



Railway Tie Association – Field Trip June 3-6, 2019

### Reservation Request Form

We look forward to your participation in this year's Field Trip educational event. RTA is happy to simplify the reservations process and will be making your hotel reservation for you this year. To request a guest room at RTA's host hotel, please complete the form below and email it to Debbie Corallo at [dcorallo@rta.org](mailto:dcorallo@rta.org) before May 13, 2019. If you prefer, you can **fax** this form to **770-460-5573**. Please note that due to the nature of our contract with the hotel, RTA must make your reservations this year. **Please do not contact the hotel directly** as they will only accept RTA room block reservations made through the RTA reservation/rooming list.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: -----

Mailing Address: \_\_\_\_\_, \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Arrival Date (suggest June 3, 2019): \_\_\_\_\_

Departure Date (suggest June 6, 2019): \_\_\_\_\_

Number of guests in your room: \_\_\_\_\_

Name of person you are sharing with, if any: \_\_\_\_\_

Preferred room category: \_\_\_\_\_ King Bed\* \_\_\_\_\_ Two Double Beds\*  
(\*Hotel will make every effort to fulfill your request, subject to room type availability on day of arrival)

Method of Payment: \_\_\_\_\_

Credit card type: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Mailing address for credit card: \_\_\_\_\_, \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card security code on credit card (3 or 4 digits (AMEX)): \_\_\_\_\_

Please note: All reservations require a credit card submitted at time of request. Credit card number will be used to guarantee your reservation with the host hotel, and a confirmation number will be provided after reservation is processed by hotel and at a later date.