

Colorado MS/HS Hotel Information

Housing Bureau: HPN Global

- FBLA@hpnglobal.com
- 480-998-9770 Ext: 2
- Hours: 8:00 a.m.-8:00 p.m. ET

Overview

Hotel Assignment:	Rosen Inn at Pointe Orlando (9000 International Drive, Orlando, FL, 32819)		
Rate per Night:	\$130	Rate Per Night + Taxes & Fees:	\$146.25
Notes on Taxes & Fees:	12.5% Sales & Occupancy Tax		
Reservation Link:	https://book.passkey.com/go/6d2b3dc3		
Housing Opening Date:	April 22nd	Housing Deadline:	May 1, 2024

Payment Instructions

Payment Methods Accepted by Hotel:

- Check Mailed Ahead of Time
- On-Site Payment by Credit Card
- Pre-Payment by Credit Card

Payment by Credit Card

On-Site Payment by Credit Card Instructions:

Credit Card must be with you on site - hotel cannot charge credit card at time of booking. A credit card will be required at check in with a hold for incidentals.

Pre-Payment by Credit Card Instructions:

If prepayment by credit card is required, please contact the hotel's reservation department at 800-999-8585 or 407-996-8585 to request an online payment link so payment can be made at hotel's secure payment site. For sub-block groups, contact group housing coordinator in Sales office to make arrangements and to receive a payment link.

Payment by Check

Make Checks Payable to: Rosen 9000, Inc. **Payment by Check Receipt Deadline:** 2 weeks prior to arrival

Mail Checks to: Rosen Inn at Pointe Orlando
9000 International Drive
Orlando, FL 32819
Attention: Nancy Ryan

Instructions: Please include reference to who the check will be paying for, by confirmation numbers or Group Booking ID# for sub-blocks.

Invoice Requests

Please contact the hotel's reservation department at 800-999-8585 or 407-996-8585 to request an invoice for single reservations. For sub-block groups, contact group housing coordinator in Sales office to receive a group invoice.

Cancellation Policy

5 days prior to arrival

Additional Hotel Information

Check-In Instructions

Check-In Time:	4:00:00 PM	Check-Out Time:	11:00:00 AM
Check-In Instructions:	A credit card will be required at check in with a hold for room charges, (if not pre-paid) and incidentals. If school wants to prepay for their rooms, we can set-up sub-blocks and invoice for group and no deposit for incidentals is required. Must be 18 to check in without an adult.		
Amount Held on Credit Cards:	\$25 per night	Credit Card Hold Flexibility	For pre-paid groups, we will not require individual credit card deposits

Hotel Amenities

Food & Beverage:

- Complimentary Breakfast Included? No
- Prepaid group discounts for F&B in hotel available – contact Nancy Ryan for more information.

Parking & Transportation Options:

- FBLA Shuttle? Yes
- Self-Parking: Complimentary parking for hotel guests
- Bus Parking: Complimentary bus parking for hotel guests
- I-Ride Trolley Stop On-Site

Additional Information

Hotel Contacts

Contact Type	Contact Name	Contact E-Mail	Contact Phone #
Convention Services	Nancy Ryan	nryan@roseninns.com	(407) 996-3144
Accounting	Zineb Lalaoui	zlaoui@rosenhotels.com	(407) 996-8585
Group Housing	Shea Lewis	shealewis@roseninns.com	(407) 996-9859

Shipping Instructions

Ship to hotel address with guest name indicated on package. There is a package handling fee. \$10.00 for 50 lbs. or less, \$20.00 for 51-100 lbs. and if over 100 lbs. the charge is an additional \$25.00 for each additional 50 lbs.

Pre-Keyed Rooms

Available. Contact Shea Lewis (shealewis@roseninns.com or 407-996-9859) to pre-pay for group rooms and we can pre-key the rooms.

Additional Resources

- [Hotel's W-9](#)
- [Rosen Inn Pointe Orlando Fact Sheet](#)

Florida Tax Exemption

You can apply for Florida Tax Exemption by completing the application and following the instructions [found here](#). You will need to complete this process early. Once you have received your confirmed tax-exempt status, work directly with your hotel to confirm that your tax exemption has been accepted and applied. Requirements vary by hotel.

Instructions from hotel for applying for tax exemption:

Must have a State of Florida Tax Exemption Form, DR-14.