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Tuesday, December 20, 2016

Ms. Sandra Meagher  
**Alberta Food Processors Association**  
100w 4760 72 Ave SE  
Calgary, AB T2C 3Z2  
Ph: (403)201-3657 ext 23  
Email: Sandra@afpa.com

Dear Ms. Meagher,

**RE: 2017 Preferred Corporate Rate**

Thank you for considering the Four Points by Sheraton Edmonton Gateway as your hotel of choice – we look forward to accommodating **Alberta Food Processors Association** travellers in the upcoming season. Please find listed below our special rates for preferred corporate companies along with the terms and conditions of our bookings. Should you find these arrangements agreeable, kindly sign one copy and return to my attention by **December 30, 2016**.

**ACCOMMODATIONS**

Preferred Corporate Rates are provided on the understanding that the company will provide a higher volume of guestroom nights to the Four Points by Sheraton Edmonton Gateway. Production values will be reviewed twice a year and may be adjusted in accordance to the actualized number of nights.

From **December 20, 2016–December 31, 2017 – Alberta Food Processors Association**

preferred corporate rates are:

- Traditional 1 King or 2 Queens - **\$129.00 per night\***
  - \* All room classes are furnished with one king bed or two queen-sized beds.
  - \* The above rates are: (i) for accommodation only; (ii) quoted in Canadian funds and are net, non-commissionable; (iii) subject to 5% GST, 4% Tourism Levy, and 3% Marketing; (iv) for single or double occupancy. Each additional guest in the same room is subject to a \$10 per night surcharge. Two children of the adult guest(s), 12 years old or younger may stay for free.
  - \* Check-in commences at 3:00pm and checkout time is 12:00 noon.



Edmonton Gateway

## Four Points by Sheraton Edmonton Gateway

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### CHARGABLE RESERVATION POLICIES

1. **No-show Policy**

If a guest fails to arrive for a booking that your organization has reserved, your company will be charged for one night's accommodation.

2. **Cancellation Policy**

Once your reservation has been made our cancellation policy allows for cancellation by 4pm on the day of arrival, cancellations made after this time may be charged a fee not exceeding one night's charge.

### OPTION DATE

If you would like to proceed with these arrangements, please sign and return this letter by **December 30, 2016**.

Should you have any questions or concerns, please do not hesitate to contact me.

Thank you once again for choosing the Four Points by Sheraton Edmonton Gateway. I look forward to working with you and **Alberta Food Processors Association**.

Sincerely,

*Jen Guillen*

December 20, 2016

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**Jen Guillen**

**DATE**

Sales & Catering Coordinator  
Four Points by Sheraton Edmonton Gateway

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**Sandra Meagher**

**DATE**

Alberta Food Processors Association

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**Four Points by Sheraton Edmonton Gateway**

10010 – 12<sup>th</sup> Avenue SW, Edmonton, AB T6X 0P9  
Hotel (780) 801-4000 ~ Fax (780) 801-4009