

MEETING NAME
Meeting Subtitle (If applicable)
MEETING DATES

Hotel Reservation Form

GROUP CODE: DL0418

Hotel Reservation Deadline*: Thursday, March 1, 2012

**After the reservation deadline, reservations will be accepted depending on space and rate availability.*

THE RITZ CARLTON CHICAGO ROOM RATE: \$207.00+ tax per night

160 E. Pearson
Chicago, IL 60611
(312) 266-1000

Submit this completed form DIRECTLY to the RITZ CARLTON CHICAGO (GROUP CODE: DL0418):

Mail to: Ritz Carlton Reservations, **GROUP CODE DL0418**, 160 E. Pearson, Chicago, IL 60611
or

Fax to: Ritz Carlton Chicago Reservations, **GROUP CODE DL0418**, (312) 280-7585
or

Call: 800-621-6906 or 312-266-1000 and reference **GROUP CODE DL0418**

**After the reservation deadline, reservations will be accepted on a space available basis only.*

Please print or type all information.

CONTACT INFORMATION

Prefix (✓ one) Dr. Mr. Mrs. Ms.

First Name: _____ **Last Name:** _____

Company: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

RESERVATION DETAILS

Room Type: Single (1 person) Double (2 people)

Sharing With: _____

Arrival Date: _____ **Departure Date:** _____

Special Room Requests: King Bed Requested (\$207.00 + tax) Two beds requested (\$207.00 + tax)
 Non-Smoking Room Smoking Room
 Other: _____

I would like to have the hotel confirmation sent via the following Mail Fax E-Mail _____

GUARANTEE INFORMATION

All reservations require a credit card number for guarantee purposes. Reservations will not be processed without the proper credit card information.

Credit Card – Select Type: American Express MasterCard VISA Discover

Name as it appears on card: _____

Credit Card Number: _____ Exp. Date: _____

Signature for Credit Card: _____

Hotel Cancellation Policy: Cancellations must be received by the hotel at least 24 hours prior to arrival. Any cancellations not received by the hotel by 3:00pm on the day prior to the scheduled day of arrival will result in a “no show” fee of one night’s room rate plus tax being billed to the above credit card.

For additional information regarding the meeting, please contact Meeting Contact at Phone Number or email email.