Attendee Hotel Reservation Form *Booking Code 18543

Transportation Association of Canada (TAC) **April 11-18, 2012

Novotel Ottawa ■ 33 Nicholas Street ■ Ottawa, ON ■ 613.230.3033

EASY WAYS TO MAKE YOUR RESERVATION

Phone:
Toll Free:1.855.677.3033
Hotel Direct: 613.230.3033

Fax to:
613.760.4767

Email to: reservations@novotelottawa.com

Special Group Rates	Superior King or Double Room
Single/Double	$155.00

Room Occupant:

Last Name: _____ First Name: _____

ACLUB Loyalty number:_____Institution/Company:_____

Street Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Phone: _____ Fax: _____ **E-Mail:** _____ _____

Spouse/Guest (if attending) Last Name: _____ First Name: _____

Hotel Accommodations:

Arrival date:_____

Departure date:_____

Requested Room Type (Please Circle) 2 Doubles or 1 King

Please circle Preference: Smoking or Non-smoking

Please note any special needs: _____

Guarantee Method:

CREDIT CARD: o Visa o MasterCard o American Express o Diners Club

Card Number:_____ Exp. Date:_____

Cardholder Name: _____

Cardholder Signature: _____

In order to secure the Special Group Rate, please make your Reservations prior to March 19th , 2012

Hotel Confirmation Policy:
All hotel reservations must be guaranteed by a major credit card. Any form received without payment will not be processed. If you make a hotel reservation by fax or email, a written confirmation will be sent to you by fax, or email within five days of receipt.

Hotel Cancellation Policy:
One night's room and tax will be charged to your credit card if you do not cancel your hotel reservation by 6pm on the date of your arrival.