per room/per night
Note that room rate is the same for Single, Double, Triple & Quad Occupancies
Roll Away Beds (available upon request): \$15.00 + tax per night

Note: Suites are available. If you request a suite, you will be charged at a much higher rate (\$250.00-\$350.00).

Payment: In order to check into your rooms, credit must be established in advance. This may be done with a purchase order, check or credit card. Purchase orders and checks should be received by January 16, 2018 and should be for the full amount of your estimated room charges (plus 15.3% tax); while credit cards need to be charged at the time of check in. In order to pay for rooms with a credit card you must complete and submit the Red Lion Credit Card Authorization Form. Delegations not meeting one of the above criteria will not be guaranteed rooms. If you have any questions regarding these billing procedures, please call the hotel and ask for Accounting.

DECA Hotel Billing Form

Deadline: January 16, 2018

Mail or Fax To: Reservations Manager
 Red Lion Hotel on the River – Jantzen Beach
 909 N Hayden Island Dr
 Portland, OR 97217
 ph: 503.283.4466
 fax: 503.283.4743

Chapter Name _____ Advisor _____

Phone _____

Address _____

Email _____

Hotel Room Count/Charge Summary			
Hotel Rooms (total number of rooms)	X	Rate	Amount
# of Rooms:	X	\$131.00	
Suites/Special Charges:	X		
Tax:	+	15.3%	
Total Due:			

Please indicate payment method:

Purchase Order Check Credit Card

I acknowledge the above information and understand that if the deadline is not met for providing billing information, the rooms for my delegation will not be guaranteed.

Chapter Advisor Signature

Date

Chapter