



200 - 5118 Joyce Street  
Vancouver, BC  
V5R 4H1  
t 604.430.1421  
e [bcfed@bcfed.ca](mailto:bcfed@bcfed.ca)  
[bcfed.ca](http://bcfed.ca)

September 17, 2018

**To: All Affiliates**

**Re: Accommodation reservation information  
BC Federation of Labour 58th convention – November 26-30, 2018**

The Westin Bayshore, Vancouver on 1601 Bayshore Drive, has been designated as the convention hotel for the 58th convention of the BC Federation of Labour. The total room rate for a single or double accommodation is \$182.12. We encourage you to stay at the convention hotel and help keep the overall costs to the Federation as low as possible. BCFED also has an overflow block of rooms at the Pinnacle Hotel Vancouver for when the Westin Bayshore sells out.

#### **General information**

All accommodation reservations will be reserved through the website and W.E. Travel. We will be releasing any unused rooms after **Monday, October 29, 2018**. After this date, **we cannot guarantee** that you will receive the negotiated convention rate, so we encourage you to book by the deadline. Your contact at W.E.Travel will be Kelci Roper by phone 604-980-1929 or email: [kelci@wetravel.net](mailto:kelci@wetravel.net).

#### **BCFED Officers and Executive Council reservations**

A separate registration form will be sent to officers and executive council members for completion. This form should be returned to our office and **we will make those reservations**.

#### **On-line convention hotel reservations**

The BC Federation of Labour and W.E. Travel have designed a website that will allow individual convention delegates and/or unions to make convention hotel reservations on-line using a credit card to guarantee the reservation. The website is located at <https://wetravel.eventsair.com/bc-federation-of-labour-convention-nov2018/bcfed2018>.

**The deadline for making your reservation on-line is Monday, October 29, 2018.**

If you have not yet confirmed your delegates, you can still make a hotel reservation on-line by entering your Union Name (Acronym) and Local in the "Last Name Field" and TBA in the "First Name Field." If you are making multiple reservations, enter as TBA 1, TBA 2, etc.

Once the reservation is completed, you will receive an e-mail confirmation from WE Travel.

All changes and cancellations must be sent to Kelci at [kelci@wetravel.net](mailto:kelci@wetravel.net).

**Room reservations by fax, email or mail**

Reservations can also be made by completing the Hotel Accommodation Reservation form located at: <http://convention.bcfed.ca/materials>. Completed forms may also be emailed or faxed to [Kelci](mailto:kelci@wetravel.net) by **Monday, October 29, 2108. Fax # (604) 969-5586.**

All reservations made using the Hotel Accommodation Reservation form must be guaranteed for the first night's accommodation with a credit card number, cheque or money order.

Cheques or money orders must be made payable to **The Westin Bayshore, Vancouver** (*not the BC Federation of Labour*). Please include the name of your union, delegate names, arrival/departure dates and mail directly to the hotel 30 days prior to arrival to:

Nusrat Rashid  
Credit Manager  
Westin Bayshore  
1601 Bayshore Drive  
Vancouver, BC V6G 2V4

**Cheques will not be accepted at time of check-in.**

If the credit card holder's name is different than the name of the room occupant who you are guaranteeing for the first night, and you wish to charge more than the first night's accommodation on this credit card, please contact Kelci for additional information.

**The Westin Bayshore smoke-free policy**

The Westin Bayshore is now completely non-smoking and has a policy of charging a cleaning fee of \$250.00 for evidence of smoking in all guest rooms. All City of Vancouver smoking bylaws are strictly enforced.

If you require a meeting room at the hotel, please contact Margaret at W.E. Travel, [Margaret@wetravel.net](mailto:Margaret@wetravel.net).

In solidarity,



**AARON EKMAN**  
Secretary-Treasurer