

# Wisconsin Association for Bilingual Education Hotel Reservations

**Conference Dates: April 27, 28 and 28, 2018**  
**(Cutoff date for the room block Tuesday, March 27, 2018)**

Conference Attendees Tower Accommodation Rates

Friday, April 27 and Saturday, April 28: \$139 per night

Guest Rooms with Two Queen Beds can accommodate up to 6 people

## **RESERVATION PROCEDURE/INDIVIDUAL RESERVATIONS:**

Reservations can be made by calling the toll-free Reservations Department at **1-877-253-5466**. Call no later than March 27, 2018. **Please ask for the WISCONSIN ASSOCIATION FOR BILINGUAL EDUCATION CONFERENCE 2018.**

**Method of Payment:** Individuals paying for room, tax, and incidentals charges will be required to furnish a deposit equal to the first night room rate plus tax.

**Reservation Cancellations:** Cancellation policy for individual reservations: 72 hours, or more, prior to arrival to receive full refund less \$25.00 processing fee. Less than 72 hours prior to scheduled arrival forfeits entire deposit.

**Purchase Orders:** Purchase orders and checks should include names of guests, confirmation number, arrival and departure date, and school information. An S211 form must be received for tax exempt reservations and faxed with the purchase order to **(608) 254-8609** along with your confirmation number.

**CUTOFF DATE:** After this date, excess rooms not reserved by a rooming list or individual reservations shall be released from Group's room block and Hotel may contract with other parties for the use of such rooms. Hotel will continue to accept reservations from Group's attendees after that date subject to availability.

## **CHECK-IN/OUT TIME:**

Please advise your guests that check-in time is **4:00 PM** and check-out time is **11:00 AM**. Guests arriving prior to **4:00 PM** will be assigned accommodations as they become available.

