

Arrival Date: 20<sup>th</sup> October, 2022  
Departure Date: 21<sup>st</sup> October, 2022

Room Types	Rate/Day	Rooms
Provincial King Room	\$229	10 rooms per day

#### ROOM RELEASE & RESERVATION DUE DATE

Rooms and the preferred rates will be held until **September 20<sup>th</sup>, 2022**. Any unused rooms by this date will be released from the block without penalty to Group.

#### PAYMENT METHOD

- ✓ Individuals responsible for all charges via credit card. A valid credit card is required at the time of reservation to guarantee the reservation.
- ✓ Upon check-in, guests must provide their own valid credit card and government-issued photo identification, required for room charges, security deposit and incidental charges.

#### PARKING

Hotel offers complimentary parking to stay-in guests and meeting attendees. Register license plate number at front desk is required. If space is needed for larger vehicles such as a bus please inquire in advance and extra cost may apply.

#### **Make reservations by phone or email:**

Guests can contact the 24-hour Central reservations at 1-800- sandman (726-3626) and press 1.

The reservations also can be made by sending email to [reservations@Sandman.ca](mailto:reservations@Sandman.ca)

In order to receive the correct rates, callers must identify themselves by quoting the hotel name, group number and group name. A valid credit card is required at the time of reservation to secure any guests rooms.

**Hotel:** Sandman Signature Vancouver Airport Hotel & Resort

**Group Name:** Canadian Group Insurance Broker

**Block Code:** 07CANAD

Make reservations online: [www.sandmanhotels.com/signature-vancouver-airport](http://www.sandmanhotels.com/signature-vancouver-airport)

Guest can visit hotel website and click on "Book Now". Then use drop down menu in the "Add Code" box and select "Web Group Code", enter the code **07CANAD** to receive the preferred rate.

#### CHECK IN AND CHECK OUT

Check in time begins at 3:00 pm the day of scheduled arrival. Rooms may be checked into prior to 3:00 pm based on availability but not guaranteed. Check out is 12:00 am the day of scheduled departure. Exceptions to these times must be discussed and approved in writing prior to the date's arrival.

#### CANCELLATION POLICY

Individual cancellation:

Must cancel by 3:00 PM local hotel time, 24 hours prior to scheduled arrival date, or the credit card provided will be charged one-night room rate, tax and applicable fees. To cancel or change your reservation, contact our 24-hour Central Reservations office at 1-800-726-3626 / 1-800-SANDMAN.

Any cancellations within 24 hours prior to arrival, the guest will be liable for first night's room and taxes penalty.

#### NON-ARRIVAL FEE

Guest room reservations where the guest has not arrived on their confirmed arrival date will be cancelled for the entire length of stay, by the Hotel. The party which has guaranteed the reservation will be charged an amount equaling first night's guest room rate, plus applicable taxes.