

BAI RETAIL DELIVERY

BOSTON • 11/3/09 - 11/5/09
DECISIONS MADE HERE.



November 3–5, 2009
Boston Convention & Exhibition Center
Boston, MA

Plan Ahead to Make Your Reservations

www.bai.org/retaildelivery
baird2009@ttgonline.com
 800 297 1601 US Toll-free
 312 527 7300 Local
 312 329 9513 Fax

Official Hotels & Rates

For current availability and the most up-to-date rates, please visit www.bai.org/retaildelivery

- Westin Boston Waterfront** 425 Summer St
Single: \$276, Double: \$299 Amenities offered through September 15, 2009
- Sheraton Boston Hotel** 39 Dalton St
Single: \$259, Double: \$279 Amenities offered through September 15, 2009
- Boston Park Plaza Hotel & Towers** 50 Park Plaza at Arlington St
Single: \$239, Double: \$259 Amenities offered through September 15, 2009
- Renaissance Boston Waterfront Hotel** 606 Congress St
Single/Double: \$279
- Seaport Hotel** One Seaport Ln
Single/Double: \$279

Rates do not include current tax of 12.45% or applicable surcharges; subject to change.

Complimentary Amenities

- Continental Breakfast
- Shuttle Bus
- 10% off on all outlets at Aura Restaurant, Tamo Restaurant, and the Bakery Cafe. Must present show badge
- Internet Access
- 15% Food Discount at Bon Fire (a Todd English Steakhouse)
- Fitness Center and Juice Bar

Travel Discounts



Flight discounts are available when you fly with American Airlines. Available on all fares including first class, the 5% discount applies to all domestic and international segments of American Airlines and American Eagle flights.

Book Your Flight Here: www.bai.org/retaildelivery • 800 297 1601
or Book Directly with AA: www.aa.com • 800 433 1790 • **Reference Code** 44H9AN

Avis Car Rental is providing exclusive discounts to BAI Retail Delivery 2009 participants.
AVIS: www.avis.com • 800 331 1600 • **Discount Code:** B136001

Receive a 5% discount when you fly into Boston on JetBlue Airways. This discount must be reserved through the JetBlue website.

JetBlue Airways: www.jetblue.com/promo • **Promo Code** BAI2009

Regional Travel Partners



Live outside the US? Contact our Regional Travel Partner closest to you or log on to www.bai.org/retaildelivery for more information.

Regional Travel Partners	Telephone
Australia The Travel Catalyst	+61 300 360 724
Brazil iEvento Promoções e turismo Ltda	+5511 3297-2275
China Orient Explorer Shanghai	+8621 5109 9795
England Exposé Travel Management, Ltd	+44 (0) 1883 342006
France ESA Voyages	+33 (1) 56 70 17 03
Germany Fairtime! Touristik GmbH	+49 8142 4186123
Germany Lagraff Reisen	+49 2630 96370

Regional Travel Partners	Telephone
India Ultimate India	+91 11 41314191-94
Ireland Form Travel Ltd	+353 (1) 833 5000
Israel Expotour	+972 3 510-2150
Italy New Flymar	+39 02 8474701
Japan International Travel Mgmt Inc	+81 3 3360 6679
Mexico Servem	+52-55 56 82 72 42

Regional Travel Partners	Telephone
New Zealand Business World Travel	+64 9 529 3700
Portugal Exposé Viagens & Turismo Lda	+351 289 501 835
Thailand Orient Explorer Thailand	+66-2-907 5812-3
Turkey Meet Travel	+90 212 3432100
Vietnam Orient Explorer Vietnam	+84 90 904 2228

Map



International Visitor Service

VISA Documentation

Acquiring a confirmation or registration letter from your event organizer is always a good idea before applying for a VISA. Contact BAI Customer Service at 312 683 2464 to receive your letter. For further information about this and other international travel policies and procedures, visit the International tab of the online BAI Retail Delivery Official Housing, which you will find under travel services of our event website.

BAI RETAIL DELIVERY

BOSTON • 11/3/09 - 11/5/09
DECISIONS MADE HERE.



Within the competitive climate of the travel industry, our priority is to serve you best and provide the lowest hotel rates available for your stay by:



- Securing an exclusive rate agreement with the official event hotels
- Continually monitoring prices offered on other travel websites
- Negotiating further discounted rates at event hotels when necessary
- Automatically reconfirming existing bookings with the lower rates

If you find a lower rate, please contact us.

