



119th VFW National Convention 2018
July 21-25, 2018 · Kansas City, MO

Official Hotel Reservation Form

INSTRUCTIONS

Reservations can be made in one of the following ways:

INTERNET: Visit the VFW web site at www.vfw.org.

TELEPHONE:

Toll-free US: (877) 464-6840
International: (980) 337-3372
8:30 am to 9:00 pm ET, Mon-Fri

FAX: (816) 691-3880

MAIL:

Visit KC
1321 Baltimore Avenue
Kansas City, MO 64105

EMAIL:

housing@ihs-housingteam.com

DEADLINE

Reservations must be made by phone, fax, mail or internet by **June 18, 2018**. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS

Visit KC Housing will send you an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, please call Visit KC Housing at the above listed phone number.

TAX RATE & REQUESTS

All rates are per room and are subject to a room tax up to 18.1% and a city development fee of \$1.75 (subject to change). Special requests cannot be guaranteed; hotels will do their best to honor requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED:

Reservations must be accompanied with a \$190 room deposit in the form of a credit card guarantee, money order or cashier's check. Cashier's checks and money orders must be made out to Visit KC. The mailing address is Visit KC 1321 Baltimore Avenue, Kansas City, MO 64105. Forms and deposits must be received by June 18, 2018.

CANCELLATION POLICY

Cancellations after **June 18, 2018** will be subject to a \$25 processing fee. Most hotels require cancellations at least 72 hours prior to arrival to avoid additional penalties. Please refer to your confirmation notice for more details.

GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION ONLINE AT www.vfw.org OR BY PHONE AT (877) 464-6840 (toll-free) OR (980) 337-3372 (international).

Arrival Date: _____ **Departure Date:** _____

First Name: _____ Last Name: _____

Email Address: _____

Daytime Phone: _____ Fax: _____

Company: _____

Address: _____

Address 2: _____

City: _____ State/Province: _____

Zip Code: _____ Country: _____

HOTEL SELECTION

Each state/department has been assigned a hotel with an allocation of rooms. In the event the allotment has been filled, a room will be reserved at another VFW hotel based on your preference of rates or proximity and availability.

If hotel assignment is sold out, which is more important? (*check one*) Room Rate Location

State you reside in: _____

Room Type Requested: One Bed Two Beds

Submit only one room request per form, please make copies if additional forms are needed.

List all room occupants:

1. _____ 2. _____

3. _____ 4. _____

Check here if you have special needs and specify below.

Special Requests: _____

NOTE: All hotels are non-smoking properties. All have designated outdoor smoking areas.

DEPOSIT INFORMATION

All reservations requests must be accompanied with a \$190 room deposit in the form of a credit card guarantee, cashier's check or money order. Housing Forms received without a valid guarantee/deposit will not be processed. Cashier's checks and money orders must be mailed with a completed housing form.

Visa American Express Discover MasterCard

Card Number: _____ Exp. Date: _____

Name on Credit Card: _____

Cardholder's Signature*: _____

** I hereby authorize the participating hotel retain / charge the \$190 deposit or a one night's room & tax, whichever is greater, if I fail to cancel my reservation by my hotel's given cancellation policy as listed on my confirmation.*

Cashier's check or money order deposit of \$190 enclosed and made payable to Visit KC. Mail check or money order with completed housing form to: Visit KC 1321 Baltimore Avenue, Kansas City, MO 64105. Must be received no later than June 18, 2018.