



OMCA MARKETPLACE SHUTTLE BOOKING INSTRUCTIONS

Conference Code: 715

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
- Valid Credit card number and expiry date and CVV security code to at least guarantee the reservation.

Step by Step Instructions:

1. In your internet browser, simply go to www.niagaraairbus.com.
2. Select “Shuttle - Shared Ride” in the Airport Service tab.
3. Select one-way or round trip
4. Enter depart date and return date
5. **Enter the conference code 715**
Pricing will automatically be discounted, based on the code you are using.
6. Click on “book now”
7. On the next page, enter your flight details. If you are not flying in and are simply using the shuttle to get from Toronto to the conference, select Airport Walk In and provide the time that you will be there for pickup.
8. On the next page, select **Niagara Region Hotel** and start typing the name of the hotel where you have booked your room. The address will auto-populate once you select your hotel from the list.
9. On the next page, review the travel details and click continue. It will have selected the pick up time closest to the arrival time you provided. To see all pickup times, click More Pickup Times and select the one that works best for you.
10. On the next page, enter your passenger details
11. Lastly, provide payment information to complete the booking.

Should you require assistance with the online system, contact the Niagara AirBus Support Desk at 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 and

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 # or 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.