

O'Hare International Tower

Ms. Gail Loes
DeKalb County Farm Bureau
315 N. 6th Street
DeKalb, Illinois 60115

Dear Ms. Loes:

We are pleased to confirm your reservation for a conference room on September 16 and 17, 1974 at the O'Hare International Tower Hotel.

CONFERENCE ROOMS

Upon arrival, please check in at the Front Desk for the key to your conference room. Your conference room number will be posted on the Function Board in the lobby of the hotel. Please contact me or my assistant, Miss Barbara Wohler, ext. 210-213, with changes or additions.

GUEST ROOMS

Guest room lists should be sent directly to our Reservation Department. Upon request, confirmations of guest rooms will be sent to your attendees. Ten singles blocked for arrival September 16 for one night.

CATERING

If you choose food service in your conference room we MUST receive your menu choice a minimum of five (5) days in advance of your function to properly handle your food requirements.

Please return the enclosed conference room menu indicating any selections and serving times. Should your group prefer various entrees, reservations for lunch can be made in the O'Hare Dining Room at the times outlined on the reverse side of the conference room menu.

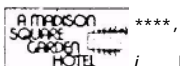
You have a 48-hour option prior to your function to either increase, decrease or cancel any catering specifications; after this point we consider all arrangements final. Please direct all catering information to our Conference Catering Coordinator, Miss Annette Grody, ext. 210-213.

Looking forward to welcoming you and your group to the O'Hare International Tower Hotel - the Chicago hotel you walk to from the airport.

Cordially,

Linda S. Swan (Mrs.)
Conference Room Coordinator

EAC.



i. Box 66414, O'Hare Airport • Chicago, Illinois 60666 • Phone (312) 686-8000