



Welcome VEI Great Lakes Show

We appreciate you booking with the DoubleTree by Hilton O'Hare Rosemont for your room block. Please do not hesitate to contact us if you have any questions. Below are the terms of the agreement we have with Virtual Enterprises International in regards to reservation requests, billing, and student conduct.

All reservations require a non-refundable one night room and tax deposit. This deposit is due at the time the reservation request form is submitted. Schools must pay for their room block (room and tax) in full by 2/2/2015. If school cancels a room, one night room and tax will be forfeited. Any remaining balance at the end of the program will be refunded back to the school. *(Please note: Illinois does not accept tax exemption on guest room revenue unless the stay is 30+ consecutive nights)*

Three options of payment: Cashier's Check, Certified Check or credit card. If a school wishes to pay by credit card, please complete the credit card authorization form and email it with your reservation request form to maria.cisneros@hilton.com.

Special Group Rate: \$125 + 13% tax = \$141.25 per room per night
(Rate is valid for up to 4 people in a room)

DUE 1/9/2015

- 1) This terms and agreement letter signed
- 2) Reservation request form – send to maria.cisneros@hilton.com (must be in the excel format)
- 3) Deposit for one night's room and tax per room – reservations will not be made unless deposit is received. Send check to:
DoubleTree O'Hare Rosemont 5460 North River Road, Rosemont, IL 60018 Attn: Cathy Jezior
Please make sure your school name is listed on the check

DUE 2/2/2015

- 1) Final balance for your reservations – we will send you a reminder one week prior

DUE 2/13/2015

- 1) Any changes to roommates, etc must be submitted at this time

* Hotel will not guarantee group room rate or availability for schools that turn in their reservation requests after 1/9/2015.



We would like to ask your assistance in advising your group of the following rules:

- Please ask them not to play their televisions or radios too loudly and refrain from running in the hallways, lobby, or pool area.
- Being an airport hotel, we do have guests sleeping during the day, so please mindful and do not yell down the hallways.
- Quiet time is 11pm-7am.
- Incidentals will be turned off in all rooms. They will not be allowed to post charges to the room.
- Virtual Enterprises International will provide overnight security.
- Pool hours are 7am-10pm. There is not a lifeguard on duty. All guests swim at their own risk.
- Check in time is 3pm, and check out time is 12noon.
- We will have a secured location for luggage storage on Friday morning- location TBD.

**** Hotel does not have bus parking. Schools will need to make other arrangements if they need bus parking. ****

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| School Name | |
| School Address | |
| Main Contact Name | |
| Main Contact Signature & Date | |
| Main Contact Phone # | |
| Main Contact Email: | |
| Billing Contact (if different than above): | |
| Billing Contact Phone # (if different than above): | |
| Billing Contact Email: (if different than above): | |

DoubleTree by Hilton O'Hare Rosemont
 5460 North River Road
 Rosemont, IL 60018
 Main hotel phone number: 847-292-9100
 On-site Reservations contact: Maria Cisneros
 On-site Reservations hours: Mon-Fri 8am-4:30pm
Maria.cisneros@hilton.com 847-928-7629