

## **PICK UP AT THE AIRPORT**

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:*

*Call the Conference Center to verify pick up  
and check on possible delays*

*Arrivals at JFK, LaGuardia & Newark:  
Go to the baggage claim area*

*Arrivals at White Plains: Go to Curbside*

*Drivers will be carrying an  
Edith Macy sign.*

**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**

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

## **CANCELLATION POLICY**

Your reservations at Edith Macy Conference Center must be guaranteed by credit card or advance deposit. Should you need to cancel your reservation, you must contact the Edith Macy Conference Center at (914) 945-8000 no later than 5:00 pm Eastern Time, **two (2) days** prior to your scheduled arrival.

Failure to cancel your reservation as described above will result in a charge of one (1) full day's package price to your credit card or against the advance deposit.

All rates and policy information  
effective October 1, 2007



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

BENCHMARK  HOSPITALITY  
INTERNATIONAL

## **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.*

 **Girl Scouts®**  
Where Girls Grow Strong<sup>SM</sup>

# 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, AND 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*

Individual	\$135.00
Two Riders	\$68.00 per person
Three Riders	\$45.00 per person
Four or More	\$55.00 per person
Early/Late Departures	\$25.00

### *John F. Kennedy Airport or Newark Liberty International Airport and Most points in NYC including GSUSA Headquarters*

Individual	\$145.00
Two Riders	\$73.00 per person
Three Riders	\$50.00 per person
Four or More	\$66.00 per person
Early/Late Departures	\$25.00

### *White Plains Airport*

Individual	\$80.00
Two Riders	\$40.00 per person
Three Riders	\$27.00 per person
Four or More	\$45.00 per person

### *Croton Harmon Train Station*

\$35.00 per person each way

\*Prices are subject to change without prior notice Jan - 2010

# NY AREA TRAIN ARRIVAL

## Metro North Travel

From Grand Central Station (Lexington Ave and 42nd Street), Edith Macy can be reached by taking the Metro North Railroad, 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 7<sup>th</sup> Avenue and West 32<sup>nd</sup> Street. We recommend that you transfer to Grand Central Station by taxi or shuttle, and then take Metro North Railroad to Chappaqua Station. (See above) or you may travel to the nearest Amtrak Station which is Croton Harmon. Taxi's are available.

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

## CHAPPAQUA STATION

A car service office is located at the Chappaqua train station and is open from:  
Monday- Friday: 6am – 10pm  
Saturday: 7am – 7pm / Sunday: 6am – 9pm  
If you are arriving within these hours, please take the car service to the Conference Center. If you are arriving outside of the car service hours of operation, please call the conference center, (800) 442-MACY (6229) or 945-945-8000, upon arrival at Chappaqua train station.