

CITY OF RAPID CITY  
TRAVEL REQUEST

LF041608-11

Person requesting travel David VanCleave Department 7072

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

WESTEC 2008 Conference

List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_

Place of meeting or destination: Chicago, IL

Date of meeting Oct 18-22, 2008

Date trip to begin Oct 19, 2008 Date trip will end Oct 23, 2008

Method of transportation requested AIR

Estimated transportation cost \$ 438.50

Meals 252.00

Lodging 10 days 1482.00

Other costs - description Registration 725.00

Shuttle Round Trip 49.00

Total estimated cost of trip \$ 2946.50

Signed David VanCleave Date 4-9-08 (person requesting travel)  
[Signature] Date 4-9-08 (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

## REGISTRATION FEES

Member	Supersaver		Full
	By 8/22/08	After 8/22/08	
Full Conference & Expo	\$725	\$875	
One Day Conference & Expo - Monday	\$400	\$475	
One Day Conference & Expo - Tuesday	\$400	\$475	
One Day Conference & Expo - Wednesday	\$400	\$475	
One Day Expo Only - Sunday	\$60	\$70	
One Day Expo Only - Monday	\$60	\$70	
One Day Expo Only - Tuesday	\$60	\$70	
One Day Expo Only - Wednesday	\$60	\$70	
Expo Only - Full Week	\$135	\$145	
WEF Retired/ Life Member	\$70	\$85	
PWO	\$550	\$680	
Academic	\$550	\$680	
AEESP Research Sessions Only & Expo	\$550	\$680	
Young Professional	\$550	\$680	
Events Only *see applicable fees	\$0	\$0	
Spouse/Partner Guest Lounge	\$50	\$85	

**Please Note:** Proper WEF membership ID is required in order to receive member rates. Membership will be verified and is not transferable.

Non-Member	Supersaver		Full
	By 8/22/08	After 8/22/08	
Full Conference & Expo	\$925	\$1050	
One Day Conference & Expo - Monday	\$500	\$575	
One Day Conference & Expo - Tuesday	\$500	\$575	
One Day Conference & Expo - Wednesday	\$500	\$575	
One Day Expo Only - Sunday	\$60	\$70	
One Day Expo Only - Monday	\$60	\$70	
One Day Expo Only - Tuesday	\$60	\$70	
One Day Expo Only - Wednesday	\$60	\$70	
Expo Only - Full Week	\$135	\$145	
AEESP Research Sessions Only & Expo	\$550	\$680	
Events Only *see applicable fees	\$0	\$0	
Spouse/Partner Guest Lounge	\$50	\$85	

Students (ID Required)	Supersaver		Full
	By 8/22/08	After 8/22/08	
Student Member (proper student membership ID required)	\$0	\$0	
Student Non-Member	\$10	\$10	



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## Travel Information

The WEFTEC.08 Exhibition, workshops, technical sessions, and the majority of official events will take place at **McCormick Place, 2301 S. Lake Shore Drive, Chicago, IL 60616.**

### AIRPORTS

*The Chicago Airport System*  
 Website: [www.flychicago.com](http://www.flychicago.com)  
 Customer Service Hotline: 1-800-832-6352

Midway International Airport  
 Location: approximately 10 miles from downtown Chicago

O'Hare International Airport  
 Location: approximately 17 miles from downtown Chicago

### TRAVEL AGENCY

*Association Travel Concepts (ATC)*  
 Website: [www.atcmeetings.com](http://www.atcmeetings.com)  
 Select MEETINGS to link to Air - Meetings and Leisure (TravelASP). When registering to use the online booking tool please enter WEF in the Company, Organization or Association field.  
 Email: [reservations@atcmeetings.com](mailto:reservations@atcmeetings.com)  
 Phone: 1-800-458-9383  
 Fax: (858) 362-3153

Association Travel Concepts (ATC) is a full service travel agency that provides personalized service, advance seat assignments, special meal requests, frequent flier program updates, electronic ticketing, e-mail access for convenient booking of your tickets and MORE!

### AIRLINE DISCOUNTS

United - up to 15% off applicable classes of service for tickets purchased more than 30 days prior to the meeting. Restrictions apply.  
 American Airlines - 5% off applicable classes of service for tickets purchased prior to the meeting.  
 ATC will also search for the lowest available fare on ANY airline.

### CAR DISCOUNTS

Avis & Enterprise - discounted meeting rates.

You may also call your own agency or the vendors directly and refer to the following I.D. numbers to receive WEFTEC.08 travel discounts

Company	Discount Code	Phone Number	
United	510CK	800-521-4041	
American Airlines	A91H8AA	800-433-1790	
Enterprise	32H7476	800-593-0505	
Avis	J945603	800-331-1600	AVIS online reservations

**AIRPORT SHUTTLE SERVICE**

*GO Airport Express*

Website: [www.airportexpress.com](http://www.airportexpress.com)

Phone: 1-888-2THEVAN (1-888-284-3826)

GO Airport Express provides airport shuttle transfers to and from Midway and O'Hare airports throughout Chicagoland. Because GO Airport Express is a city and state utility, their vans have preferential loading along the inner curb just outside of baggage claim. Passengers won't have far to walk to reach their transportation provider.

