

## MEETING PLANNER GUIDELINES

### EARNING AND REDEEMING COAST REWARDS POINTS

Meeting Planners earn one Coast Reward point for every dollar spent on contracted group room rate charges, excluding taxes, related to their event, to a maximum of 20,000 points per event. A minimum of 10 guestrooms must be realized on peak nights to qualify for points. Points will be awarded regardless of payment method.

Meeting Planner will receive one point for every three dollars spent on food, beverage and room rental charges for their event, excluding taxes and gratuities.

Points will be earned for every qualifying dollar spent on catering only events. There are no minimums required. A maximum of 20,000 points will apply to any single event contracted within the hotel.

Points will not be awarded for items purchased through outsourced vendors and suppliers. Examples of outsourced vendors include ski lift ticket vendors, entertainment services and audiovisual suppliers.

Crew contracts and tour series bookings will not be eligible for points.

Each individual Coast Hotels & Resorts Event Contract will outline the potential number of points earned for each event.

Meeting Planners need not attend the event to receive Coast Rewards points.

A Meeting Planner must be employed by his/her organization at the time the event is held to earn Coast Rewards. Eligible planners who are to receive Coast Rewards points must be named, with their Coast Rewards membership number, in the contract between Coast and the Meeting Planning organization.

Points may be redeemed under the Coast Rewards program. Once redeemed, points are non-recoverable to your membership account.

### MEMBERSHIP UPDATES

Please notify Coast Hotels & Resorts in writing of any membership updates to ensure the continued delivery of Coast Rewards Services and Guarantees. Or go online to [Coastrewards.com](http://Coastrewards.com) and make the changes in your account. All membership updates and applications will be processed at Coast Rewards Administration Office, PO Box 43081, Burnaby, BC, Canada, V5G 3H0, Fax: 604-415-1589, Attention: Coast Rewards.

### PARTICIPATING HOTELS

All Coast Rewards Meeting Planner membership services are available at participating hotels. Membership guidelines, participating hotels and benefits may be subject to change without notice. Full Coast Rewards benefits may not be available at all Resort locations.

## MEMBERSHIP ELIGIBILITY AND RENEWAL

Membership in the Coast Rewards program is at the discretion of Coast Hotels & Resorts. Eligible Meeting Planner applicants will be automatically enrolled at the Coast Rewards Gold level and moved up to Platinum level as soon as the qualification requirements are met. Qualification is based upon the number of nights during the one year period immediately following enrollment and earned standing will be in effect for the following one year period. The number of nights needed to re-qualify on an annual basis for Meeting Planner status is 1-39 for Gold and greater than 40 nights for Platinum. Coast Hotels & Resorts reserves the right to refuse or terminate membership at any time. The Coast Rewards membership card is the property of Coast Hotels & Resorts. Benefits and participating hotels are subject to change without notice.

## PRIVACY

The credit card information you provide at time of reservation is kept strictly confidential and will be used for processing all charges, guaranteeing late arrival and facilitating express check-in and check-out, unless alternative arrangements have been made, on each occasion.

The customer profile information you provide is used to facilitate customer recognition when you visit Coast Hotels & Resorts locations and our web site. You may view, change or delete your profile at any time by using your private password. This information is stored in a secure environment and will not be shared outside of Coast Hotels & Resorts, its published partners and affiliates.

Unless otherwise indicated, all information you provide on your application will be used only for the following purposes: promotional programs and to improve services at Coast Hotels & Resorts.

Coast Rewards member information will be made available only to Coast Hotels & Resorts and its published partners and affiliates and to companies contracted for the purposes of program administration. The companies are bound by confidentiality agreements.