

**REGISTRATION FORM SUBMISSION  
INSTRUCTIONS**

Due to the magnitude of incomplete or erroneously completed registration forms received for reunion activities, it has been necessary for the Executive Board to adopt a policy that provides for these registration forms to be placed in a pending file and not processed until correct or complete data, as well as the proper amount of fees, are provided by the applicant. When put aside, the registration form will lose its priority status and a new priority date will be assigned when the registration form is finally completed properly and the correct monies received. PLEASE, to avoid delays in processing your registration form and not affect your original receipt date for ticket and lodging priority, remit the correct amount of money and be sure that all necessary information is supplied and correctly stated. Also, remember that dues and reunion registration are to be paid with separate check, money order or credit card.



**NOTICES AND INSTRUCTIONS FOR HOTEL  
RESERVATIONS**

**GENERAL COMMENTS**

Hotel reservations will ONLY be accepted from Society members who have paid their 2024 membership dues and the \$15.00 reunion Registration fee. **NON-MEMBER GUESTS WILL PAY A \$25.00 REGISTRATION FEE.** The Registration fee is required for everyone 18 years of age or older. Hotel reservations and subsequent changes to reservations may be made ONLY with the Society's Lodging Chairpersons.

The Society's contractual reunion hotel rates of \$139.00 / \$250.00 / \$325.00 plus (12.5%) tax are available only to registered members beginning June 30 through July 8, 2024. Only one guest room reservation per member will be permitted at the Society's reunion rate, and the reserving member must occupy the room. Rooms will be reserved in the same order as reservation requests are received and approved until all available guest rooms are filled. Rooms will be assigned by the hotel when members check-in.

Reservation forms that are placed in a pending status due to non-payment of fees or lack of information will lose their priority, and a new priority date will be assigned when the form is complete. The Society will make every effort possible to expeditiously advise those applicants who could not be processed.

**SUBMISSION OF HOTEL ROOM  
RESERVATION FORM**

**HOTEL RESERVATIONS MUST BE RECEIVED BY MAY 31, 2024, AT THE SOCIETY OFFICE. RESERVATIONS RECEIVED AFTER MAY 31ST WILL BE RETURNED TO THE SENDER.**

To reserve a guest room or suite, the Society's Reunion Registration, Hotel Reservation Payment Form on pages G and H must be completed in its entirety, either printed in black ink or typed, and accompanied by one night's hotel deposit (with check payable to Rosen Shingle Creek or via Credit Card).

The registration form should be submitted to the Panama Canal Society, Inc., and received in the Society Office at 15131 Ogden Loop, Odessa FL 33556 or online no later than May 31, 2024.

There are a limited number of "Accessible" King and Double Queen rooms available for assignment to persons having "special needs" (accessible tub and showers with bars and accessible with no bars, roll-in shower, etc.) which will be assigned in the same order that reservation requests are received and approved. Requests should be noted in the space provided in the hotel reservation section of the Reunion Registration, Hotel Reservation, and Payment Form. In order to better accommodate you, please specify the needs for which you require an Accessible room. PLEASE NOTE that "accessible" relates only to ADA / Special Needs rooms and NOT to the proximity of reunion events.

**LODGING INFORMATION**

To hold a reservation with a check, money order, or credit card, the total should include the cost of one-night plus the 12.5% tax:

**Guest Rooms - Double Queen or Standard King** are \$139.00 plus 12.5% tax for a total of \$156.38

**Executive Parlor and 2-Bay Hospitality Suite** are \$250.00 plus 12.5% tax for a total of \$281.25

**Grand Parlor and 3-Bay Hospitality Suite** are \$325.00 plus 12.5% tax for a total of \$365.62

Connectors to parlors or suites are \$139.00 plus 12.5% tax for a total of \$156.38 **NOTE: Hospitality Suites located on the ground floor do not have connecting sleeping rooms.**

A diagram of each of the room types is provided in this packet to help you with your room selection.