**Traveling From Midway:**

Approximately \$22 one-way, \$37 round-trip per person. Shuttles depart from Midway airport every 15 minutes for downtown service to Chicago hotels. The Airport Express ticket counter and loading zone is located at Door 3, lower level across from baggage claim. Reservations from Midway to downtown are not necessary. The last Airport Express van leaves Midway at 10:30 p.m. seven nights a week.

**Traveling From O'Hare:**

Approximately \$27 one-way, \$49 round-trip per person. Shuttles depart from O'Hare airport every 10-15 minutes for downtown service to Chicago hotels. Loading zones for boarding the Airport Express van are at Door 1E, Door 2D, and Door 3E across from baggage claim on the Baggage Claim level. At the international terminal, they are located outside Door 1E, which is just outside of baggage claim and Customs. The last Airport Express van leaves O'Hare at 11:30 p.m. seven nights a week. Airport Express Ticket Counters for purchasing tickets are located at Door 1E, Door 2D, and Door 3F lower level across from baggage claim on the Baggage Claim level. Reservations from O'Hare to downtown are not necessary.

**TAXI**

All taxis run on meters. The initial charge is \$2.25 for the first 1/9-mile and \$.20 per 1/9-mile thereafter. There is no extra charge for baggage or credit card payment. The flat fee for the first additional passenger is \$1.00 and \$.50 for each additional passenger thereafter.

At Midway airport, taxis are located curbside in front of the main terminal. At O'Hare airport, taxis are available curbside on the lower level of each terminal. Expect to pay between \$30-40 one-way between the airports and Downtown.

**PUBLIC TRANSPORTATION**

*Chicago Transit Authority*

Website: [www.transitchicago.com](http://www.transitchicago.com)

Customer Service: 1-888-YOURCTA (1-888-968-7282)

The Chicago Transit Authority operates an extensive system of buses, elevated ("L") trains, and subway trains. Cash fares: \$2 per ride on bus and rail; exact fare only; no change returned. No transfers issued when paying with cash.

**PARKING**

There are two main parking lots on the McCormick Place campus in close proximity and walking distance to the convention complex. Lot A is the primary parking location for WEFTEC-related activities. Lot A is a six level garage located directly across from the Grand Concourse/Gate 4. Covered walkways from Lot A leading directly into McCormick Place and the Hyatt Regency McCormick Place provide added convenience.

The parking rate is currently \$16. This is a flat fee regardless of the amount of time the vehicle is parked. Parking fees can be paid by cash or credit card; VISA, MasterCard and American Express are accepted.

Visit McCormick Place online for driving directions and more detailed information about parking.

Please contact your hotel directly to inquire about parking availability, locations, and costs.

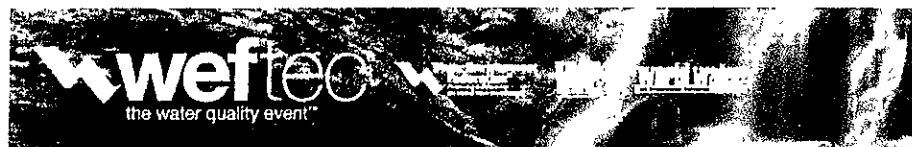
#### **WEF SHUTTLE BUS SYSTEM**

Shuttle bus service will be available from Sunday, October 19, through Wednesday, October 22. Inbound routes between the official WEFTEC hotels and McCormick Place will operate during the morning hours, and outbound routes between McCormick Place and conference hotels will be available during the late afternoon and early evening hours. Final routes and schedules will be posted in each hotel's lobby and in the Conference Program and Exhibitor Guide, distributed onsite.

Please note: shuttle bus service may not be available directly from every WEFTEC hotel. In some cases, guests may be asked to walk a short distance to another hotel/location to catch the shuttle bus. The Hyatt Regency McCormick Place will not be serviced by WEFTEC shuttles, as it is connected to the convention center.

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## Hotel/Housing Reservations

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# Hotel/Housing Reservations

View a map and list of official conference hotels with rates (PDF)

## Housing for Attendees

*Convention Management Resources, Inc. (CMR)*

- Online Reservations
- Reservations by phone: 1-888-301-4933 (toll-free U.S. & Canada) or 1-415-979-2298 (globally). *Customer Care agents are available Monday - Friday, 9:00a.m. - 9:00p.m. ET.*
- Reservations by fax or mail: download Hotel Reservation Form (PDF)

## Reservation deadline/cut-off date: September 19, 2008

*WEF has reserved blocks of sleeping rooms at discounted rates with 34 downtown Chicago hotels. To receive the discounted rates, reservations must be made through the WEFTEC Housing bureau, CMR. Rooms are available on a first-come, first-served basis until they sell out or until September 19, whichever occurs first. WEF cannot guarantee availability through September 19.*

## Housing for Exhibitors

Please visit the Exhibitor Resources section for details

## Group Housing for Member Associations and Non-Exhibiting Affiliates

WEF Member Associations & non-exhibiting affiliate companies may also request room blocks and hospitality suites (parlors attached to sleeping rooms). Submit an application by **July 14, 2008**.

