

**THE SCOTTSDALE CONFERENCE CENTER
AIRPORT GROUND TRANSPORTATION INFORMATION & REQUEST FORM**

The Scottsdale Conference Center provides airport transportation to and from Phoenix Sky Harbor International Airport upon receiving the name of the person traveling, airline, flight number arrival time in Phoenix.

Please turn in at least 48 hours prior to your arrival date.

To arrange this service, please call (480) 596-7535 or fill out the information below and FAX directly to the resort at the number listed below.

Hours of Operation are as follows: Airport Arrival: 6:00am through 10:00 pm daily with 24 hour notice.
 Departures: 6:00am through 10:00pm on the hour with 24 hour notice.
 *Transportation needs earlier or later than the above schedule can be arranged and/or subcontracted at an additional cost.

Cost per person: \$24.00 per transfer (inclusive of tax)

PLEASE CONTACT THE RESORT VIA THE COURTESY PHONES AS LISTED BELOW FOR INSTRUCTIONS ON HOW TO LOCATE YOUR DRIVER. TO DIRECT DIAL THE BELL DESK, DIAL 39 ON THE COURTESY PHONE OR CALL OUR LOCAL NUMBER, 480/596-7535.

Terminal 2

Passengers Arriving On ...	Alaska Airlines Continental	United Airlines
-----------------------------------	--	------------------------

Proceed to the COURTESY PHONE CENTER located on the right as you approach the baggage claim area.

Terminal 3

Passengers Arriving On ...	American Airlines Delta Sky West Jet Blue	Frontier Midwest Express Hawaiian Airlines
-----------------------------------	--	---

Proceed DOWN THE ESCALATORS to the COURTESY PHONE CENTER located to the immediate right of the base of the escalators.

Terminal 4

Passengers Arriving On ...	US Airways Aero Mexico Air Canada	Southwest British Airways West Jet
-----------------------------------	--	---

Proceed to the COURTESY PHONES on the NORTH SIDE of the Baggage Claim area, across from Carousel #5 & #7 by door #3.

To arrange airport transportation service, please fill out the following information at least 48 hours prior to arrival date and FAX to (480) 596-7426 or Email to bmartino@benchmarkmanagement.com

NAME: _____	
COMPANY/GROUP NAME: _____	
DAY TIME PHONE NUMBER: _____	
ARRIVAL DATE: _____	*DEPARTURE DATE: _____
AIRLINE: _____	*AIRLINE: _____
FLIGHT NUMBER: _____	*FLIGHT NUMBER: _____
DEPARTING CITY: _____	*DEPARTURE TIME: _____ AM / PM (Circle One)
ARRIVAL TIME IN PHX: _____ AM / PM (Circle One)	Departure Shuttle Confirmations will be provided upon check in. Departure Shuttles may also be arranged on site

Any changes or cancellations must be made with the Bell Desk at least 48 hours in advance to avoid charges.

Please note, if the above information is not provided in advance, and you call from the airport for pick up, please be prepared to wait at least one hour.

**Numbers for Family and Friends:
Phone: 480/991-9000 FAX: 480/596-7420**