

**EXHIBITOR HOUSING FORM**  
**Township Officials of Illinois**  
**Annual Educational Conference**  
**November 13 – 15, 2016**

Please complete one form per room reservation and mail to:  
TOI Housing Bureau  
P.O. Box 621  
Springfield, IL 62705

**Read Housing Information for all reservation request policies and procedures.** This information is available in the *Township Perspective* and on the TOI website, [www.toi.org](http://www.toi.org). Housing forms will only be accepted **when accompanied by credit card information**. Confirmation of hotel assignment will be emailed\* the week of October 24th.

**Please type or print all information legibly**

Name reservation should be listed under: \_\_\_\_\_

Number of people in room \_\_\_\_\_ Names of additional people in room: \_\_\_\_\_

Township \_\_\_\_\_ County \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

**\*Email address required for reservation assignment confirmation. See Hotel Procedures for all hotel email addresses.**

**HOTEL INFORMATION**

You will be placed at one of the participating hotels listed below, or additional hotels if needed. All requests are considered on a first-come, first-serve basis, and hotel assignment will be made based on type and length of reservation and hotel availability. Please rank your preference #1, #2, #3, etc. If your first choice is not available you will be placed at the next available, preferred hotel. Due to contract requirements with the Crowne Plaza, preference will be given to those requests for a minimum of three nights. Reservations made for three nights and later changed risk being charged for three nights and/or moved to another hotel. Reservations for two or fewer nights will be placed at the Crowne Plaza if rooms are available after all three night reservations have been accommodated.

Rate at all hotels except the Residence Inn is \$95 plus tax. Rate at Residence Inn is \$109.99 plus tax. Parking is complimentary at all hotels. A shuttle will be provided from overflow hotels to the Crowne Plaza. **See Housing Information for hotel amenities.**

\_\_\_\_\_ Candlewood Suites      \_\_\_\_\_ Comfort Suites      \_\_\_\_\_ Crowne Plaza  
\_\_\_\_\_ Hampton Inn      \_\_\_\_\_ Holiday Inn Express      \_\_\_\_\_ Residence Inn

Indicate your preferred room type. These are requests only and can not be guaranteed. The Hampton Inn is the only hotel that allows smoking.

King \_\_\_\_\_ Double/Double \_\_\_\_\_ Smoking: (Hampton Inn only) \_\_\_\_\_ Non-smoking: \_\_\_\_\_

Indicate any special requirements: \_\_\_\_\_

Handicap Accessible: \_\_\_\_\_ Type of handicap accessibility required: \_\_\_\_\_

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 13, 2016**. Housing forms received after October 13<sup>th</sup> will not be honored. **Housing forms will only be accepted when accompanied by credit card information.**

**Confirmation of hotel assignment will be emailed\* after October 24.** Do not contact hotels prior to October 24<sup>th</sup> as hotel assignments may not have been made and hotels may not yet have received reservation lists.

Card Type \_\_\_\_\_

Card # \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_