Hotel Registration Process

April 17-19, 2020

Hotel Registration opens on March 1, 2020
Hotel Registration Deadline is March 27, 2020

Important Notes:

- All schools are required to stay at one of the official conference hotels.
- Parlors/Suites are assigned in the order that deposits are received.
- Parlors/Suites are only available to schools that need four or more rooms.
- All housing changes are due by 5:00pm on Monday, March 30, 2020.
  ➞ 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. Hotel forms will be posted at the end of February on http://miskillsusa.org/forms-and-documents/
2. Chapters are to use one of the Official State Conference Housing Forms for reserving their lodging.
3. The completed form should be emailed as an attachment to the Amway Grand Plaza’s SkillsUSA contact, which is listed on the housing forms.
4. Schools can begin registering for hotels on March 1, 2020 after all regional competitions have taken place. Hotel registrations received before March 1, will be penalized one day and entered in the hotel system on March 2, 2020.
5. The Amway Grand Reservations Department will email the advisor back within two (2) business days an acknowledgement that they received the housing file. This does not confirm that you will be staying at the Amway; it simply verifies that they have received your information. Please do not call the hotel to confirm, it only takes them away from processing registrations.
6. The invoice page of the form should be printed and given to the school bookkeeper so payment can be sent directly to the hotel.
7. Once the Amway Grand Plaza receives your full deposit, along with a copy of your completed Tax Exempt Form and the invoice page, they will begin processing your reservations and you will receive notification as to which hotel you have been assigned. Following this notification from your assigned hotel, you will receive confirmation codes for your rooms as well as the final invoice for any remaining balances, which are due no later than March 27, 2020.
8. Rooms will be reserved in the order that deposit is received, not when the file is emailed.
9. All rooms must be paid in full by March 27, 2020

New Payment Procedures for 2020:

- Please note that FULL PAYMENT IS REQUIRED IN ORDER TO CHECK IN. Credit cards will be charged prior to arrival and checks must be received prior to arrival or upon check in. Check in will not be permitted for any schools with a balance.
- **If paying by credit card,** the hotel contact will provide a separate Credit Card Authorization Form to collect the credit card information. DO NOT provide any credit card information on this form. Full room/tax will be charged to the card provided prior to arrival. If the credit card declines for payment, the hotel will contact the Main Contact Person listed on this form to provide a payment resolution.
- **If paying by check,** the hotel must receive the check prior to arrival or upon check in. Do not send the check in the mail unless it is guaranteed to reach the hotel prior to your arrival, as check in will not be permitted unless the check has been received.
- **The hotel must receive your school's tax exempt paperwork in order to be exempt from the 6% State tax. Schools will be charged the full 15% tax if their paperwork is not received prior to or upon arrival.**
Please note that there will be a unique housing form for each hotel, since different housing rates are offered for each hotel. Advisors should review the rates listed below and then select the hotel that best fits their needs. Once you have decided on your first choice for a hotel, select the corresponding form. If the hotel is not able to accommodate your rooms, you will be placed at the second location based on availability, and the hotel will email you a revised invoice for your housing charges. Remember that the Amway Reservation Department will process registration forms in the order that both the form AND the deposits are received.

Room Types
- **Single Room** - (1 person) Room with one bed.
- **Double Room** - (2 people) If two students occupy the room, there will be one bed. If two adults occupy the room and have the same last name (male/female), the hotel will place you in a King, otherwise there will be two beds.
- **Triple Room** - (3 people) Either a room with a king bed and a roll-a-way or a room with two double beds.
- **Quad Room** - (4 people) A room with two double beds.
- **Superior Room** - These rooms are open to schools that reserve four or more rooms.
- **Tower Luxury Suite** - These suites are open to schools that reserve six or more rooms.
- **Plaza Luxury Suite** - These suites are open to schools that reserve eight or more rooms.

**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.
- Rooms will be reserved in the order that deposit ($100 per room) is received, not when the file is emailed.
- You will be charged the state’s 6% sales tax if the hotel does not receive the Tax Exempt Certificate.

**Room Rates at the SkillsUSA Michigan Conference Hotels** *(includes the 9% local tax)*

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<th>Courtyard by Marriott</th>
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