



117th VFW National Convention 2016
July 23-27, 2016 · Charlotte, NC
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 in US: 877-464-6840
International: 980-337-3372
8:30AM to 9:00PM EST, M-F

FAX: 704-347-1158

MAIL:

Visit Charlotte Housing
500 S. College St., Suite 300
Charlotte, NC 28202-1873

CHANGES/CANCELLATIONS, INQUIRIES

EMAIL : vfw@visitcharlotte.com
Changes, cancellations, inquiries only. Do not send housing forms/credit card info by email.

DEADLINE

Reservations must be made by phone, fax, mail or internet by Monday, June 13, 2016. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS

Visit Charlotte will send an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, contact Visit Charlotte Housing by email or phone. Your hotel will also send an official confirmation by July 4, 2016.

TAX RATE and REQUESTS

All rates are per room and are subject to a combined hotel occupancy and sales tax of 15.25%. While 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 will not be accepted without a deposit. Room Deposits will be accepted in the form of a valid credit card (preferred) with signature authorizing the credit card guarantee to be charged for the deposit. If the charge to the credit card is denied, we reserve the right to release your reservation. Room Deposits will be accepted by check made payable to "Visit Charlotte" in the amount of \$184.00 until June 13, 2016.

CANCELLATION POLICY

One night's room and tax will be forfeited entirely if cancellation occurs within seventy-two (72) hours prior to the attendee arrival date and will be charged by your hotel.

GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY, AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION VIA INTERNET (www.vfw.org) OR BY PHONE AT 877-464-6840; International: 980-337-3372

Arrival Date _____ Departure Date _____
First Name _____ M.I. _____ Last Name _____
E-mail Address: _____
Daytime Phone: _____ Fax: _____
Company _____
Address _____
Address 2 _____
City/State/Province _____
Zip/Postal 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 one room request per form. Should additional forms be needed, please make copies.)

List all room occupants: _____

[] 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 by a credit card guarantee or check for one night's deposit. Forms received without a valid guarantee/deposit will not be processed. Check deposits made payable to Visit Charlotte must be mailed with a completed housing form.

[] Visa [] American Express [] Discover [] MasterCard

Card Number _____ Exp. Date _____

Name on Credit Card _____

Address, City, State, Zip _____

Cardholder's Signature* _____

* I hereby authorize the participating hotel to charge a deposit of \$184.00 to my credit card on or after June 13, 2016 and authorize the participating hotel keep one nights room and tax charge if I fail to cancel my reservation 72 hours prior to my arrival date.

[] Check deposit of \$184.00 enclosed and made payable to Visit Charlotte Housing. Mail check with completed housing form to: Visit Charlotte Housing, 500 S. College St., Suite 300, Charlotte, NC 28202-1873. Must be received no later than June 13, 2016.