



Veterans of Foreign Wars
2010 National Convention
August 21-26, 2010

INDIANAPOLIS HOUSING FORM

INSTRUCTIONS

Reservations can be made in one of the following ways:

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

TELEPHONE:
 317-684-2573
 Mon-Fri, 8:30AM – 5PM, EDT.

FAX:
 317-684-2492

MAIL:
 VFW Housing Bureau
 C/O ICVA
 30 S. Meridian St., Suite 410
 Indianapolis, IN, 46204

DEADLINE
 Reservations must be made by phone, fax, mail, or internet by 7/19/2010 in order to guarantee convention rates.

ACKNOWLEDGEMENTS:
 Please review all information for accuracy. The VFW Housing Bureau system will generate an emailed, faxed or mailed acknowledgement after processing. If you do not receive your acknowledgement within 14 days, please contact the VFW Housing Bureau immediately at 317-684-2573. **Hotels receive reservation information after August 9, 2010.** All changes or cancellations must be made through the VFW Housing Bureau until August 9, 2010. After August 9, all changes will go through the hotel directly.

TAX RATE and REQUESTS
 All rates are per room and are subject to 17% tax (subject to change). Special requests cannot be guaranteed, however hotels will do their best to honor all requests based upon availability and will assign specific room types upon check-in based on availability.

ROOM DEPOSIT/GUARANTEE will be accepted in the form of a check in the amount of \$100. Make check payable to: The VFW Housing Bureau and mail to the address above. Rooms can also be guaranteed with a valid credit card, expiration date, and authorized signature of cardholder. Check will be deposited after August 9, 2010.

CANCELLATION POLICY:
 Cancellations after July 19, 2010 will be charged a \$25.00 cancellation fee. If cancellation occurs after August 9, 2010, one night's room and tax or full check deposit will be forfeited entirely to the hotel.

GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION
 VIA INTERNET (www.vfw.org) **OR BY** PHONE AT 317-684-2573

Arrival Date _____ **Departure Date** _____

First Name: _____ M.I.: ____ Last Name: _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

If providing international numbers, please include country and city access numbers

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 only one room request per form. Should additional forms be needed, please make copies.)

List all room occupants:

Disability requiring special services **Smoking Room ******

******Most hotels are now non-smoking, please check with your assigned hotel for their smoking policy. We cannot guarantee smoking room requests******

Special Requests:

DEPOSIT INFORMATION

All reservation requests must be accompanied by a credit card guarantee or check **for a \$100** deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

American Express Visa MasterCard Discover

Card Number _____ Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

*I hereby authorize The VFW Housing Bureau or any one of the participating hotels to process a charge to my credit card for each Room Deposit in accordance with the policies and information provide herein.

Check deposit for \$100 is enclosed and made payable to The VFW Housing Bureau. Mail housing forms to: The VFW Housing Bureau, 30 S. Meridian St, Suite 410, Indianapolis, IN, 46204. Check deposits must be mailed and post marked no later than the deadline of 7/19/2010.