



Railway Tie Association – Field Trip to Roanoke, VA Area  
June 6-9, 2022

**Reservation Request Form**

We look forward to your participation in this year's member-wide field trip. 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 or Barbara Stacey at [ties@rta.org](mailto:ties@rta.org)** before May 13, 2022. 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 6, 2022): \_\_\_\_\_

Departure Date (suggest June 9, 2022): \_\_\_\_\_

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: \_\_\_\_\_, \_\_\_\_\_  
(If different than address above)

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.