

# 76<sup>th</sup> CWA Convention

August 6-8, 2017

## Hotel Reservation Form

Reservations can be made by choosing one of the following methods:

**INTERNET:** Book online at <https://aws.passkey.com/e/49071221> *This is the quickest and most effective method.*

**EMAIL:** Email [housing@visitpittsburgh.com](mailto:housing@visitpittsburgh.com) for questions/concerns.

**FAX:** Fax completed form to 412-338-0426

**PHONE:** Call 1-844-744-ROOM (7666) 9:30 am to 4:30 pm EST M-F for questions/concerns.

All reservations requests will be made through the VisitPITTSBURGH Housing. **DEADLINE: July 10, 2017.**

Continue to contact VisitPITTSBURGH Housing for changes/cancellations through **July 21, 2017.**

**ACKNOWLEDGEMENTS:** Acknowledgements will be sent after each reservation booking, modification and/or cancellation. **Review acknowledgement carefully for accuracy.** If you do not receive an acknowledgement within 3 days after any transaction, please call VisitPITTSBURGH Housing at 1-844-744-ROOM (7666).

**MODIFICATIONS/CANCELLATIONS:** All reservations must be guaranteed by a valid credit card number. Any reservation not cancelled at least 72 hours prior to 12:00 pm EST of your arrival date will be charged one night's room & tax. If you must depart earlier than you intended to stay, please notify the hotel at or before check-in of any change in planned length of stay to avoid early departure fees (Westin - \$75, Omni - \$116, Wyndham – 50% of room rate).

## Hotel Information

**Type of Room:** 1 bed/1 person \_\_\_\_\_ 1 bed/2 ppl \_\_\_\_\_ 2 beds/2 ppl \_\_\_\_\_  
2 beds/3 ppl \_\_\_\_\_ 2 beds/4 ppl \_\_\_\_\_ Rollaway \_\_\_\_\_  
**# of Rooms:** \_\_\_\_\_ **Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_ **# of Nights:** \_\_\_\_\_

### Hotel Requested (rank in order of preference):

\_\_\_\_\_ Westin Convention Center (Retirees, IUE, Overflow) - **\$145/night + tax**

\_\_\_\_\_ Omni William Penn (HQ) - **\$155/night + tax**

\_\_\_\_\_ Doubletree by Hilton & Suites Downtown (PPMWS, Overflow) - **\$155/night + tax**

\_\_\_\_\_ Wyndham Pittsburgh Downtown (TNG, Overflow) - **\$155/night + tax**

Taxes – 14% per night (subject to change). Rates are for single/double occupancy, Triple/Quad may be additional.

**Special Requests:** \_\_\_\_\_

*Requests will be processed on a first-come, first serve basis and are not guaranteed. Hotels are all non-smoking.*

## Delegate Information

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Company/Union: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime/Cell Phone: \_\_\_\_\_

Additional Guests in Room: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Payment Information

Credit Card:  Visa  Mastercard  American Express  Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

By signing I authorize my credit card to be charged in compliance with the above referenced cancellation policies should I cancel my reservation.