

Dear Delegate,

We are looking forward to welcoming you to our TS National Center, Olcott. There are two airports serving the Chicago area: O'Hare airport and Midway airport. The first is situated about 45 minutes from Olcott and the second is about 60 minutes away. You will need to make a limousine/taxi reservation with the company *American Coach Limousine*. Making your limo reservation is not difficult. Simply fill in the reservation request form and send it to: reservation@americancoachlimousine.com or call **1(888)709-5466**.

Please be sure to make both your arrival and departure reservations. Once you are here at our National Center and if you find a group with whom you might want to ride, you may cancel or modify your return reservation. The rates are as follows:

From O'Hare airport:

\$48 for 1-2 people; \$60 for 3; \$79 for 4; \$85 for 6; \$91 for 8 (all amounts inclusive of gratuity)

From Midway airport:

\$60 for 1-2 people; \$64 for 3; \$92 for 4; \$97 for 6; \$102 for 8 (all amounts inclusive of gratuity)

Billing Method is **Driver Collect: (all major credit cards or debit cards are accepted – Visa, Mastercard, American Express, and Discovery) Important: You must provide a credit or debit card in order to hold your reservation; the card will not be charged in advance but you will pay the driver either with cash or with a major credit/debit card at the time of service.**

IMPORTANT:

1. At the airport, after you have collected your luggage, please proceed to a pay phone and make a toll-free call [1-888-709-5466](tel:1-888-709-5466) to let them know you are ready to be picked up. They will tell you which door to leave from and the number of the limo. Be sure to have paper and pen ready to note down the number. Then go to the middle area of the road outside marked for limos and shuttles and wait for the limo to arrive. Remember that you will need to pay the driver either in cash or by credit/debit card.
2. If you are cancelling your trip, please call American Coach Limo as soon as you know, since cancellations cannot be made via email. To receive a full refund you must cancel at least 4 hours prior to the reservation pick up time.
3. If you have any difficulties with American Coach Limousine or at the airport, you may call Elvira Carbonell at [630-777-7313](tel:630-777-7313) , and we will be glad to assist you.

We suggest that you print out this page ready for your arrival.

Have a great flight and we will see you in July.

Elvira Carbonell, Registrar
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