

# Javits Guest Services<sup>SM</sup>

*Guest Services Order Form (ALTERNATIVELY YOU CAN  
CALL OUR OFFICE FOR GROUPS, # 212.302.4019, MENTION  
THAT YOU ARE COMING FOR A CONVENTION)*

GUEST NAME: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

SHOW DATE (S): \_\_\_\_\_

EXHIBITING COMPANY NAME: \_\_\_\_\_

BILLING COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS#: \_\_\_\_\_ CELL PHONE#: \_\_\_\_\_

FAX#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CARD TYPE: \_\_\_\_\_ CREDIT CARD#: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

**THIS IS A GUEST REQUEST. ON YOUR BEHALF, WE WILL ATTEMPT TO SECURE THE ITEMS,  
SERVICES AND/OR TICKETS LISTED BELOW. FOR ENTERTAINMENT TICKETING, ONCE  
THEY HAVE BEEN OBTAINED OR RESERVED BY US THEY MAY NOT BE RETURNED,  
EXCHANGED, OR REFUNDED.**

**PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE OF THE TERMS/CONDITIONS**

GUEST SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

QUESTIONS? – CALL 1-888-406-5341 EXT. 1  
[javits@newyorkguest.com](mailto:javits@newyorkguest.com)  
FAX 212-302-7156

# Javits Guest Services<sup>SM</sup>

## TRANSPORTATION

Guest Name (Please Print): \_\_\_\_\_

Full Name of Event: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JGS ORDER FORM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>SHARED RIDE</u>	<u>CHECK</u>	<u>ONE WAY</u>	<u>CHECK</u>	<u>ROUND TRIP</u>
LA GUARDIA	<input type="checkbox"/>	\$25	<input type="checkbox"/>	\$50
JOHN F. KENNEDY	<input type="checkbox"/>	\$26	<input type="checkbox"/>	\$52
NEWARK	<input type="checkbox"/>	\$26	<input type="checkbox"/>	\$52

SEDANS  
1-3 PASSENGERS  CALL FOR CURRENT PRICING

LIMOUSINES  
6 PASSENGER   
8 PASSENGER  CALL FOR CURRENT PRICING

GROUP PICK UP  
11 PASSENGER VAN   
36 PASSENGER COACH   
49 PASSENGER COACH  CALL FOR CURRENT PRICING

AIRLINE \_\_\_\_\_ FLIGHT # \_\_\_\_\_ DATE \_\_\_\_\_ EST. ARRIVAL \_\_\_\_\_

**\*\*Prices include tax, tolls and gratuity\*\***

**\*\*For sedans, limousines and groups please call for pricing\*\***

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**RESTAURANT RESERVATIONS (CALL FOR GROUPS,  
# 212.302.4019, MENTION THAT YOU ARE COMING FOR A  
CONVENTION AT JAVITS)**

Guest Name (Please Print): \_\_\_\_\_

Full Name of Event: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE OR CANCELLATION FEE TO MY CREDIT CARD  
SUBMITTED ON THE GTGS ORDER FORM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DAY: \_\_\_\_\_

DATE: \_\_\_\_\_

NUMBER IN PARTY: \_\_\_\_\_

RESTAURANT NAME: \_\_\_\_\_ OR CUISINE TYPE: \_\_\_\_\_

PRICE RANGE (PER PERSON): \_\_\_\_\_

TIME OF RESERVATION (PLEASE PICK A TIME RANGE):

6PM – 8PM \_\_\_\_\_

8PM – 10PM \_\_\_\_\_

10PM + \_\_\_\_\_

OTHER TIME \_\_\_\_\_

**\*\*RESERVATIONS ONCE CONFIRMED ARE CONSIDERED COMPLETE AND THE GUEST IS EXPECTED  
TO ARRIVE ON TIME AND WITH ALL MEMBERS OF THE PARTY**

