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| *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**](http://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*](http://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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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. |