

*Courtyard by Marriott – Columbus Airport*  
**WELCOMES**  
*Ohio Track and Cross Country Coaches*  
*Jan. 29<sup>th</sup> – Jan. 31<sup>st</sup>, 2009*



- 24 Hour Complimentary Transportation to Port Columbus Airport
- Complimentary Transportation to the Conference and to the Easton Town Center
- Complimentary Parking
- ★ 150 guest rooms with Complimentary HIGH SPEED WIRELESS INTERNET ACCESS in all guest rooms!
- World-Famous Marriott Service
- Courtyard Café serving full breakfast
- Indoor Pool & Spa
- Fitness Center
- Business Center

We are happy to have you as our guest and are confident you will enjoy our first class accommodations.

A discounted group rate  
Is being offered for guests of  
**Ohio Track and Cross Country**  
\$89 plus tax per night for a room with a  
King Size bed.

\$89 plus tax per night for a  
Room with 2 Queen Beds.

**To Make reservations:**

Call 1-800-321-2211 or  
the hotel directly at 614-475-8530  
and ask for the

**“Ohio Track and Cross  
Country Coaches”**

**Reservations must be made by:**

**January 14th, 2009.**

**Reserve on-line at**

[www.courtyardcolumbusairport.com](http://www.courtyardcolumbusairport.com)  
Enter OTCOTCA in the group code  
field for a room with King Bed, or  
OTCOTCB for a room with 2 Queen  
beds.

*Hotel Contact Information:*

**Courtyard by Marriott ~ Columbus Airport**  
**2901 Airport Drive, Columbus Ohio 43219**

**614.475.8530 ~ 1.800.321.2211 ~ [www.courtyardcolumbusairport.com](http://www.courtyardcolumbusairport.com)**



Courtyard by Marriott—Columbus Airport  
2901 Airport Drive  
Columbus, OH 43219  
Phone: 614.475.8530 Sales Fax: 614.475.8599

**GROUP SALES AGREEMENT**

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between the Courtyard by Marriott—Columbus Airport and Ohio Track and Cross Country Coaches Association, and outlines specific conditions and services to be provided.

ORGANIZATION: Ohio Track and Cross Country Coaches Association  
CONTACT NAME: Mr. Wayne Clark  
JOB TITLE:  
ADDRESS: 3355 Colonel Jackson Drive  
Zanesville, OH 43701  
PHONE NUMBER: 800-561-6723  
FAX NUMBER:  
EMAIL: wayne.clark@mfathletic.com  
NAME OF EVENT: Ohio Track and Cross Country Coaches Association  
OFFICIAL PROGRAM DATES: **January 29, 2009 to January 31, 2009**

**GUEST ROOM COMMITMENT**

The Hotel agrees that it will provide, and Ohio Track and Cross Country Coaches Association agrees that it will be responsible for utilizing, room nights in the pattern set forth below:

	Thu01/29	Fri01/30
Run of House	100	50

**GROUP ROOM RATES**

Hotel confirms the following group rates plus applicable state and local taxes (16.75%) for Ohio Track and Cross Country Coaches Association.

Room	Single Rate	Double Rate
Run of House	89	89

**RELEASE DATE**

Reservations must be made by 1/14/2009 12:00:00 AM, at that time all remaining rooms will be released for general sale.

**METHOD OF RESERVATIONS**

Individual Call-In

Reservations made by individual call in must be made by close of business on the release date and be guaranteed with a major credit card or advance deposit. Individual attendees can make reservations directly with Marriott reservations at 1-800-321-2211. Cancellation of an individual room is necessary prior to 6:00 PM one week prior to the day of arrival to avoid a charge of one night's room and tax unless other prior arrangements have been made.

**ARRIVALS/DEPARTURES**

During periods of high occupancy, group rooms may not be available to check in upon the group’s arrival. The designated check in time is 3:00 PM and check out time is 12:00 PM. In the event of a requested early check in, rooms will be readied and made available as soon as possible.

**AGREEMENT TERMS**

The hotel shall not be liable for nonperformance of the agreement when such nonperformance is attributed to labor troubles, disputes or strikes, accidents, government regulations of, or restrictions upon travel, or transportation, non-availability of food, beverage or supplies, riots national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the hotel. This agreement shall terminate if the hotel is transferred or sold; provided that at least 45 days written notice of transfer or sales shall be given to the customer/organization and all advance payments and deposits received by the hotel will be returned and both parties will be relieved of any further obligations under its agreement.

**I have read the policies, procedures and information printed in this agreement and do accept the terms and conditions herein. Any verbal agreement will remain tentative and subject to cancellation, until this agreement is signed and returned to the hotel. The signed copy must be received within ten days of the initial booking in order to ensure availability.**

**SIGNATURES**

**Approved and authorized by Group:**

**Approved and authorized by Hotel:**

**Name: (Print)** \_\_\_\_\_

**Name: Doug Blessing**

**Title: (Print)** \_\_\_\_\_

**Title: Sales Manager**

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

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

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

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