



## ATLANTIC CITY INTERNATIONAL AIRPORT

### Tour Request Form

(Email request to [ContactACY@acairport.com](mailto:ContactACY@acairport.com) and [jtucker@acairport.com](mailto:jtucker@acairport.com))

#### Group Leader Information

Name:	Email Address:
Group Name:	Phone Number:
Address:	

#### Requested Tour Information

Description/Purpose of Tour Group:	
Requested Date/Time:	Alternate Date/Time:
Number of Attendees - Adults:      Children:	Child Age Range (min 10 yrs):
Arriving Mode of Transportation (bus, vehicles):	
Special Accommodations:	

#### Tour Guidelines

- Tours are available at the airport Monday through Friday from 10:00 am until 2:00 pm.
- Tour Requests must be submitted three (3) weeks prior to the requested tour date. Tours will be honored on a "first come, first serve" basis.
- There must be one (1) adult for every ten (10) children in a group. Children must be at least ten (10) years of age.
- Group size must be between eight (8) and twenty (20) attendees.
- The Group Leader or designee must contact the airport of any changes or cancellations at a minimum of forty-eight (48) hours prior to the tour.
- The Group Leader or designee must submit to the airport no later than two (2) weeks prior to the tour, waiver forms filled out by all attendees (including adults) and a list of names of all attendees participating in the tour. If this is not able to be submitted prior, the airport must be notified via email.