



**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](http://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](http://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.