



CEP 9TH CONVENTION 2010

SEPTEMBER 19 - 23, 2010 TORONTO, ONTARIO

ACCOMMODATIONS

All requests must be received **NO LATER THAN August 19th, 2010.**

Complete and send to:

W.E. Travel
25A York Street
Ottawa, Ontario
K1N 5S7
Fax: (613) 232-9931

BOOK ONLINE
www.wetravel.net

MAIL CONFIRMATIONS TO: (PLEASE PRINT)

NAME _____
(SURNAME) (GIVEN NAMES)

ORGANIZATION _____
(NAME) (LOCAL NUMBER)

ADDRESS _____

(CITY) (PROVINCE) (POSTAL CODE)

TEL. _____
(WORK) (HOME) (FAX)

E-MAIL _____

PLEASE RESERVE FOR:

NAME	1 BED 1 PERS.	1 BED 2 PERS.	2 BEDS 2 PERS.	SHARING WITH	ARRIVAL DATE	DEPARTURE DATE

SPECIAL REQUIREMENTS:

PLEASE COMPLETE TO GUARANTEE YOUR RESERVATION. No deposit will be charged to your card. See the following page for details.

CARDHOLDER NAME _____

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRY DATE _____

SHERATON CENTRE

MEMBERSHIP NO. _____

Would you like W.E. Travel to arrange your transportation to Toronto? YES NO

IF YES, AN AGENT WILL BE CONTACTING YOU WITHIN 48 HOURS.

Should I cancel my reservation, make changes to my reservation, or no-show at the hotel, I authorize the hotel to charge the above credit card the full amount of the penalty or keep the deposit given upon confirmation of reservation. I have read, understand and accept the reservation, cancellation, change and no-show policy as stated on the following page.

I understand that the details completed on this form will be forwarded to the hotel in order to make my booking.

SIGNATURE _____

DATE _____

RESERVATIONS

- CEP cannot guarantee the room rates at the Sheraton unless reservations have been made on this form or online at www.wetravel.net.
- W.E. Travel's conference team will forward you an acknowledgement notice. **Please check your written confirmation carefully upon receipt.**
- Please note that a credit card or cash payment is required at the time of check-in.
- For group blocks and meeting room requirements please contact W.E. Travel directly at 1-888-676-7747.

CANCELLATION POLICY

- Changes and cancellations for individual rooms will be accepted without penalty until August 19th, 2010. Cancellations after August 19th may be subject to cancellation penalties.
- Group bookings made for your chartered organization will be subject to cancellation penalties. Your organization will be responsible for all room charges if the rooms that you had booked cannot be resold by the hotel.

HOTEL

Sheraton Centre

\$199

All rates are based on single or double occupancy. Additional person charges may apply for triple or quad occupancy.

CHANGE POLICY

- Name changes are allowed prior to arrival.
- Date changes after August 19th that extend your stay may be made without charge at anytime providing the hotel has availability.
- Date changes after August 19th that shorten your stay may incur a penalty.
- All cancellations and changes must be sent in writing to W.E. Travel.

HOTEL GUARANTEE

All reservations must be guaranteed. Please provide your credit card details. Your credit card number will be kept on file; no deposit will be taken. Please ensure that you read the cancellation policy. If you do not have a credit card you must send a cheque for your total stay including taxes, to the hotel 30 days prior to your arrival. Your reservation will only be confirmed upon receipt of credit card details or cheque. Please note that cheques are to be sent directly to the hotel, not to W.E. Travel.

Reservations that are not properly guaranteed will be subject to cancellation.