

10/1/2009

WSG Legislative Seminar February 21-23, 2010

Madison Concourse Hotel Deadlines & Details

- **Hotel Rate -- \$90/night for single, double, triple or quad**
- **Contact Michael Ferguson at 608-294-3020 or mferguson@concoursehotel.com at Madison Concourse Hotel to create a block of rooms for your technical college and to set up billing info. by December 15, 2009**
- **Send your list of hotel guests to Michael Ferguson by January 25, 2010.**
- **Hotel check in time 3 p.m.; checkout time 11 a.m.**
- **Parking rate/day is \$7**
- **All reservations cancelled after 4 p.m. 24 hours prior to arrival and all “no shows” will be charged one night room and tax.**
- **Cannot use staples, tape, glue or nails on the walls, etc.**
- **Remove all displays, materials, signs, prior to departure.**
- **Any items put on walls, hung, etc., must be approved.**
- **No food or beverage of any kind is permitted in banquet or meeting rooms unless provided by the hotel.**

For questions, contact:

**Jan Logan, WSG Resource Director
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