



Hotel Reservation

The 15th Anniversary Conference features three big events scheduled back-to-back. Attend 1, 2 or all 3! Make plans to join us May 4 - 7, 2009 • Marriott Hotel O'Hare, Chicago

Go to: www.wheel-rail-seminars.com or call Brandon Koenig at 847-808-1818. Email: coordinator@wheel-rail-seminars.com

MAY 4 – 7, 2009 • CHICAGO

RAIL TRANSIT SEMINAR, MAY 4 • PRINCIPLES COURSE, MAY 5 • HEAVY HAUL SEMINAR, MAY 6-7

This completed form must be received by April 10, 2009

If you are paying your Room Deposit/Guarantee by check (\$154 payable to Marriott Hotel O'Hare), this form must be mailed.

Mail to: Meeting Solutions
593 N. Wolf Road
Wheeling, IL 60090

OR

Fax to: Wheel Rail Seminars
480-247-4682

First Name (print clearly or type) Last Name

Firm / Organization

Address

City State/Province Zip/Postal Code

Phone Fax e-mail

Share with: First Name Last Name

ROOM RATES: Single \$154 (US\$) + 15.4% Tax • Double \$154 (US\$) + 15.4% Tax

ROOM TYPE:

- Single Occupancy/One Person
- Double Occupancy/Two Persons
- Triple Occupancy/Three Persons

SPECIAL REQUESTS:

- King Bed
- Double Room/Two Beds
- Handicap Accessible

*All rooms are non-smoking

Arrival Day/Date/Time

Departure Day/Date

DEPOSIT/GUARANTEE SECTION

Each Room must be guaranteed either by credit card or check payable to Marriott Hotel for \$154

- Check
- Money Order
- Visa
- Mastercard
- American Express
- Discover

Cardholder's Name (type or print clearly) Credit Card Number

Cardholder's Signature Expiration Date



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Housing Information

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The Wheel/Rail Seminars' Housing Bureau will handle all room reservation requests. **Do not call the hotel directly.** A hotel reservation form is included with this packet of information. Please fill it out completely. All requests for rooms will be filled in chronological order. It is recommended that you send your hotel reservation request early to guarantee accommodations. To obtain the Wheel/Rail Interaction 2009 Seminar Hotel Rate, **send in your form no later than April 10, 2009.** Do not mail your housing form if you fax it in. Please submit only one room request on each form. If you need to make more than one room reservation, you may make copies of the hotel reservation form. All requests must be processed through the Wheel/Rail Interaction 2009 Housing Bureau by mail, fax or on-line at www.wheel-rail-seminars.com.

By Mail:

Send a Room Deposit check (\$154 payable to Marriott Hotel O'Hare) or provide credit card information and mail your hotel reservation form along with your seminar registration form to:

Meeting Solutions
593 N. Wolf Road, Wheeling, IL 60090

By Fax:

Fax the form with credit card information to Wheel Rail Seminars at: 480-247-4682.

Room Deposits/Guarantees:

The Marriott Hotel O'Hare requires either a one-night deposit (which is refundable if cancellation is received 48 hours prior to arrival), or a credit card number to guarantee your room. Please indicate on your reservation form which guarantee method you will be using. If you are sending a check, please make it **payable to the Marriott Hotel O'Hare in the amount of \$154 (US\$)** and send to Meeting Solutions at the address above.

Reservation Confirmation:

You will receive your hotel confirmation directly from the hotel a few weeks before the seminar.

Changes and Cancellations:

You can change or cancel your reservation with the Wheel/Rail Seminars' Housing Bureau until Friday, May 1, 2009. Beginning on Saturday, May 2, 2009, please contact the hotel directly at 773.693.4444 for changes or cancellations. A 48-hour cancellation notice is required by the hotel to avoid a one-night room and tax charge.

Shuttle Service:

Airport shuttle service is available to and from the Marriott Hotel O'Hare every 20 minutes. To take the shuttle from O'Hare Airport to Marriott Hotel, follow red arrows on the floor near the baggage claim area to the shuttle center and wait at **Door #2** for the red & white shuttle bus. The ride takes about 10 minutes and makes one stop at the Marriott Suites prior to arriving at the Marriott Hotel O'Hare.

Parking:

Parking is available at the hotel at their standard parking rates.