Plan Ahead to Make Your Group Reservations



www.bai.org/retaildelivery

800 297 1601 US Toll-free
312 527 7300 Local



baird2009@ttgonline.com

312 329 9513 Fax

Contact Information

You can expect to receive a confirmation within 72 hours. If you do not, please contact us. Send confirmation to: *Please print clearly*

Name: _____

Company: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____ Country: _____

Phone: _____

Fax: _____

E-mail Address: _____

1 Hotels

Enter your hotel choices in order of preference.

- _____ Rewards Number _____
- _____ Rewards Number _____
- _____ Rewards Number _____
- _____ Rewards Number _____

Important Note: Reservations will be processed on a first-come, first-served basis. If requested hotels are unavailable, please process this reservation according to:

- Proximity to BCEC Comparable Rate Same chain affiliation as first choice (if available)

Special Requests:

- I am in need of an ADA-accessible room; I may need special assistance from my hotel in the event of an emergency.
 I am interested in discounted airfares or car rental rates.

2 Room Block Information

Please enter the number of rooms you are requesting each night. If you would like to include the individual names for these rooms please attach a separate list. Individual names must be provided no later than September 11, 2009. Otherwise, we will send you a reminder at a later date for the reservations without names.

Friday, Oct 30	*Saturday, Oct 31	Sunday, Nov 1	Monday, Nov 2	Tuesday, Nov 3	Wednesday, Nov 4	Thursday, Nov 5	Friday, Nov 6	Saturday, Nov 7
	← Exhibitor Move In →				← Exhibition Dates →			

- Single 
- Double 1 bed  Triple 2 beds 
- Double 2 beds  Quad 2 beds 

*First day of exhibitor move-in.

3 Deposit Information

Credit Card

Card Type: _____
American Express, Diners Club, Discover, MasterCard and Visa cards are accepted.

_____ Expiration: _____ MM / YY

Name: _____
As it appears on card

Signature: _____

Sending Check Check Enclosed # _____ \$ _____

Credit Card information *must* be provided to guarantee reservation until check arrives. Check must arrive no later than **September 11, 2009**. Make check payable to Travel Technology Group. Add current tax of 12.45% ; subject to change. Mail to: BAI Retail Delivery 2009 c/o Travel Technology Group, 110 W Hubbard St, Chicago, IL 60654. Credit cards must be valid through November 2009.

Deposit Information: A deposit is required to hold your reservation in the amount of one night's stay at the confirmed hotel, plus current tax of 12.45%; subject to change. Please refer to your confirmation for full details, which may vary per hotel.

Cancellation Policy: Reservations cancelled less than 72 hours from the confirmed check-in date or not cancelled at all (no-show) are subject to loss of deposit. Please refer to your reservation confirmation for full policy details.

** IMPORTANT ** You must read, sign and date below, otherwise rooms will not be confirmed!

This signed contract will constitute your official room block request for BAI Retail Delivery 2009. Rooms are confirmed on a first-come basis upon receipt of this signed contract. Room contracts and blocks must be submitted on or before August 14, 2009. After this date they will be accepted on a space available basis.

The total room nights contained in this contract can be reduced by 25% without penalty if received in writing by BAI's Housing Event Services Manager on or before September 11, 2009. This date shall be known as the Final Adjustment Date. Should this contract be entered into after September 11, 2009, no reduction will be allowed and the block as outlined at time of signature will be considered the final contracted block. All rooming lists must be submitted on or before September 11, 2009. On September 11, 2009 at 5:00 p.m. CST any reservations with duplicate names or any unassigned rooms will be forfeited from the block and released to BAI General Housing Block.

Should the actual room nights utilized, on a per night basis, after the Final Adjustment Date fall below 75%, Group agrees to be financially responsible for the unused room nights for any contracted dates. Furthermore, should Group cancel the contracted room block at any point after signature, BAI reserves the right to hold Group responsible for the total number of contracted room nights multiplied by the booked hotel room rate plus tax. Cancellation is defined as the total non-use of the contracted room block. After the event, once the hotel has reported the actual and final pick up numbers, any slippage and/or cancellation penalties will be charged to the credit card used to guarantee the reservations within the group block in November of 2009.

Groups are required to fill out the exhibitor hotel block agreement and submit a credit card guarantee at the time the block is requested. Credit cards must be valid through November 2009. BAI Housing Event Services Manager must receive the exhibitor hotel block agreement, signed contract agreement, rooming list and a deposit equal to one night's room and tax per reservation no later than September 11, 2009. Please refer to your individual hotel confirmation for cancellation deadline to receive deposit refunds.

Accepted (Individual Signature/Please Print): _____ Accepted (Individual Signature): _____

Acting as agent for Group (Company Signature): _____ Date: _____