



120<sup>th</sup> VFW National Convention 2019  
July 20-24, 2019 · Orlando, FL

## 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: 833-277-7335  
International: 801-715-4419  
7:00 am to 6:00 pm MT, Mon-Fri

**FAX:** 801-355-0250

### MAIL:

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

**EMAIL:** [help@orchid.events](mailto:help@orchid.events)

### DEADLINE

Reservations must be made by phone, fax, mail or internet by **June 14, 2019**. Reservations received after this date will be subject to space and rate availability.

### CONFIRMATIONS

Orchid Events 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 Events at the above listed phone number.

### TAX RATE & REQUESTS

All rates are per room and are subject to a room tax up to 12.5% and 1% OCCC fee (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 one night's room and tax 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 Events" in the amount of one night's room and tax until June 3, 2019.

### CANCELLATION POLICY

Cancellations after **June 14, 2019** will be subject to a \$25 processing fee. One night's room & tax will be forfeited entirely if cancellation occurs within 5 days 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](http://www.vfw.org) OR BY PHONE AT 833-277-7335 (toll-free) OR 801-715-4419 (international).

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.

### 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 one night's room and tax 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.

Call me for a valid credit card guarantee. Your hotel reserves the right to charge this card a deposit of one night's room and tax to my credit card on and/or after June 14, 2019 and authorize the participating hotel keep the one nights room & tax charge if I fail to cancel my reservation 5 days prior to my arrival date. This credit card must be valid through July 2019.

Check deposit of one night's room and tax enclosed and made payable to Orchid Events. Mail check with completed housing form to: Orchid Events, 175 S. West Temple, Suite 30, Salt Lake City, UT 84101. Must be received no later than June 3, 2019.