

HOTEL RESERVATIONS

HILTON SALT LAKE CITY CENTER

255 South West Temple, Salt Lake City, UT 84101

By Phone: 1-800-HILTONS Reference: Ladies of Charity USA

On-Line: <https://book.passkey.com/e/49833891>

Rate: \$149 per night

Deadline: August 19, 2019

SHUTTLE INFORMATION:

Express Shuttle PO Box 1762, Sandy Utah 84091 (801) 596-1600 Fax (801) 506-2323

ONLINE: Go to our website: www.ExpressShuttleUtah.com and select: *Make a Reservation*.

Click: *Group Code Tab* and type in: *conferenceslc* and continue to make your reservation.

BY PHONE: Call 801-596-1600 choose option 1. Please make reservations at least 24 hours in advance. Passengers must tell the reservationist they are with the Ladies of Charity Event 2019 and provide Group# 45823 in order to receive the discounted rate.

Shared Shuttle Service: * \$10.00 Per Person Each Way (Gratuities not included)

*There may be an additional charge for passengers who check in after 1:00am at the airport and for passengers who depart before 4:00am.

PLEASE HAVE THE FOLLOWING INFORMATION READILY AVAILABLE BEFORE BEGINNING THE BOOKING PROCESS:

First and Last name of person traveling with us	Cell phone number
Email Address (so we may send a confirmation)	Arrival and Departure dates
Arrival and Departure Flight Info (airline, flight #)	Lodging location

Once your reservation has been completed, a confirmation number will be assigned and emailed to you. Please keep this number handy for any changes that may need to be made.

ARRIVAL INSTRUCTIONS: Upon arriving at the Salt Lake City International Airport, proceed to the Express Shuttle desk, located inside the terminal next to the baggage claim. In Terminal #1, we are located across from baggage claim #2; in Terminal #2 we are across from baggage claim #6. Check in with the representative. Shared shuttle service wait time is 20 minutes after you have secured your luggage.

DEPARTURE INSTRUCTIONS: Plan to depart for the airport at least 1.5 to 2 hours prior to your flight. The shared shuttle departs the downtown Salt Lake hotels at the top and bottom of the hour, with a 15-minute window for the driver.

CANCELLATION POLICY: Cancellations must be made 24 hours in advance of scheduled pick-up. Cancellations received within 24 hours are non-refundable.