



## ON LINE BOOKING INSTRUCTIONS

For all On-line AIRPORT TRANSPORTATION reservations, please use the following information:

**2018 CANADIAN GREENHOUSE CONFERENCE CODE - 068**

In your internet browser, simply go to [www.niagaraairbus.com](http://www.niagaraairbus.com)

Please have the following ready:

- Dates of travel
- Airline and Flight number information—we require the Airline and flight number of the flight that arrives/departs
- Name of the Hotel you are staying at in Niagara. The conference hotel is listed as Marriott on the Falls (formerly Gateway).
- Valid Credit card number and expiry date and CVV security code to at least guarantee the reservation.

On the first page, is a summary of services offered. Please select:

- Airport Transportation
- Round Trip or one-way service.
- The appropriate airport
- Shuttle or exclusive (private) service. **If you are a CGC speaker with a flight duration of 4+ hours, please select exclusive service.**
- **Conference code 068** Pricing for this choice will automatically be discounted, based on the code you are using.
- Click “Book Now”

The next few screens gather information required to provide you with the appropriate pick-up times. The pick-up and drop-off information pages contain list boxes from which you can simply choose your hotel. Our system will then automatically fill in the address information.

Complete the passenger and payment information.

- On the Payment screen, choose to pay for your reservation with a credit card. Simply ensure “credit card” is ticked off, and enter the information. If you would prefer to pay the driver, click on “Cash to driver” and then you must fill out the credit card information. When this is the case, we do not charge your card, but we do pre-authorize the amount of the reservation, to ensure we have a valid credit card for guarantee purposes.

**Finally, click (only Once) the ‘Submit’ button.**

The Reservation Confirmation Screen will provide a confirmation number, which you can print as your receipt, or choose to receive an email confirmation of the reservation.

Should anyone require further assistance with the on-line system, they should contact our Support Desk at [airsales@niagaraairbus.com](mailto:airsales@niagaraairbus.com) or call our reservations agents at 905-374-8111.