



FRATERNAL ORDER OF EAGLES INTERNATIONAL CONVENTION

August 4 – August 8, 2003

HOTEL RESERVATION FORM



- Send only ONE reservation form PER Room.
- Please fill out this form in complete detail.
- Assignment is delayed if information is omitted.
- All reservations are on a first-come, first-served basis.

Please print or type

Full name _____
Last First Middle

Street _____

City _____ State/Prov _____ ZIP/Postal Code _____

Daytime Phone _____ Home Phone _____

Arrival Date _____ Time _____ Departure Date _____

Check type of room: Single (1 person/1 bed) Double (2 people/1 bed) Twin (2 people/2 beds)
 Triple (3 people/3 beds) Quad (4 people/2 beds)

1st Choice Hotel _____
 2nd Choice Hotel _____
 3rd Choice Hotel _____

Other occupants sharing the same room:

(1) _____
 (2) _____
 (3) _____
 (4) _____

Special Requests:

Non-Smoking Other
 Smoking
 Handicap Accessible
 Rollaway

IMPORTANT

YOU MUST GUARANTEE YOUR ROOM. IT IS PREFERRED THAT YOU DO THIS BY PROVIDING YOUR CREDIT CARD INFORMATION BELOW. ONLY THOSE RESERVATIONS RECEIVED WITH A CREDIT CARD NUMBER ARE GUARANTEED. IF YOU HAVE NOT GUARANTEED WITH A CREDIT CARD, YOU MUST SEND ONE NIGHT'S DEPOSIT DIRECTLY TO THE HOTEL AFTER RECEIVING YOUR ACKNOWLEDGEMENT. ROOMS ARE SUBJECT TO CANCELLATION WITHOUT A GUARANTEE. *EVEN THOUGH YOUR FIRST NIGHT IS GUARANTEED BY CREDIT CARD OR DEPOSIT, IF YOU FAIL TO ARRIVE ON THAT DATE AND HAVE NOT CALLED TO CANCEL YOUR RESERVATION AT LEAST 24 HOURS PRIOR, YOU WILL BE CHARGED FOR THAT NIGHT AND THE HOTEL SYSTEM WILL AUTOMATICALLY RELEASE THE REMAINDER OF YOUR RESERVATION. THIS IS STANDARD HOTEL PROCEDURE.*

GUARANTEE my room with:

Type of Credit Card _____
 Credit Card Number _____
 Expiration Date _____ Signature on card _____

RESERVATIONS MUST BE RECEIVED NO LATER THAN **JUNE 30, 2003**. ANY RESERVATIONS RECEIVED AFTER THIS DATE WILL BE ACCEPTED BASED ON AVAILABILITY AND ARE SUBJECT TO STANDARD HOTEL ROOM RATES.

ALL RATES ARE SUBJECT TO 13% TAX.

ALL HOTEL RESERVATIONS ARE BEING HANDLED EXCLUSIVELY BY THE BUFFALO NIAGARA CONVENTION & VISITORS BUREAU. THIS FORM MUST BE USED TO RECEIVE THE CONVENTION RATE. THE CVB AND THE HOTELS WILL NOT ACCEPT TELEPHONE RESERVATIONS. ACKNOWLEDGEMENTS WILL BE SENT BY MAIL ONLY.

Mail or fax this form to (Please do NOT do both!)

Buffalo Niagara Convention & Visitors Bureau
Fraternal Order of Eagles Housing Bureau
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