

March 9, 2015

To: All Assistant Rabbans
From: 2017 Housing Committee
Re: Housing for 143rd Imperial Session

Dear Nobles;

We will soon be gathering together in Houston, Texas for the 141st Imperial Session of Shriners International and while the focus for most will be Houston, we must also look towards the future and the 143rd Imperial Session of Shriners International in the picturesque Daytona Beach, Florida.

Our first task is to determine your Temple's sleeping room needs, so if you will respond to us with the information requested below we can get rolling on what is sure to be an exciting year in 2017.

STEP ONE: Go to www.imperial2017.com and click on **HOUSING**. Take a look at our great hotel choices. We have a link to each hotel's home page. Pick your favorite, and a couple of backups. If you need **15 rooms or less**, Shriners International will handle your hotel arrangements. But don't stop here. We still need you to give us your contact and other information.

STEP TWO: Complete the attached Hotel Assignment form. You can fill it out by hand. The form is pretty much self explanatory.

- Ø **Contact Information** – We would like to be able to contact you and a second person, ideally your Housing Chairman. If you will use Headquarters Hotels and do not have a Housing Chairman, identify someone else as a secondary contact.
- Ø **Number of Hotel Rooms Required** – These are the rooms you will be assigned by the Daytona Housing team at Houston. You will be required to pay a binder fee of \$20 per room paid by either cash, check, or credit card before you will be assigned a hotel.
- Ø **Hotel Preference** – We would like you to have three choices. If your first choice still is available when you meet with us in Houston, it is yours.
- Ø **Special Needs** – If you have anything out of the ordinary, let us know.
- Ø **Number of Headquarters Hotels Rooms** – We don't assign these, but we need an estimate for planning purposes.
- Ø **Number of Parade Units** – Give us an estimate of the number and type.
- Ø **Number of Competition Units** – Give us an estimate of the number and type.
- Ø **Comments** – Add anything you want us to know.

STEP THREE: Send the completed form by June 15, 2015 to us as an email attachment to;

2017Housing@cfl.rr.com

Or mail it to

Fred R. Weil
4704 Summerbridge Circle
Leesburg, FL 34748

STEP FOUR: A representative from the 2017 Housing Committee will contact you to set your meeting appointment in Houston. For forms that are received prior to June 15th, we will schedule appointments in Houston based on the order in which the forms are received. No rooms will be assigned until your scheduled appointment in Houston. You cannot actually reserve a hotel until you arrive in Houston and meet with the 2017 Housing Committee, and pay your housing binder. Hotels will be assigned on a first come, first serve timeline.

If you cannot get your form back to us by June 15, 2015, stop by the 2017 Housing Office when you arrive at Houston and make an appointment to meet. We plan to be open:

Sunday, July 5th from 8 am - 5 pm

Monday, July 6th from 8 am - 5 pm

Tuesday, July 7th from 8 am - 5 pm

STEP FIVE: Bring appropriate payment in cash, check or credit card. Checks should be made payable to **Shriners International Session of 2017, Inc.** Don't fill in the amount until you get to Houston. Bring your form and check to the 2017 Housing Office at your appointed time.

STEP SIX: You need to know, all nobles from a Temple who are staying in the Daytona Beach area for the 2017 Imperial Convention must stay in an authorized convention hotel. Failure to do so will prevent your Temple from participating in Shrine activities such as the parade and competitions. You can do this at any time but cannot actually reserve a hotel until you arrive in Houston and meet with the 2017 Housing committee and pay your housing binder. Remember, hotels will be assigned on a first come, first serve timeline.

STEP SEVEN: Once you have been assigned a hotel, within 60 days, you must confirm your room rate, any hospitality room requirements, and amenities, with the hotel as you will sign a contract directly with that hotel. At this point you or your designee will be responsible for assigning rooms to your attendees and submitting the reservations to the hotel in order to fulfill your obligated room block based on your contract.

If you have any questions regarding hotel specifics, please feel free to call Art Horton at (386) 562-8721, or email your questions to ahorton1@cfl.rr.com.

With questions on filing out the Housing Request form, please feel free to call Fred Weil at (352) 702-3840, or email your questions to at fredrweil@comcast.net

Thank you in advance for your reply. We look forward to meeting you in Houston.

Fraternally yours,

Art Horton - Imperial Session 2017 Housing Chairman

Fred R. Weil - Imperial Session 2017 Housing Co-Chairman

Julian Lopez Jr. - Imperial Session 2017 Housing Co-Chairman

CC: Temple Recorder