



ON LINE BOOKING INSTRUCTIONS

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

2019 ONTARIO FRUIT & VEGETABLE CONVENTION CODE - 019

In your internet browser, simply go to 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 official conference hotel is the Embassy Suites by Fallsview
- Valid Credit card number and expiry date and CVV security code to guarantee the reservation.

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

- Airport Service tab
- Shuttle (shared ride) or exclusive (private) service. **If you are an OFVC speaker with a flight duration of 4+ hours, you are welcome to select *exclusive* service.**
- Round Trip or one-way service.
- The appropriate airport, destination (Niagara Region), city, passengers etc.
- **Conference code 019** 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 or **call** our reservations agents at 905-374-8111.