

HOTELS

Listing for the Meeting Professionals Guide and www.choosechicago.com

Name of Hotel (as it should appear in publications and on the website): _____

Address: _____

City, State, Zip: _____

Phone number: _____

Guest fax number: _____ Sales Dept. fax number: _____

General E-mail address for Sales Dept.: _____ Website address: _____

Total number of rooms: _____ Number of suites (if all suite hotel put "All"): _____

Number of rooms for ADA: _____

Total Number of meeting/conference rooms: _____

Maximum theater seating: _____

Largest banquet capacity: _____

Largest meeting room square footage: _____

VCR/DVD yes no

Fax/Modem yes no

High Speed Internet Access yes no

Number of restaurants in hotel: _____

Cocktail lounge yes no

Valet/Laundry service yes no

Business Center yes no

Exercise facilities yes no

Swimming pool indoor outdoor

Room Service yes no

Complimentary breakfast yes no

Special amenities not listed above (one sentence): _____

Hotel located near (attractions, shopping districts, etc. - one sentence): _____

Check the items you provide or accommodate:

Parking

Motorcoach Parking

Valet Parking

Handicapped Accessible

HOTELS (cont.)

Listing for the Travel Professionals Guide

Name of Hotel (as it should appear in publication): _____

Address: _____

City, State, Zip: _____

Phone number: _____ Sales Fax: _____

Email Address: _____

Website address: _____

Total number of rooms: _____ Number of suites (if all suite hotel put "All"): _____

Number of rooms for physically challenged/ADA _____
(Can accommodate wheelchair, in-room/bathroom, grab bars in shower, etc)

HOTEL AMENITIES:

- 2 Two-line speaker phones/fax modem yes no
- High Speed Internet Access yes no
- Iron yes no
- Hair dryer yes no
- Coffeemaker yes no
- VCR/DVD yes no
- CD Player yes no
- Mini-Bar yes no
- Restaurants yes no
- Number of restaurants in hotel: _____
- Cocktail Lounge yes no
- Valet/Laundry Service yes no
- Business Center yes no
- Exercise Facilities yes no
- Swimming Pool yes no
- Room Service yes no
- Complimentary Breakfast yes no
- Concierge Desk yes no

Largest Meeting Room Square Footage: _____

Comp for Driver & Escort (i.e. 1 room for every 50): _____

Baggage Handling Fee (In & Out): _____

Published double/double rack rate: _____

Name (person filling out form): _____
(Print name)

Title: _____ Date: _____

Questions? Please call Bryan Gruszka at 312-567-8574 or email at bgruszka@choosechicago.com.

CCTB MEMBERSHIP: STRENGTHEN YOUR FUTURE IN A DYNAMIC INDUSTRY