



HOTEL REGISTRATION FORM

CALL OR SEND A COPY OF THIS FORM TO:

**Hilton Chicago & Towers
Reservations Dept.
720 S. Michigan Avenue
Chicago, IL 60605
312/922-4400**

Main Building:

- Single (1 person) — \$198
- Double (2 persons, 1 bed) — \$217
- Double/Double (2 persons, 2 double beds) — \$217
- Additional person — \$25 each

The Executive Towers:

- Single (1 person) — \$246
- Double (2 persons, 1 bed) — \$262
- Double/Double (2 persons, 2 double beds) — \$262
- Additional person — \$25 each

Regarding suites, please contact Greg Framarin, Illinois Credit Union League, 800/942-7124 x 3420.

All suites must have prior Illinois Credit Union League approval.

(Please type or print)

Name _____

Sharing with (name) _____

Credit Union Name _____

Confirm to (address) _____

City/State/Zip _____

Arrival date _____ Time _____ a.m. p.m.

Departure date _____ Time _____ a.m. p.m.
(Check out 11 a.m.)

Please send written confirmation.

Rooms will be held until 4 p.m. To guarantee a later arrival, please provide a major credit card number.

Card name _____

Card number _____

Exp. date _____

All room rates are subject to the prevailing Illinois and Chicago Occupancy Operators' and Accommodations Taxes. **Room reservations must be received by March 12, 2010.** Reservations received after this date will be accepted based on availability and at prevailing rates.

If you have a physical or medical condition requiring special attention, please advise:

Room Reservation Deadline: March 12, 2010

The Hilton Chicago & Towers is located at the corner of South Michigan Avenue and East Balbo Avenue. It is easily accessible by any mode of transportation – Limousines from O'Hare or Midway Airports, expressway, interstate routes and public transportation.

- 1. HOTEL RESERVATIONS BY TELEPHONE:** Telephone the Hilton Chicago & Towers Reservations Department directly by dialing 312/922-4400 and identify yourself as an attendee of the Illinois Credit Union League's Convention to receive the special rates. Please have the necessary room information handy (name, address, credit union, arrival and departure date, time, type of room and rate) along with a major credit card to guarantee your reservation. Room confirmation numbers will be provided to you by the reservation agent. Request a written confirmation of your reservation.
- 2. HOTEL RESERVATIONS BY MAIL:** Hotel reservations must be made directly with the Hilton Chicago & Towers. If you are requesting multiple reservations, attach a separate list to the reservation form on your credit union's letterhead, showing the same information as on the form (name, address, credit union, arrival and departure date, time, type of room and rate). If you want guaranteed reservations, indicate that the credit union will guarantee payment for the first night's lodging by including credit card information or direct billing request. Send the hotel reservation form with your letter directly to the Hilton Chicago & Towers Reservations Department, 720 S. Michigan Ave., Chicago, IL 60605. Please request that a room confirmation be sent directly to you by the hotel.

3. ROOM RESERVATION DEADLINE: The hotel room cut-off date is **March 12, 2010.** It is recommended that you make your reservations early. Reservations received after this date will be accepted based on availability.

4. RESERVATION CHANGES AND/OR CANCELLATIONS: Any necessary room changes must be made directly with the Hilton Chicago & Towers Reservations Department at 312/922-4400. All room cancellations and refund requests must be made in writing and received by the hotel no later than 72 hours prior to your planned arrival date or a penalty will be assessed. Send cancellation notices to the Hilton Chicago & Towers, Reservations Department, 720 S. Michigan Ave., Chicago, IL 60605 or fax to 312/922-5240.

Canceling your convention registration with the Illinois Credit Union League does NOT cancel hotel reservations.

5. DIRECT BILLING REQUESTS: Make requests for direct billing arrangements in writing to the hotel. Information required: past direct bill arrangements with the Hilton Chicago & Towers or other hotels, your financial institution name, address and account number, and credit union name, address and phone number. Specify if you are allowing room and tax charges only or all charges made to the room. Indicate if you wish charges to be applied to your credit card by indicating the credit card name, number and expiration date. Also, specify all guests' names you will be paying for and include their arrival and departure dates. This request must have an authorized signature with name and title. This direct billing request must accompany your room reservation request.

6. ROOM PAYMENT INFORMATION: If you intend to use a credit card to pay room charges for more than yourself, notify the hotel in writing of the credit card name, number and expiration date. Inform them of the guests' names for whom you are picking up charges and their arrival and departure dates. The Hilton Chicago & Towers accepts all major credit cards.

7. GUARANTEED ARRIVAL: Rooms will be held until 4 p.m. on the day of arrival and then released unless room has been guaranteed for later arrival with a major credit card or room deposit. If you plan to arrive later than 4 p.m., please make certain your room has been guaranteed.

8. CHECK-OUT: Room check-out is 11 a.m. If you are departing on Saturday afternoon, please arrange your check-out prior to 11 a.m. Luggage can be stored with the bell captain in order to take part in the day's activities.

9. GROUP ARRIVALS: If you are planning to arrive by bus or as a group of 10 or more, please contact the Hilton Chicago & Towers Convention Services Department for detailed instructions. Direct line is 312/663-6517.

10. PARKING: Parking is available at the Hilton Chicago & Towers, either through self-park or valet (additional fee). Additional parking is available through various parking lots on State Street, the 7th Street Garage located on Wabash Avenue, the Loop Auto Park and Allright Parking, which accepts full size vans and trucks. Parking maps are available through the Hilton or contact the Illinois Credit Union League at 800/942-7124 x3417.

11. SPECIAL NEEDS: If you require special accommodations due to physical/medical needs, please advise the hotel when making your reservations.

12. SUITES: If you are interested in a hospitality suite for the annual convention, please contact Greg Framarin at the Illinois Credit Union League at 800/942-7124 x3420 or 630/983-3420. Suite rates: parlor + 1 bedroom – \$454; parlor + 2 bedrooms – \$593. All suite requests must have prior approval of the Illinois Credit Union League.

13. QUESTIONS: For hotel or convention related questions, please contact Greg Framarin at 800/942-7124 x3420 or 630/983-3420.