

HERSHEY LODGE
ROOM RESERVATION FORM Group Code: AIR 2475370

32nd ANNUAL AIRPORT CONFERENCE

March 3-5, 2009

FAA employees: Do not use this form. Contact JoAnn Brown, division secretary, at 718-553-3330 for your room reservation.

MAIL TO HERSHEY Please print in ink or type. This form may be duplicated for additional reservations. Return the form to Hershey Lodge, West Chocolate Avenue and University Drive, PO Box 446, Hershey PA 17033.

All reservations will be accepted on a space-available basis until the block of rooms has been filled. Reservations requests received after the block has been filled, or received after February 1, will be accepted on a space-available basis only.

Room rates (meals not included):
\$132 per person/day plus 11 percent tax

Arrival date _____

Departure date _____

Guest name

Person you're sharing room with (if applicable)

Address (no. and street, or box no.)

Address (no. and street, or box no.)

City, State, ZIP code

City, State, ZIP code

Business phone

Business phone

Circle one: single occupancy double occupancy

E-mail (to send confirmation)

Number of rooms

Credit card/guarantee name

Arrival time

Carrier

Flight no.

To guarantee your reservation, a first night's deposit must accompany registration.

Deposit sent: Date Check no. Amount

Or by credit card:

VISA

MasterCard

Discover

American Express

Carte Blanche

Diners Club

Card no.

Exp. date (mo./yr.)

Deposit—A deposit of one night's lodging, plus 11 percent state occupancy and county tax on the conference room rate per night, must accompany your reservation request. This deposit will guarantee your reservation and will be applied only for the confirmed day of arrival. Make checks payable to Hershey Lodge.

Reservation cancellations—To cancel your reservation and receive a full refund, call the Lodge at the number below at least seventy-two hours before your scheduled check-in time. When you call, ask for and record the cancellation number and retain this number for three months.

Check-in/checkout time—We cannot guarantee occupancy before 4:00 p.m. Checkout time is 11:00 a.m.

Arrangements for credit—Direct billing requests must be made at least thirty days before scheduled check-in and must be accompanied by a letter of authorization done on organization letterhead. The letter must name the person receiving the credit privilege and the organization or person assuming responsibility for payment. It should also supply the complete billing address and name three references. (We suggest you make a photocopy of this form for your records.)

Mail to:

Hershey Lodge
West Chocolate Avenue and University Drive
PO Box 446 • Hershey PA 17033
Phone: 717-533-3311 • Fax: 717-534-8668

DO NOT MAIL TO PENN STATE

To register, or for up-to-date conference information, visit the conference Web site at
<http://www.outreach.psu.edu/Conference/Airport>
or http://www.faa.gov/airports_airtraffic/airports/regional_guidance/eastern