



118th VFW National Convention 2017
July 22-26, 2017 · New Orleans, LA

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: 800-873-7265
International: 801-214-7275
7:00 am to 6:00 pm MT, Mon-Fri

FAX: 801-355-0250

MAIL:

Orchid Event Solutions
175 S. West Temple, Suite 30
Salt Lake City, UT 84101

EMAIL:

help@orchideventsolutions.com

DEADLINE

Reservations must be made by phone, fax, mail or internet by **June 9, 2017**. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS

Orchid Event Solutions 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 Orchid Event Solutions at the above listed phone number. **You will not receive a confirmation from the hotel.**

TAX RATE & REQUESTS

All rates are per room and are subject to a room tax of 14.75% (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 will not be accepted without a room deposit of \$150 for each room reserved. 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 "Orchid Event Solutions" in the amount of \$150 until June 9, 2017.

CANCELLATION POLICY

Cancellations after **June 9, 2017** will be subject to a \$25 processing fee. One night's room & tax will be forfeited entirely if cancellation occurs within 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 ONLINE AT www.vfw.org OR BY PHONE AT 800-873-7265 (toll-free) OR 801-214-7275 (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 \$150 room deposit in the form of a credit card guarantee or check. Housing Forms received without a valid guarantee/deposit will not be processed. Check deposits 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 to charge a deposit of \$150 to my credit card on and/or after June 9, 2017 and authorize the participating hotel keep the \$150 or a one nights room & tax charge whichever is greater if I fail to cancel my reservation 72 hours prior to my arrival date.*

Check deposit of \$150 enclosed and made payable to Orchid Event Solutions. Mail check with completed housing form to: Orchid Event Solutions 175 S. West Temple, Suite 30, Salt Lake City, UT 84101. Must be received no later than June 9, 2017.