

Meeting Site and Hotel Information

Embassy Suites Orlando – Lake Buena Vista South

4955 Kyngs Heath Road | Kissimmee, FL 34746

Phone: 1-407-597-4000

The 36th 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 \$133 per night, plus 13.5% 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: Thursday, September 12, 2019

\$133 per night + taxes (currently 13.5%) with one or two people in a standard room. The group rate will be honored three days prior to and three days following the conference dates, based on availability.

Reservations must be made by **Thursday, September 12, 2019** in order to receive the discounted group rate. Reservations received by the hotel after September 12th 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: Call the Embassy Suites Orlando-LBV South at 407-597-4000, request Reservations, and identify yourself as a participant of the 36th Florida Master Gardener Conference to receive the discounted rate. **Use the group code (FMG).**

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.

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.

Parking

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

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 Kristin Zupancic at kzupancic@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.

Suggested 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

Hotel Reservation Fraud Alert

It is possible you may be contacted by a company claiming to be the official housing bureau for this conference. These companies contact conference exhibitors and attendees, telling them the guest room block is sold out at the host hotel. The company then quotes a rate at another hotel, claiming it is an official room block and that you must reserve through them to get discounted rates. They ask for your credit card information so they can make a reservation for you. **DO NOT FALL FOR THIS or you will lose your money.** This scam is affecting conferences all over the country. No matter what meeting you attend, always use the hotel reservation links provided on the host organization's website.