To expedite the room check-in process, we are asking that you provide us with an estimated time of your arrival at the hotel in Orlando. Everyone's cooperation in this regard would be appreciated.

**NOTE: HOTEL CHECK-IN IS 3:00 p.m.**

**HOTEL CONFIRMATIONS TAKE 2 - 3 MONTHS TO RECEIVE AN EMAIL CONFIRMATION:** Questions contact the Lodging Chairpersons [zonianbk@aol.com](mailto:zonianbk@aol.com) (24/7) (Betty LeDoux) or call (832) 655-2962 for (Cheryl Williams) **PLEASE PHONE CALLS ONLY MONDAY THROUGH FRIDAY FROM 4:00 P.M. TO 8:00 P.M. EST.**

## **HELPFUL REUNION INFORMATION - KNOW BEFORE YOU GO**

Refer to the map provided in this registration packet for directions to Rosen Shingle Creek (page S).

**When you arrive at the hotel (CHECK-IN IS AT 3:00 P.M.), proceed to hotel registration to check into your room.**

Review the hours of operation for reunion registration and other events in this registration packet. Once you arrive at the reunion, proceed at your earliest convenience, during operational times, to the reunion registration area in the Convention Center to obtain your name badge, information packet, and all preordered event tickets. At registration, a volunteer will review with you the contents of your registration envelope, and you will be required to sign the envelope acknowledging that your order is correct.

Reunion event tickets are **NOT PRE-MAILED**. Furthermore, **only the primary person registering for the Reunion may pick up the name badges and tickets from the registration room. Be certain that all of your guests are registered for the Reunion.**

**PLEASE NOTE: LATE REGISTRATION AT THE REUNION WILL BE \$20.00 FOR CURRENT MEMBERS AND \$30.00 FOR NON MEMBER GUESTS THEREFORE, ADVANCE REGISTRATION IS STRONGLY RECOMMENDED.**

### **CLASS REUNION INFORMATION**

If you are attending a class reunion, information regarding your class reunion event will be posted at the Information/Society Office desk bulletin board. This is **IF** your class reunion chairperson has furnished us with this information. In the event he/she has not, we will do all that we can to assist you in locating your class reunion activities.

**DON'T FORGET** to ask for your **25% Panama Canal Society discount** when purchasing food at select hotel outlets. **Your Reunion Name Badge is proof of entitlement.** So, be sure to have it with you!

**IMPORTANT NOTES:** The consumption of alcoholic beverages on hotel property and at Society functions, to include dances, is limited to beverages purchased at the hotel bars. In accordance with state law, the consumption of guest-supplied alcoholic beverages is permitted only within the confines of the guest's room. No bottled alcohol will be carried into Society functions. Consumption of alcoholic beverages by underage individuals will not be permitted nor tolerated and will be dealt with in the harshest manner possible. **Beverages are not permitted on the dance floors at any time.**

### **REMEMBER**

**YOUR SOCIETY MEMBERSHIP MUST BE CURRENT TO REGISTER FOR THE PANAMA CANAL SOCIETY REUNION, OBTAIN A HOTEL ROOM AT OUR SPECIAL RATE AND PURCHASE SOCIETY EVENT TICKETS.**

**VOLUNTEERS** - If you would like to volunteer, please contact Anna Hertrich [office2@pancanalsociety.org](mailto:office2@pancanalsociety.org) or the PCS Office at [office@pancanalsociety.org](mailto:office@pancanalsociety.org).

LATE REGISTRATION WILL BE AT THE RATE OF \$20.00 PER MEMBER AND \$30.00 PER NON-MEMBER GUEST. THEREFORE, ADVANCED REGISTRATION IS STRONGLY RECOMMENDED AS A SAVINGS.

IN ACCORDANCE WITH STATE LAW, SMOKING IS NOT ALLOWED INSIDE THE THE ROSEN SHINGLE CREEK PROPERTY.

