

Dear Katsucon Attendee:

Welcome back to the Omni Shoreham Hotel! We look forward to another successful event, hosting Katsucon. In an effort to ensure that you have a smooth arrival experience, we wanted to inform you of a few useful tips.

Check-in at the Omni Shoreham Hotel begins at 3:00 PM. If you would like to expedite this process, we encourage you to utilize the on-line check-in available at www.omnihotels.com after 7:00am on the day of your check-in at the hotel. Simply select the "Existing Reservations," tab on the left side, and add your name and confirmation number. Once you have checked-in online, you can just stop briefly at the "Express Check-in" box at the Registration Desk, grab your room keys and go!

If you do not check in online, the hotel requires that you provide a method of payment at check-in. We accept all major credit / debit cards, cash and check payments. Please note that for credit and debit cards, an authorization will be made at the time of arrival for room, tax and \$50.00 incidentals, per day.

If you would like to use a third party credit card, enclosed is a copy of the credit card authorization form. Please ensure that this form is completed and sent to the reservations department, at least 72 hours prior to your arrival.

For cash and check paying guests we do require a \$50.00 per night deposit for incidentals. The balance of this deposit will be refunded at checkout.

We are delighted to host Katsucon 14 and look forward to your arrival!

Sincerely,

Conrad McKay
Director of Rooms
Omni Shoreham Hotel