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## ENTERTAINMENT TICKETING

Guest Name (Please Print): \_\_\_\_\_

Full Name of Event: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE GTGS ORDER FORM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>CHECK</u>	<u>BROADWAY SHOWS</u>	<u>SILVER</u>	<u>GOLD</u>	<u>CHECK</u>	<u>SPORTING EVENTS</u>
<input type="checkbox"/>	AVENUE Q	\$99.99	\$139.99	<input type="checkbox"/>	YANKEES
<input type="checkbox"/>	BILLY ELLIOT (10/1)		\$199.99	<input type="checkbox"/>	METS
<input type="checkbox"/>	BOEING-BOEING	\$99.99	\$139.99	<input type="checkbox"/>	GIANTS
<input type="checkbox"/>	CHICAGO	\$99.99	\$139.99	<input type="checkbox"/>	JETS
<input type="checkbox"/>	GREASE	\$99.99	\$139.99	<input type="checkbox"/>	US OPEN TENNIS
<input type="checkbox"/>	GYPSY	\$99.99	\$139.99	<input type="checkbox"/>	US OPEN GOLF
<input type="checkbox"/>	HAIRSPRAY	\$99.99	\$139.99	<input type="checkbox"/>	KNICKS
<input type="checkbox"/>	IN THE HEIGHTS		\$199.99	<input type="checkbox"/>	RANGERS
<input type="checkbox"/>	JERSEY BOYS		\$229.99	<input type="checkbox"/>	DEVILS
<input type="checkbox"/>	LEGALLY BLONDE	\$99.99	\$139.99		
<input type="checkbox"/>	MAMMA MIA!	\$99.99	\$139.99		
<input type="checkbox"/>	MARY POPPINS	\$99.99	\$149.99		
<input type="checkbox"/>	SHREK THE MUSICAL (11/8)		\$229.99		
<input type="checkbox"/>	SOUTH PACIFIC		\$249.99		
<input type="checkbox"/>	SPAMALOT	\$99.99	\$149.99		
<input type="checkbox"/>	SPRING AWAKENING	\$125.00	\$199.99		
<input type="checkbox"/>	TALE OF TWO CITIES	\$139.99	\$199.99		
<input type="checkbox"/>	THE 39 STEPS	\$99.99	\$139.99		
<input type="checkbox"/>	THE LION KING	\$149.99	\$199.99		
<input type="checkbox"/>	THE LITTLE MERMAID	\$99.99	\$149.99		
<input type="checkbox"/>	THE PHANTOM OF THE OPERA	\$99.99	\$139.99		
<input type="checkbox"/>	WICKED		\$225.00		
<input type="checkbox"/>	YOUNG FRANKENSTEIN	\$99.99	\$139.99		

### SPECIAL EVENTS / CONCERTS

- MADISON SQUARE GARDEN
- RADIO CITY MUSIC HALL

1<sup>ST</sup> CHOICE \_\_\_\_\_ 2<sup>ND</sup> CHOICE \_\_\_\_\_ 3<sup>RD</sup> CHOICE \_\_\_\_\_  
DAY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

\*\*Tickets are subject to availability. Price may vary based on date, day, and time of performance and there are blackout dates and times\*\*

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## SIGHTSEEING

Guest Name (Please Print): \_\_\_\_\_

Full Name of Event: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE GTGS ORDER FORM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DOUBLE DECKER BUS**

48 HOURS FOR ALL LOOPS IS \$50 PER PERSON

### **EMPIRE STATE BUILDING**

SEE NYC FROM A WHOLE DIFFERENT VIEW FROM THE 86<sup>TH</sup> FLOOR! COST IS \$28 PER PERSON

### **CIRCLE LINE HARBOR CRUISE**

PRICES START AT JUST \$21 PER PERSON

### **LIBERTY HELICOPTER**

A ONCE IN A LIFETIME EXPERIENCE! PRICES START AT JUST \$110 PER PERSON

### **WORLD YACHT DINNER/BRUNCH CRUISE**

ENJOY AN ELEGANT DINNER/BRUCH CRUISE ON THE New York HARBOR! PRICES START AT JUST \$61.85 PER PERSON

**PLEASE CHOOSE THE SIGHTSEEING OPTIONS YOU WOULD LIKE AND INCLUDE THE NUMBER OF GUESTS FOR EACH EVENT:**

DOUBLE DECKER BUS \_\_\_\_\_

EMPIRE STATE BUILDING \_\_\_\_\_

CIRCLE LINE HARBOR CRUISE \_\_\_\_\_

LIBERTY HELICOPTER \_\_\_\_\_

WORLD YACHT DINNER/BRUNCH CRUISE \_\_\_\_\_

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## HOTELS

Guest Name (Please Print): \_\_\_\_\_

Full Name of Event: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE GTGS ORDER FORM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

1<sup>ST</sup> CHOICE: \_\_\_\_\_

2<sup>ND</sup> CHOICE: \_\_\_\_\_

3<sup>RD</sup> CHOICE: \_\_\_\_\_

### PARTIAL LIST OF NYC HOTELS (PLEASE CALL FOR OTHER HOTELS)

#### FIVE STAR

NEW YORK PALACE

WALDORF ASTORIA

THE ESSEX HOUSE

#### FOUR STAR

THE ALGONQUIN  
PARK LANE  
HILTON NEW YORK

HILTON TIMES SQUARE  
MILLENIUM HILTON  
THE REGENCY

HELMSLEY

#### THREE STAR

CROWNE PLAZA TIMES SQUARE  
DYLAN HOTEL  
HILTON GARDEN INN

FLATOTEL  
EMBASSY SUITES  
HAMPTON @MSG

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## SPECIALITY ORDERS

Guest Name (Please Print): \_\_\_\_\_

Full Name of Event: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE GTGS ORDER FORM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDICATE ALL SPECIAL REQUESTS: EXAMPLES INCLUDE HIRING A PRIVATE VAN FOR THE DAY, A PERSONAL SHOPPING SEDAN OR LIMO, FLOWERS, GIFT BASKETS, SPECIAL DINING ARRANGEMENTS, GROUP OR EVENT PLANNING, ETC.**

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