



34<sup>th</sup> Continued Training Conference

Kissimmee, FL  
October 18-21, 2015

## Conference Host Hotel Information

### Embassy Suites Orlando-Lake Buena Vista South

4955 Kyngs Heath Road  
Kissimmee, FL 34746  
Phone: 1-407-597-4000  
FAX: 1-407-597-4101

[Hotel Website](#)

The 34<sup>th</sup> Florida Master Gardener Continued Training Conference will be held at the beautiful **Embassy Suites Orlando-Lake Buena Vista South**, located approximately 5 miles from nearby theme parks and a 20-minute drive from Orlando International Airport. This venue offers modern amenities and services for meetings and convenient access to nearby recreational activities.

### Special Group Rate Information

The Embassy Suites Orlando-LBV South is pleased to offer Master Gardener Conference participants a very special rate of \$115 per night, plus 13% state and local taxes, for single or double occupancy in rooms (there will be a \$10 charge for each additional person per night). The group rate will be honored three days prior to and three days following the conference dates, based on availability.

**Please note:** A complimentary cooked-to-order breakfast and nightly Evening Reception is included with the group rate. Breakfast is served 6:30am-9:30am weekdays and 7:00am-10:30am weekends, and the Reception is served 5:30pm-7:30pm daily, in the hotel dining room

### Reservation Instructions

#### **Group Reservation Cut-Off Date: Friday, September 18, 2015**

Reservations must be made by **Friday, September 18, 2015** in order to receive the discounted group rate. Reservations received by the hotel after September 18<sup>th</sup> will only be accepted based on availability, and the group rate is not guaranteed on possible remaining rooms. Because the block of rooms may fill before the deadline, we urge you to make your reservation as soon as possible!

To make your reservation BY PHONE: Call Embassy Suites Reservations at 407-597-4000 and identify yourself as a participant of the **34<sup>th</sup> Florida Master Gardener Conference** to receive the discounted rate.

To make your reservation ONLINE: [Click here](#) and select the "Attendee" option from the dropdown menu.

**If you plan to room with multiple people, please include all names on the hotel reservation.** All reservations must be guaranteed with a major credit card. Cancellation of individual reservations within 72 hours of arrival will be charged one night's room & tax, including no-shows.

For participants seeking tax-exempt status, please be sure to present your Florida sales tax exemption certificate and government-issued ID at check-in. Payment must be made in the form of a government-issued check or credit card to qualify for tax-exemption.

## **Parking**

The hotel is pleased to offer complimentary self-parking for conference attendees.

## **Check-in Time: 3:00pm | Check-out Time: 11:00am**

Early check-in will be accommodated if suites are available. Guest Services will provide luggage storage.

## **Facility Usage Fee**

The guest room block and group room rate that have been negotiated with the host hotel include costs incurred to provide the large quantity of meeting space required for this conference. If a sufficient number of guest rooms are not occupied by conference attendees throughout the meeting, organizers will incur additional costs for meeting room rental charges. Therefore, we encourage all meeting participants to stay at the host hotel. Participants *not* lodging at the Embassy Suites Orlando-Lake Buena Vista South during the conference will be charged a \$100 Facility Usage Fee to cover their portion of meeting room rental charges incurred.

***Please note: If your residential address is located in Osceola or Orange County, you are exempt from the Facility Usage Fee for this conference.*** If you have any questions, please contact Conference Coordinator Jasmine Garcia at [j.garcia@ufl.edu](mailto:j.garcia@ufl.edu).

## **Shuttle**

For transportation to the host property from the Orlando International Airport, the hotel recommends [Mears](#) shared shuttle ride service (407-423-5566) or [Orlando All Trans](#) taxi service (407-374-2769).

## **Internet Access**

Complimentary wireless Internet access is available in all guest rooms and in the hotel's public and lounge areas.

## **Green Lodging**

The Embassy Suites Orlando-Lake Buena Vista South is a member of the Florida Green Lodging program. For information about Florida's Green Travel Policies, [click here](#).

## **Suggested Customary Gratuities for Hotel Staff**

- Baggage Handling: \$5.00 per room, each way
- Housekeeping: \$3.00 per room, per day
- Room Deliveries: \$3.00 per room