



## HOUSING INFORMATION 2020 FCCLA STATE LEADERSHIP CONFERENCE

**Rooms are being held at the President Abraham Lincoln Hotel Springfield—a Double Tree by Hilton and the Wyndham Springfield City Centre Hotel (previously the Springfield Hilton).**

Thank you for staying at the President Abraham Lincoln Hotel Springfield – a Double Tree by Hilton and the Wyndham Springfield City Centre Hotel. FCCLA receives meeting room space free of charge based on the number of sleeping rooms occupied during the conference.

Hotels require payment of the first night's room rate or a valid credit card number to guarantee the reservation. A room is not considered a confirmed room until you have received a confirmation number via email. One night's accommodations will be charged if cancellation is not made **7 days prior to arrival. Rooms may not be available for check-in until 3:00 p.m.** Check-out time is 12 noon. Reservations received after March 11, 2020 will be accepted on the space/rate availability.

**Early Checkout Fee:** In the event a guest who has reserved a room checks out prior to the guest's reserved check-out date, the hotel will assess an early check-out fee of \$50.00 to that guest's individual account. Guest wishing to avoid an early check-out fee should advise the hotel before check-in of any changes in the planned length of stay.

**PARKING** is not included in the room rates. Each hotel has a parking garage that is not operated by the hotel. The Parking Garage closest to the President Abraham Lincoln Hotel Springfield – a Double Tree by Hilton is \$ 10.00 per 24 hours and \$ 1.00 an hour for Self-Park. Valet parking is \$15.00 with in and out privileges or \$24 for VIP Front Drive parking. The Wyndham Hotel's parking is \$14.00 per day.

**Bus/Oversized Van Parking** will be available for those schools that pre-purchase a bus/oversized van parking pass via the State Conference Registration on the Illinois FCCLA website.

Questions concerning bus parking should be directed to Marta Lockwood at (217) 728 – 2787 or [ilfccla@gmail.com](mailto:ilfccla@gmail.com).

Specific hotel information and rates are on the following pages.



**President Abraham Lincoln Hotel Springfield – a Double Tree by Hilton**  
**Phone (217) 544 – 8800 Fax: (217) 544 – 8079**  
**701 East Adams Street, Springfield, Illinois 62701**

The President Abraham Lincoln Hotel is attached to the Prairie Capital Convention Center via concourse level. **Flat rate is \$ 117.00 Standard Floor and \$137.00 Club Floors plus 13% tax for one to four persons per room per night.** The hotel has a limited number of two bedded rooms and rollaway beds.

Please complete all the information on the Hotel Reservation Form. **EMAIL or FAX the housing form directly to the hotel. You must register directly through the hotel with the form below. There will be NO PHONE reservations accepted.**

**President Abraham Lincoln Springfield – a Double Tree by Hilton**  
**Emailed form should be sent to: Natalie Duke-Wys at [Natalie.Duke-Wys@Hilton.com](mailto:Natalie.Duke-Wys@Hilton.com)**  
**or**  
**Faxed to (217) 544 – 8079 Attention: Natalie Duke-Wys**

***Emailed forms are preferred. If you send a FAX and do not receive a hotel confirmation via email within a couple of days, call Natalie Duke-Wys at 217-544-8800 to confirm she received the fax.***

**Rooms are placed into the reservation system on a first-come, first-serve basis as forms are received beginning on December 13 at 8:00 a.m.**

**Registration forms received after March 11, 2020 will be accepted on the space/rate availability.**

**The hotel must receive a credit card number to hold reservations.** The hotels will accept checks, cash as well as major credit cards, for the balance due from your school, when you arrive for the conference. If you anticipate using additional room incidentals (telephone, amenities etc.), you will need to provide a credit card number for each room when you check-in. Otherwise, these services will not be available to you or your student(s).

If for some reason, you are unable to attend, the first night's room and tax will be charged to your credit card. Schools will be billed unless cancellations are made **7 days prior to arrival.** Early departures leaving before the reserved check-out date will be assessed an early check-out fee of \$50.00. You can, however, change your check-out time upon arrival at the hotel.

Please indicate any special services that you may require during your stay at the President Abraham Lincoln Hotel Springfield – a Double Tree by Hilton. (handicapped accessible rooms, etc.) Please note that every effort will be made to keep schools on the same floor of the hotel, but this cannot be guaranteed.

**FCCLA State Leadership Conference  
President Abraham Lincoln Housing Form**

**Hotel Room Reservations**

Please email this form as an attachment to:  
Natalie Duke-Wys at [Natalie.Duke-Wys@Hilton.com](mailto:Natalie.Duke-Wys@Hilton.com)  
or fax to (217) 544-8079

School Name			
School Address			
School Phone			
Advisor's Name			
Advisor's Cell Phone			
Advisor's Email			
<b>Arrival Date &amp; Time</b>		<b>Departure Date &amp; Time</b>	
Room One <b>Advisor's Room</b> Single, Double, Triple, Quad (circle 1)	Guest Names		
Room Two <b>Male or Female</b> (circle 1) Single, Double, Triple, Quad (circle 1)	Guest Names		
Room Three <b>Male or Female</b> (circle 1) Single, Double, Triple, Quad (circle 1)	Guest Names		
Room Four <b>Male or Female</b> (circle 1) Single, Double, Triple, Quad (circle 1)	Guest Names		
Credit Card Number			
Name on Credit Card			
Expiration Date			
Room Rate	\$117.00 plus 13% tax Standard Floor    \$137.00 plus 13% tax Club Floor		
Number of Rooms			
Number of Nights			
Total Due			