



**Wisconsin Association of FFA - 2017 State Convention  
June 12-15, 2017  
Alliant Energy Center - Madison, Wisconsin**

RESERVATIONS MUST BE RECEIVED BY FRIDAY, MAY 12

1. ONE ROOM reservation PER FORM please – this form may be duplicated.
2. Reservations are processed in the order they are received.
3. DO NOT SEND PURCHASE ORDER, CASH OR CHECK PAYMENT WITH THIS FORM. All Purchase Orders should be faxed or mailed directly to the assigned hotel once you receive confirmation from the hotel.
4. The Housing Bureau is NOT responsible for assigning shared rooms. If your group is willing to share rooms with another group, you need to contact the cooperating group before submitting your reservation.
5. Fax or mail form(s) directly to the Greater Madison Convention & Visitors Bureau (GMCVB). Please DO NOT telephone hotels for reservations.
6. Once your reservation has been submitted, you should receive an acknowledgment email immediately via the Madison Housing Bureau (services@visitmadison.com). Once the hotel has assigned your confirmation number(s), you will receive your official confirmation email. *Please note: This may take up to 72 hours from when you receive your acknowledgement email.*
7. If you need to modify or cancel your reservation, please refer to the link provided at the bottom of your confirmation e-mail. Please **do not** contact the hotel directly to modify or cancel unless it is within 72 hours of your arrival.

*(Please print or type)*

**HOTEL PREFERENCE**

Please list as many hotels as possible so that we can place you in a hotel of your choice.

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

PLEASE CHECK TYPE OF ACCOMMODATIONS (room type not guaranteed)

BED  Single (1 bed, 1 person)  D/D (2 beds, 2 people)  Quad (2 beds, 4 people)  
 Double (1 bed, 2 people)  Triple (2 beds, 3 people)

Special Requests (Non-Smoking, Roll-Away Bed, etc.): \_\_\_\_\_

NAME(S) RESERVATION SHOULD BE LISTED UNDER: \_\_\_\_\_

PURCHASE ORDER NUMBER: \_\_\_\_\_

**OR**  
 CREDIT CARD NUMBER: \_\_\_\_\_ TYPE: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

**BILLING INFORMATION**

PRIMARY CONTACT'S NAME: \_\_\_\_\_

SCHOOL/GROUP NAME: \_\_\_\_\_

SCHOOL/GROUP ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ SCHOOL PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

CONTACT'S SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

*Return this form by mail  
or FAX: 608.441.7010  
by Friday, May 12*

**To: Madison Housing Bureau**  
 c/o Greater Madison Convention & Visitors Bureau  
 22 E Mifflin Street, Suite 200 • Madison, WI 53703

**MADISON**  
 GOING > BEYOND > VISIT™