



# Tour Request Form

## Atlantic City International Airport

### Group Leader Information

Name:	Email Address:
Group Name/School:	Phone Number:
Address:	Fax Number:

### Requested Tour Information

Requested Date/Time: \_\_\_\_\_ Alternate Date/Time: \_\_\_\_\_

Number of Expected Participants - Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Approximate age range of children ( if applicable): \_\_\_\_\_

Arriving mode of transportation (bus, vehicles, etc): \_\_\_\_\_

### Tour Guidelines:

- Tours are available at the airport Monday through Friday from 9:00 a.m. until 3:00 p.m.
- Tour Requests must be submitted 3 weeks prior to requested tour date. Tours will be honored on a “first come, first serve” basis.
- There must be one adult for every 10 children in a group.
- Group size may not exceed 30 children.
- Group leader or designee must advise airport operations of any changes or cancellations.
- For security reasons, the group leader or designee must submit names of those participating in the tour no later than one (1) week prior to tour. Names can be faxed to Airport Operations at 609-645-2890.
- The Group leader or designee should contact Airport Operations the week prior to confirm the tour date and time.
- Upon arrival at the airport, the Group Leader or designee must have waiver forms filled out for each individual taking the tour. Waiver forms are available at [www.acairport.com](http://www.acairport.com) or by contacting 609-646-6624

**Fax completed form to 609-645-2890 or Email to [lcori@sjta.com](mailto:lcori@sjta.com)**

#### Airport Use Only

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_