



## ACCOMMODATIONS FORM

July 30, 2010

How can we accommodate you? A look around your room at the Hyatt Regency reveals all the amenities required to relax in style and comfort. Private lanai with panoramic views, full bath amenities, mini-bar, turndown service and high speed internet ... with rooms like these you may never make it to the beach. So we can further 'accommodate' your wishes; please complete and return the enclosed form.

### PLEASE VERIFY

Please verify the information above and complete the enclosed form including information for each person attending. As a reminder; each person will be flying commercial and you will be receiving exact details from Burkhalter Travel two weeks prior to departure. Below are the dates and primary departure cities for your reference. (NOTE: due to length of flights actual return date will be the following day)

Week 1: January 28<sup>th</sup> – February 3<sup>rd</sup>  
Minneapolis Departure & Return

Week 2: February 3<sup>rd</sup> – 9<sup>th</sup>  
Milwaukee Departure & Return

### PLEASE SHARE

TSA guidelines are getting tighter every day. **Please complete the enclosed form in its entirety. First, Middle, Last names as well as birthday and gender are required.** Your ticket will be refused if any of this information is omitted. Don't be shy. We won't share your age with anyone.

### SEND IT BACK

By **September 1<sup>st</sup>** so we make sure you have a seat on the flight and a bed to sleep in. We need complete information for all attendees by **September 1<sup>st</sup>**.

### DON'T FORGET

Please remember once flight tickets are purchased in your name; **you own those tickets**. If attendees or plans change between now and January you will be liable for any charges to replace the tickets. Any travel arrangements that exceed the program inclusions will be your responsibility and will be billed directly through Burkhalter Travel.

### PACK SMART

Luggage guidelines and specifications are strictly enforced by TSA and individual airlines. For carry on luggage you are restricted to 3oz containers that fit in one quart zip top bag and limited to one bag per person. Luggage allowances vary by airline and many charge fees for both carry on and checked luggage. Majority of the flights will be on American, United and Delta; once you receive your tickets you can check your airline's guidelines.

If you have questions; please don't hesitate to contact us at (608) 223-6601 or [wootrips@1supply.com](mailto:wootrips@1supply.com). Check out [www.wootrips.com](http://www.wootrips.com) for up-to-date information.