

# How to Make Hotel/Motel Reservations for BFC Fall Soccer Classic

The Tourism Bureau Southwestern Illinois  
Belleville, Ill.  
April 30 – May 2, 2010

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Welcome to Southwestern Illinois! The Tourism Bureau is happy to assist you in making your reservations at our area hotel/motel properties for this tournament.

The attached form will be used to secure your reservations. The form must be filled out completely to make the reservations. When completed, either mail to the address on the form or fax it to 618-397-1945. **If the form is not fully completed, it will be returned to you, and your reservations will not be made.**

On the reservation form, it is important that you indicate your lodging choices. The table on the form provides you the opportunity to rank your **TOP THREE** lodging choices. If your most preferred property is full, you will be assigned to your next preference. Also be sure to clearly state how many rooms you will need for your team on the form. A **rooming list** may be submitted at this time, along with one completed reservation form.

Acknowledgements will be issued by The Tourism Bureau Southwestern Illinois on all reservations. **Once you have received your acknowledgements, a rooming list with team name, all room occupants' names, valid credit card numbers and expiration dates and type of rooms requested should be forwarded to The Tourism Bureau within 10 days.** This will finalize your reservations. You may contact your hotel to confirm reservations only after all steps have been completed. Please allow the hotel 7 - 10 working days to process your reservations, once all information has been submitted to The Tourism Bureau.

**Once your reservations are sent to your hotel, changes can ONLY be made by calling your assigned property. Be sure to check with your assigned property about cancellation policies, as each property has different guidelines and procedures.**

Please note: the rooms at most of the hotel properties include both smoking and non-smoking rooms. As a result, the non-smoking rooms will be awarded first. In all cases, we will try to accommodate smoking preference, but cannot in fact guarantee it.

**The Tourism Bureau Southwestern Illinois** is excited to have you in our area for the tournament weekend. If you have questions, email is generally the quickest method of contacting us. Be sure to include name, team name, tournament dates and a contact phone number in your email.

Feel free to contact Sarah Meier concerning lodging questions at [smeier@thetourismbureau.org](mailto:smeier@thetourismbureau.org) 800-442-1488 or 618-397-1488. Our office hours are Monday thru Friday 8:30 AM to 4:30 PM.

If you would like to receive advance information on activities in our area during your stay, please request a free copy of our Visitors Guide, Tourism Times and/or e-Newsletter when you contact us!

Good Luck in the tournament!

**2010 BFC Spring Classic**  
**Belleville, Ill. -- Family Sportsplex**  
**April 30 - May 2, 2010**

**Note: You must RANK ALL hotels in order of preference! Many hotels fill quickly so in order to expedite your reservation we must know ALL of your choices.**

Preference (rank 1-5)	Hotel/Motel	Single Bed Room	Double Bed Room	Distance to Belleville			Amenities
	Four Points by Sheraton Fairview Heights	\$85.00	\$85.00	10 miles			Comp. Cont. Breakfast, Has indoor pool
	Ramada Fairview Heights	\$70.00	\$70.00	10 miles			Comp. Cont. Breakfast, Has indoor pool
	Settle Inn & Suites O'Fallon	\$75.00	\$75.00	9 miles			Comp. Cont. Breakfast, Has outdoor pool

**Notes:** Rates do not include taxes. The Housing Bureau **WILL NOT** "find" roommates.  
*We cannot guarantee smoking preferences, however we will relay your request to each hotel.*

**PRINT SPECIAL DISABILITY NEEDS BELOW:**

### BFC SPRING CLASSIC SOCCER TOURNAMENT

TEAM NAME: \_\_\_\_\_

Your Name: \_\_\_\_\_

# Rooms \_\_\_\_\_

CHECK SMOKING & BED PREFERENCE BELOW

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

One Bed

Smoking

City/State: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Two Beds

Non-Smoking

Zip Code: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Either

Either

Email: \_\_\_\_\_

Departure Date: \_\_\_\_\_

*Note: To guarantee room reservation you must provide your credit card data!*

(Circle Type) MC Discover Amex Visa

Number: \_\_\_\_\_

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

MAIL THIS FORM DIRECTLY TO THE HOUSING BUREAU AT:

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

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

**ATTENTION: THE RESERVATION DEADLINE IS APRIL 9, 2010!!**

The Tourism Bureau Southwestern Illinois  
Attention: BFC Spring Classic  
10950 Lincoln Trail, Fairview Heights, IL 62208

**IF THIS FORM IS NOT COMPLETELY FILLED OUT IT WILL BE RETURNED!**

**(OR) FAX THIS FORM TO: 618/397-1945**