



## ON LINE BOOKING INSTRUCTIONS

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

**2020 ONTARIO FRUIT & VEGETABLE CONVENTION CODE - 019**

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

Enter the code '019' at the beginning of the booking page where you see the Conference/Promo code box.

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](mailto:airsales@niagaraairbus.com) or call our reservations agents at 905-374-8111.



## **Auto Confirmation Procedures**

### **This Function is available 24 hours before Travel Time**

Have your confirmation number or Travel Agent Reference Number ready

Call - 905-374-8111

Immediately enter "0" when you hear the commentary at the beginning.

You will then be prompted to enter your confirmation number - Enter your confirmation # for Reference Number.

It will then be verified

An automated confirmation will advise you of the date, pickup time, Pickup address and drop off location.

Once done simply press # 1 to verify all is correct or press "0" to stay on the line if you need to speak with a reservation agent.