

STEP 3: HOTEL ACCOMMODATIONS

The Westin Galleria, Houston
5060 W. Alabama St., Houston, TX 77056
Phone: (713) 585-4673
Rate: \$169/night plus tax
Check-In: 3:00 p.m. **Check Out:** 12:00 p.m.

The State Bar will book all complimentary and additional delegate reservations at the Westin Galleria, Houston on a first-come, first-served basis. Please complete this portion of the form to reserve your room and return your form to the State Bar of Texas by June 26, 2024. Reservations received after the deadline are subject to availability.

Complimentary Delegates receive two nights' room and tax at the Westin Galleria, Houston. Delegates may book additional nights at the \$169 per night rate, but are responsible for payment of any additional nights. Your credit card is required upon check-in for incidentals and additional nights. If attendance requirements are not met, delegates will be responsible for their entire hotel charge.

Additional Delegates are responsible for their own \$169 per night rate. Your credit card will be required upon check-in for final payment of all hotel charges.

Every delegate must provide credit card information to guarantee a hotel room.

Arrival Date _____ Departure Date _____ Total Nights at Hotel _____

CREDIT CARD

VISA

MASTERCARD

AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE

CARD HOLDER SIGNATURE

HOTEL POLICIES

- Please check here if you would like to receive emails directly from the Westin Galleria, Houston regarding your Local Bar Leaders Conference hotel reservation. Your email will only be released to the Westin Galleria, Houston for this purpose and will not be shared with any other outside party.

If you need to cancel your hotel reservation after registering, please notify the State Bar of Texas at (512) 427-1514 by June 26, 2024. After June 26, 2024, you must cancel your reservations directly with the hotel at (713) 585-4673. Your credit card above will be charged a no-show fee of \$169 plus tax if reservations are not canceled 72 hours before check-in.

I, _____ (insert signature) acknowledge and understand the hotel policies.

PREFERRED EMAIL FOR HOTEL RESERVATION CONFIRMATION (IF APPLICABLE)