

## **PICK UP AT THE AIRPORT**

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New York airports are among the busiest in the world. Every effort is made to promptly pick up arriving guests, but there are often delays due to traffic or delayed flights. Please keep this in mind particularly for Share-A-Ride transportation which depends on the timely arrival of several flights.

*When your flight arrives,  
it's **essential** to follow these steps:*

**Go To The Baggage Claim  
Area Immediately Upon Arrival**

*Drivers will be carrying an  
Edith Macy sign.*

*If you have not been contacted  
by a driver after 20-30 minutes,  
call the conference center to  
verify pickup and check on  
possible delays.*

**1-800-442-MACY (6229)  
or  
1-914-945-8000**

*The toll free number is only  
available when you are within  
the NYC Metro Area.*

## **AUTOMOBILE TRAVEL**

### **DIRECTIONS**

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There are many ways to reach Edith Macy Conference Center by car. For specific directions visit our web site at [www.edithmacy.com](http://www.edithmacy.com) or call (914) 945-8000 or



550 Chappaqua Road  
Briarcliff Manor, NY 10510  
[www.edithmacy.com](http://www.edithmacy.com)

**ESSENTIAL  
TRAVEL  
TIPS**  
*Just For You*

**Phone: (914) 945-8000  
Fax: (914) 945-8009  
Toll Free: 1 (800) 442-6229**  
*Note: toll free number available from  
NYC Metropolitan Area only.*

All rates and policy information  
effective March 2005

# NY AREA AIRPORT ARRIVAL

## TRANSPORT TO & FROM AIRPORTS

Edith Macy arranges transport to and from airports via contracted service. Our private transportation services have been carefully selected to ensure safe, reliable and convenient travel for guests. **Guests are not required to pay the driver at the time of transportation. Charges will be placed on the bill (folio) for their stay. Payment for all charges to guest folio must be paid in full to the front desk at departure.**

## SHARE-A-RIDE

To help defray the cost to individuals picked up or dropped off within the New York Tri-State area, Share-A-Ride is available to guests arriving at the same airport and whenever possible, guests are automatically scheduled for Share-A-Ride. Please see the rate schedule for specific information.

**Edith Macy cannot guarantee Share-A-Ride rates to any guest.** If Share-A-Ride is not available, the guest is responsible for the individual rate of the ride.

## CANCELLATIONS, CHANGES & DELAYS

It is the responsibility of the guest to notify Edith Macy staff of delays, changes and/or cancelled flights. Guests are asked to notify Edith Macy as soon as possible when travel plans have changed. This allows the conference center ample time to adjust pick up schedules. **If Edith Macy is unable to reschedule a delayed guest into a Share-A-Ride car, the guest will be responsible for the individual rate.**

## TRANSPORTATION RATES TO/FROM NEW YORK CITY AND AREA AIRPORTS

### *LaGuardia Airport*

Two Riders	\$75.00 per person
Individual	\$150.00

### *John F. Kennedy Airport*

Two Riders	\$87.50 per person
Individual	\$175.00

### *Newark Airport*

Two Riders	\$87.50 per person
Individual	\$175.00

### *White Plains Airport*

Two Riders	\$40.00 per person
Individual	\$80.00

*Pricing subject to change without prior notice*

# NY AREA TRAIN ARRIVAL

## METRO NORTH TRAVEL

From Grand Central Station (Lexington Ave and 42<sup>nd</sup> Street), Edith Macy can be reached by taking the Harlem Line to Chappaqua Station.

**For schedules and general information call Metro North Railroad at (800) 522-5624 or (212) 532-4900.**

## AMTRAK TRAVEL

If you travel to the New York area by **Amtrak**, you will arrive at Pennsylvania (Penn) Station located at Seventh Ave and 32<sup>nd</sup> Street. We recommend that you transfer to Grand Central Station by taxi or shuttle, then take Metro North to Chappaqua Station. (See above) or the nearest Amtrak Station is Croton Harmon. Taxi's are available.

**For Amtrak schedules and information, call (800) USA-RAIL**

## CHAPPAQUA STATION

Depending on availability, Edith Macy staff may pick up guests at Chappaqua or other local Metro North stations. *\*additional fees apply*  
On occasion, local taxi service will be recommended.

**For specific instructions, call Edith Macy upon your arrival at the train station.**

**(800) 442-MACY (6229)  
(NY Metro Area only)  
or (914) 945-8000**