



**Veterans of Foreign Wars  
2007 National Convention  
August 18 – 23, 2007**



**Kansas City™**  
Convention & Visitors Association

**KANSAS CITY 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:**  
Toll free (US) 800-767-7700 x3833

**FAX:**  
816-691-3880

**MAIL:**  
KCCVA/VFW HOUSING BUREAU  
P. O. Box 26310  
Kansas City, MO 64105-6310

**DEADLINE**

Reservations must be made by phone, fax, mail, or internet by **July 16, 2007** in order to guarantee convention rates.

**CONFIRMATIONS**

The KCCVA/VFW Housing Bureau will send you a confirmation of your reservation. Please review all information for accuracy. Email confirmations will be sent if an e-mail address is provided (preferred), or they can be faxed or mailed. If you do not receive a confirmation or have questions, please call the KCCVA/VFW Housing Bureau. **You will not receive a confirmation from the hotel.**

**TAX RATE and REQUESTS**

All rates are per room and are subject to 15.225% tax (subject to change). Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in based on availability.

**ROOM DEPOSIT BY CHECK OR CREDIT CARD GUARANTEE REQUIRED TO SECURE RESERVATIONS:**

**Room Deposit/Guarantee** will be accepted by form of a check in the amount of \$105.00 (\$5.00 of that amount is a non-refundable processing fee.) Make check payable to: KCCVA/VFW Housing Bureau, mail to the address above. **Rooms** can also be guaranteed with a valid credit card, expiration date, and authorized signature of cardholder. If the charge to the credit card is denied, we reserve the right to release your reservation.

**CANCELLATION POLICY:**

**Cancellations after July 16, 2007 through August 3, 2007 will be subject to a \$25.00 cancellation fee. After August 3, 2007 and within 72 hours of arrival, one night's room and tax or full check deposit will be forfeited entirely to the hotel.**

**GUEST INFORMATION**

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET ([www.vfw.org](http://www.vfw.org)) OR BY FAX (816-691-3880)

**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, proximity, and availability.

**If hotel assignment is sold out, which is more important? (check one)** \_\_\_\_\_ **Room Rate** \_\_\_\_\_ **Location**

**State you reside in:** \_\_\_\_\_

Marriott-Downtown & Westin-Crown Ctr. Hotels are **Smoke-Free Hotels**  
Hyatt Regency-Crown Ctr. – Only has 1 Floor of **Smoking Rooms**

**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  N/S room request

**Special Requests:**

**DEPOSIT INFORMATION**

All reservations requests must be accompanied by a credit card guarantee or check for a \$105.00 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

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Cardholder's Signature\* \_\_\_\_\_

\*I hereby authorize the [KCCVA/VFW Housing Bureau](http://www.kccva.org) 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 \$105.00 is enclosed and made payable to KCCVA/VFW Housing. Mail housing forms to: KCCVA/VFW Housing Bureau, PO Box 26310, Kansas City, MO 64105-6310. Check deposits must be mailed and post marked no later than the deadline of July 16, 2007.