

# How to Reserve Hotel Rooms

Access the hotel block for the 93<sup>rd</sup> State FFA Convention here: <https://mmxreservations.com/fer/Madison?pageCode=WIFFA2022>

- Enter dates and number of rooms needed to search for availability
- Review hotel options – click on Overview to see a full description and Rooms to see room types offered
- Select preferred hotel
- Verify number of rooms and number of guests for each room type and click “Add to Booking”
- Review your Booking Summary on the right-hand side and click Continue
- Please note, if you need one of the rooms for an additional night, you’ll need to reserve all the rooms for the same nights and then use the “request for change” link in the confirmation email to change the check-out date for one room.

## Sub-Block Requests

To reserve a block of rooms (15 or more) for your school, please complete the form the official State FFA Convention Hotel [Sub-Block Request Form](#).

- Enter dates and number of rooms needed to search for availability
- Select “Rooms” at your preferred hotel and add the room type(s) to your list of Preference – you are allowed up to 3 Preferences.
- Review your Request by clicking on the Red Banner that say, “Review and Submit Request.”
- Complete the questions in the Request tab and click “Submit Request”
- A member of the housing team from the Destination Madison will contact you with the next steps.

If you have any questions regarding the official WI FFA Hotel Sub-Block, please call 800.373.6376 and ask for Destination Madison Housing Department or e-mail your questions to [services@visitmadison.com](mailto:services@visitmadison.com). Office hours are Monday - Friday from 8:00am - 5:00pm (CST).

## Complete Your Booking

- Complete all the required information, including your school's name in the School Name field
- Enter your cell phone number in the Telephone field so the hotel can contact you if needed outside of school hours
- All student names may be listed in a room, even if the booking system asks for an adult to be listed

***\*\*Please make sure to present tax-exempt information to hotel upon check-in to receive tax-exempt status.***

# Payment Information

- Select type – Credit Card or Purchase Order
  - **For payment with a Purchase Order, the Purchase Order Number field is required. If you have the Purchase Order number available, please enter it here. If you don't, please enter your phone number instead.**
  - **The hotels request that the Purchase Order, a check for the exact amount of payment, and tax-exempt certificate be sent to them at least two weeks prior to check in for processing. If you have any questions regarding payment, please contact the hotel directly.**

## Estimated Time of Arrival

Hotels may be able to do pre-check-in and have the keys ready for you on arrival. To assist with this, please enter an estimated time of arrival.

Once all information is entered, accept the Privacy Policy Agreement, and select Review on the right side of the screen to complete your reservations.

## Deadline

**All reservations must be made by Monday, May 23<sup>rd</sup> at 11:59 pm.** Changes and cancellations will continue to be accepted until the time of the event, but please be aware of the cancellation policy which does differ by hotel.

### **Purchase Orders and check payments**

For those paying with purchase orders, hotels have requested that they receive purchase orders, checks for the exact amount due, and tax-exempt certificates at least two weeks prior to arrival to allow enough time for their accounting departments to process. Any questions or concerns about purchase order payments or that timeline should be discussed directly with the hotel.

## Incidentals

If paying by purchase order, the hotel may elect to turn off incidentals for your rooms. This means that amenities such as room service and movie rentals may not be able to be charged to the room. If any damage occurs to a room, you or the school will likely be contacted directly to resolve the issue.

Depending on the hotel, a credit card may still be required at check-in for incidentals even if payment has already been made by purchase order or check.

If paying with a credit card, or if the hotel does not turn off incidentals, please be aware that students may have the ability to add charges to the room. It is the advisor's responsibility to communicate to students what may or may not be charged.

Please contact the hotel directly if you have any questions or concerns regarding incidental charges.

***\*\*Please make sure to present tax-exempt information to hotel upon check-in to receive tax-exempt status.***

## Changes and Cancellations

If needed, changes and cancellations can be made from the “Request for change” link at the bottom of your confirmation email. Please note that the cancellation policy may be different at each hotel, and fees may be charged for any late cancellations.

## Assistance

If you run into any issues or need assistance with reserving your rooms, please contact the Destination Madison housing department at 608-255-2537 (option 2) or [services@visitmadison.com](mailto:services@visitmadison.com).

***\*\*Please make sure to present tax-exempt information to hotel upon check-in to receive tax-exempt status.***