

Instant Meeting Awards Order Form

Use this form when a Starwood Preferred Guest® member or Planner wishes to redeem Starpoints® for a meeting. Check a box below to select your credit amount.

STARPOINTS	CREDIT	STARPOINTS	CREDIT	STARPOINTS	CREDIT
<input type="checkbox"/> 15,000	\$200	<input type="checkbox"/> 52,500	\$700	<input type="checkbox"/> 90,000	\$1,200
<input type="checkbox"/> 22,500	\$300	<input type="checkbox"/> 60,000	\$800	<input type="checkbox"/> 97,500	\$1,300
<input type="checkbox"/> 30,000	\$400	<input type="checkbox"/> 67,500	\$900	<input type="checkbox"/> 105,000	\$1,400
<input type="checkbox"/> 37,500	\$500	<input type="checkbox"/> 75,000	\$1,000	<input type="checkbox"/> 112,500	\$1,500
<input type="checkbox"/> 45,000	\$600	<input type="checkbox"/> 82,500	\$1,100	<input type="checkbox"/>	

By signing below, I acknowledge I have read the terms & conditions of the Instant Meeting Awards program. I authorize the appropriate number of Starpoints to be redeemed from my account for this Award & agree that if my account does not have a sufficient Starpoints® balance by the contracted date of departure, I assume full responsibility for payment of charges owed to the hotel.

Guest Signature*

Date

*By signing, you agree to be bound by the terms & conditions (*see reverse*)

Please Complete The Following Information:

Guest's Last Name

Guest's First Name

SPP Member Number

Event/Group Name

Arrival Date

Departure Date

Sales Office Representative Signature

Master Account

The Westin Verasa Napa
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Terms & Conditions: *(Please read the terms & conditions carefully & keep them for your records.)*

The meeting must be contracted through the hotel's sales & catering office & a signed contract must be on file to redeem Starpoints for Instant Meeting Awards.

Starwood Preferred Planners who wish to use Starpoints for Instant Meeting Awards must advise the hotel in writing at least three days prior to the contracted day of departure, specifying the number of Starpoints to be redeemed.

Starwood Preferred Planners must sign the Instant Meeting Awards Order Form for the hotel to process the Instant Meeting Awards.

There is a minimum redemption amount of 15,000 Starpoints for \$200 USD per meeting. There is a maximum redemption amount of 112,500 Starpoints for \$1,500 USD per meeting.

Instant Meeting Awards are redeemed in increments of 7,500 Starpoints after meeting the minimum redemption of 15,000 Starpoints. For every 7,500 Starpoints redeemed, a \$100 USD credit will be applied to the master bill for the meeting.

The number of Instant Meeting Awards that may be used per meeting is limited to the number of Starpoints available in the Starwood Preferred Planner's Starwood Preferred Guest account at the time of redemption & is limited to the maximum stated above.

All Starpoints to be used for Instant Meeting Awards for a particular meeting must be available in the customer's Starwood Preferred Guest account three days prior to the contracted day of departure. Starpoints subsequently added to the Starwood Preferred Guest account may not be redeemed for this particular meeting. Starpoints will be redeemed from the customer's Starwood Preferred Guest account & credited to the master bill for the meeting on the day of departure. Any remaining amounts owed to the hotel for the meeting after the credit is applied to the master bill are the responsibility of the party who contracted the meeting.

If for any reason the Starwood Preferred Planner's Starwood Preferred Guest account has fewer Starpoints available for redemption than the Starwood Preferred Planner notified the hotel s/he would redeem, the hotel will redeem as many Starpoints for Instant Meeting Awards as possible. Any remaining amounts owed to the hotel for the meeting after the credit is applied to the master bill are the responsibility of the party who contracted the meeting.

Starpoints earned for the current meeting may not be redeemed for the Instant Meeting Awards for the current meeting.

Starpoints will not be earned on any amounts paid using Instant Meeting Awards.

Any unused portion of Instant Meeting Awards is non-refundable. No cash or credit will be given for any unused portion of Instant Meeting Awards. For example, if 15,000 points are redeemed for a credit of \$200 USD & there is \$150 USD due on the master bill, the master bill will receive a credit of \$150 USD & the remaining \$50 USD is forfeited.

Instant Meeting Awards may not be used as a deposit for a meeting. Instant Meeting Awards may only be used as a credit on a final bill, or for fully pre-paid meetings for the final payment.

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