## Headquarters Hotel Function Space

Companies/organizations interested in reserving a meeting room or reception space at the conference headquarters hotel, the Sheraton Chicago Hotel & Towers, should complete an application. Please note that **WEF policy prohibits functions to be scheduled during official programming hours** (Sunday, October 19, 1:30 - 6:00 PM and Monday - Wednesday, October 20 - 22, 9:30 AM - 4 30 PM), with the exception of meetings for company personnel and manufacturer's representatives. **The policy also prohibits product displays in hotel suites and locations other than the exhibit hall** at McCormick Place.

## Hospitality Suites

Companies/organizations interested in reserving a hospitality suite (a parlor attached to a sleeping room) should contact Bill Delaney at Convention Management Resources, Inc. (CMR) (415) 979-2242. Hospitality suites are available at many WEFTEC hotels

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#	Hotel Name	Address	Rate (sgl/dbl)
1	The Allerton Hotel	701 N. Michigan Ave.	\$197 / \$213
2	Amalfi Hotel	20 W. Kinzie St.	\$220 / \$240
3	Best Western Grant Park	1100 S. Michigan Ave.	\$139 / \$139
4	Chicago City Center Hotel & Sports Club	300 E. Ohio St.	\$185 / \$185
5	Chicago Marriott Downtown Magnificent Mile	540 N. Michigan Ave	\$231 / \$231
6	Chicago's Essex Inn	800 S. Michigan Ave.	\$165 / \$165
7	Embassy Suites Hotel Chicago Downtown	600 N. State St.	\$229 / \$229
8	Embassy Suites Hotel Chicago Lakefront	511 N. Columbus Dr.	\$217 / \$217
9	Fairfield Inn & Suites Chicago Downtown	216 E. Ontario St.	\$200 / \$200
10	The Fairmont Chicago	200 N. Columbus Dr.	\$233 / \$253
11	Four Points Sheraton Chicago Downtown	630 N. Rush St.	\$197 / \$197
12	Hilton Chicago	720 S. Michigan Ave.	\$226 / \$246
13	Hilton Garden Inn Chicago Downtown	10 E. Grand Ave.	\$196 / \$213
14	Homewood Suites by Hilton Chicago Downtown	40 E. Grand Ave.	\$225 / \$225
15	Hotel Cass, a Holiday Inn Express	640 N. Wabash Ave.	\$199 / \$219
16	Hotel Sax (formerly the House of Blues Hotel)	333 N. Dearborn St.	\$235 / \$235
17	Hyatt Regency Chicago	151 E. Wacker Dr.	\$226 / \$246
18	Hyatt Regency McCormick Place	2233 S. Martin Luther King Dr.	\$255 / \$275
19	Inn of Chicago Magnificent Mile (formerly Best Western inn of Chicago)	162 E. Ohio St.	\$141 / \$141
20	InterContinental Chicago	505 N. Michigan Ave.	\$235 / \$235
21	The Palmer House Hilton	17 E. Monroe St.	\$218 / \$218
22	Radisson Hotel & Suites Chicago	160 E. Huron St.	\$197 / \$207
23	<b>Sheraton Chicago Hotel &amp; Towers (conference headquarters hotel)</b>	<b>301 E. North Water St.</b>	<b>\$247 / \$267</b>
24	Silversmith Hotel & Suites	10 S. Wabash Ave.	\$209 / \$209
25	Hotel 71	71 E. Wacker Dr.	\$209 / \$209
26	Swissôtel Chicago	323 E. Wacker Dr.	\$220 / \$220 \$259 lakeview
27	Blackstone, a Renaissance Hotel	636 S. Michigan Ave.	\$233 / \$233
28	Courtyard Chicago Downtown River North	30 E. Hubbard St.	\$219 / \$219
29	Courtyard by Marriott Downtown Magnificent Mile	165 E. Ontario St.	\$219 / \$219
30	Crowne Plaza Chicago Metro	733 W. Madison St.	\$205 / \$205
31	Holiday Inn & Suites Downtown	506 W. Harrison St.	\$205 / \$205
32	Wyndham Chicago	633 N. Saint Clair St.	\$225 / \$235
33	Hard Rock Hotel Chicago	230 N. Michigan Ave.	\$259 sgl/dbl \$349 club level
34	Hampton Inn & Suites Downtown	33 West Illinois St.	\$225 / \$225