



Hyatt Regency Jacksonville Riverfront
 Express Shuttle Transportation Reservation Form
Contact Lens Society of America
 April 7th-10th 2010

INSTRUCTIONS:
COMPLETE THE ENTIRE FORM AND BE SURE TO SIGN IT TO
AUTHORIZE THE CREDIT CARD TRANSACTION. ONCE THE
FORM IS COMPLETE PLEASE FAX IT TO
904-249-3728 OR E-MAIL IT TO JEFF TAWNEY AT
JTAWNEY@DESTINATIONPLANNING.COM

Destination Planning Corporation • Phone 904-249-3729 • Fax 904-249-3728 • E-mail jtawney@destinationplanning.com
 Mailing Address: 11330-2 St. John's Industrial Parkway • Jacksonville, Florida • 32246

PASSENGER & BILLING INFORMATION

**Please Print Legibly*

Passenger First Name _____ MI _____ Last Name _____

BILLING Street Address or P.O. Box Number _____

BILLING City _____ State/Province _____ Zip/Postal Code _____ Country _____

Organization/Firm _____ Business Phone Number (____) _____

Fax Number (____) _____ Travel Contact Phone Number (____) _____

E-mail Address _____ (To which voucher(s) will be sent)

Number in Party _____ Additional Passenger Names (more than 3, please use separate form): _____

FLIGHT INFORMATION **For guests arriving or departing on different flight than one(s) listed below, please use separate form.*

Arrival & Departure Transportation **Arrival Transportation ONLY** **Departure Transportation ONLY**

Arrival Date _____ Airline _____ Flight # _____

Flight Arrival Time _____ AM/PM Origin Airport _____ Arrival Airport _____

Departure Date _____ Airline _____ Flight # _____

Flight Departure Time _____ AM/PM Departure Airport _____

Notes/Requests (i.e. dropping off rental car, require seatbelts, infant car seat, etc.) _____

Shared Ride Express Shuttle Rate: \$22.00 per passenger/each way

- Pricing is **Inclusive** of parking, service fees and any applicable taxes and is subject to change for 2009.
- Rates based on one-way transfer from Jacksonville International Airport to Hyatt Riverfront Downtown Jacksonville.

PAYMENT INFORMATION **Destination Planning Corporation requires full prepayment to confirm ALL transportation reservations.*

Please make your payment with one of the following credit cards: (Please PRINT legibly) Please FAX me this CC receipt

Credit Card: AMEX Discover MasterCard VISA

Card Number _____ Expiration Date _____ Security Code _____

Cardholder's Name _____ Cardholder's Signature _____

I authorize Destination Planning Corporation to charge my credit card for the reservation listed above. I understand that if my reservation is not cancelled within 24 hours of the scheduled pickup time or if I do not show up for my transportation reservation, full charges will apply. For cancellations, please call DPC office at 904-249-3729. If you are calling outside of regular business hours M-F 8:30am – 5:30pm EST, please call Anne Urban at 904-699-8704. **Please note a \$22.00 fee will apply to ALL cancellations.**

CONFIRMATION INFORMATION

**Please make sure your e-mail address above is legible!*

You will receive an e-mail of your arrival and or departure voucher. This voucher will be complete with your arrival & or departure instructions, an assigned Hotel Departure Time & you will need to present it to the DPC representative or driver upon boarding the Express Shuttle vehicle. **PLEASE PRINT YOUR ARRIVAL AND OR DEPARTURE VOUCHER & BRING WITH YOU!**

- Arrival Instructions: Proceed outside the front of the ground floor level of the airport to baggage claim B with your luggage and Arrival Voucher. At pole number 4, someone will assist you with boarding the shuttle.
- Departure Instructions: Please have all baggage and Departure Voucher with you at the Newnan Street Entrance at the Hotel Departure Time provided. A departure representative or your driver will meet you and assist you with boarding the shuttle.

Reservation form must be completed in full and faxed or e-mailed to Destination Planning Corporation no later than 48 hours prior to reservation time in order to receive the reduced group rate. The standard rate of \$32.50 each way will apply for all reservations requested within 48 hours prior to arrival or onsite at Jacksonville International Airport. **CONFIRMATIONS WILL BE RETURNED WITHIN 7 DAYS OF ARRIVING FLIGHT.**