

VFW 116th NATIONAL CONVENTION HOUSING
Omni William Penn
Pittsburgh, PA – July 18-22, 2015

The housing assignments for Pittsburgh are finalized. You may begin making suite/hospitality arrangements now by contacting - Mary Green, –Assistant Director of Convention Services, mary.green@omnihotels.com - #412-553-5061 – The Omni William Penn Hotel – 530 William Penn Place, Pittsburgh, PA 15219.

Each hotel's policy is different with regard to food and beverage. To assist you with controlling expenses for your hospitality suites, the following Food & Beverage clause has been contracted with the hotel:

Food & Beverage

Hotel will provide special corkage of \$10 per bottle on wine, \$0.50 per beer, and \$12 per bottle of liquor. Service charge to be charged on discounted pricing. In addition, hotel will provide special pricing of 10% off of food pricing for hospitality suites. In addition, hotel will allow persons attending the conference to bring food and beverages into their personal hospitality suites in a manner suitable to the hotel and to the VFW. Department contact names for hospitality suite arrangements will be provided to the hotel at least 90 days prior to the actual convention dates and at such time as the specific department housing assignments have been completed.

The Westin Convention Center is a non-smoking property. **Please review the hotel's smoking policy with your catering contact.**

If you need to know the amenities for your hotel, the phone number is 412-381-3700 – www.westinpittsburgh.com

Housing for the 116th National Convention will officially open on **February 17, 2015**. The special convention rates (shown below) are available until **June 12** or **until our block of rooms sells out**.

Rates for:

Tax: 14% (*subject to change*)

Single: \$159

Double: \$159

Suites: Suite costs by type and availability – Check with hotel contact for availability and costs

Note: Maybe limited suite availability – Omni is headquarters for Ladies Auxiliary

Parking: \$32 valet

\$18 Self-parking at garage across street from hotel

\$5.00 self-parking at garage across street from hotel

Weekend (Friday after 4p up to 6a Monday)

You may duplicate the housing form for general use in your Department. The housing bureau requires a **separate form for each room reservation**. Housing forms along with department housing assignments are being mailed to Post Adjutants on 2/17 with the election report mailing.

No individual, other than the VFW Department, will be able to block more than 5 rooms under one name unless authorized by the VFW department.

Please be advised as a result of your final room block pick-up your department may be eligible for comp rooms based on the amount provided by the hotel contract. It is your responsibility to work directly with the hotels to determine the distribution of these comp rooms prior to your leaving the hotel at the end of the convention. There are no guarantees you will receive your comps if you do not handle this prior to leaving the hotel at the end of the convention.



116th VFW National Convention 2015
July 18 - 22, 2015 · Pittsburgh, PA
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: (412) 325-0316 Domestic and Int'l 9:00 a.m. to 5:00 p.m. EST, M-F

FAX: 412-201-5706

MAIL: VisitPittsburgh Housing 120 Fifth Avenue, Suite 2800 Pittsburgh, PA 15222

EMAIL : housing@visitpittsburgh.com.

DEADLINE Reservations must be made by phone, fax, mail or internet by Friday, June 12, 2015. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS VisitPittsburgh Housing 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 VisitPittsburgh Housing by email or phone. Your hotel will also send an official confirmation by July 4, 2015.

TAX RATE and REQUESTS All rates are per room and are subject to a combined hotel occupancy and sales tax of 14%. 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 "VisitPittsburgh" in the amount of \$175.00 until June 12, 2015.

CANCELLATION POLICY Cancellations after June 12, 2015 will be subject to a \$25.00 service fee. 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 (412-325-0316)

Arrival Date Departure Date
First Name 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 must be mailed with a completed housing form.

Card Number Exp. Date

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 \$175.00 to my credit card on or just after June 12, 2015 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 \$175 enclosed and made payable to VisitPittsburgh Housing. Mail check with completed housing form to: VisitPittsburgh Housing, 120 Fifth Avenue Place, Suite 2800, Pittsburgh, PA 15222. Must be received no later than June 12, 2015.