



RETINA CONGRESS 2009 – TOUR REGISTRATION

Name:

(Tour tickets will be held under this name)

Address:

City, State, Zip:

Daytime Phone:

Email:

(Required for confirmation)

Special Needs/Food Allergy:

To reserve tickets: Please email or fax completed form (2 pages) with credit card details to: Shackman Associates rt2009@shackmanassociates.com, or fax 212-753-7070. Or mail check and form to Shackman Associates, 240 East 56 Street, Suite 2E, NY, NY 10022. You will receive confirmation via email.

For questions, contact Shackman Associates at 212-753-5900 or Email at rt2009@shackmanassociates.com (Retina Congress Tours).

Pre-Registration Deadline: Deadline for tour registration September 14th 2009. After September 14th, registration will be subject to availability and a \$5 per person, per tour service charge will apply. Additional tour tickets may be purchased onsite based on availability. Only cash will be accepted.

Cancellations and Refunds: Individual tour cancellations or changes prior to September 21st will be subject to a \$3 handling fee per person per change. NO REQUESTS FOR REFUNDS OR EXCHANGES WILL BE HONORED UNLESS RECEIVED BY SHACKMAN ASSOCIATES NEW YORK ON OR BEFORE September 21st, 2009. Each tour requires a minimum number of participants. Should the tour be cancelled due to a lack of participation, you will be given the opportunity to register for another tour, or your money will be refunded. Please allow for 2-4 weeks for processing. Charge on statement will be under Shackman Associates. No refunds will be given onsite. Late red or onsite will be based on availability and on first come first serve basis

Tour Departures and Inclusions: All tours will pick-up from and return to the Sheraton New York Hotel and Towers at the 53rd Street exit, unless otherwise specified. All tours are fully escorted and inclusive of fees and admissions. Meals are only included where noted. Due to recent security requirements, please carry photo ID with you at all times. Tours will depart promptly, please arrive 10 minutes prior to the tour time. Lunch locations are subject to change if scheduling conflict occurs. If lunch location needs to be changed a location of equal value will be substituted. Children's tours are \$10 less than listed price – where available children's menu will be substituted.

Ticket Pick-Up and Tour Desk Hours: The Tour Desk is located in the Sheraton New York Hotel and Towers at the Retina Congress Registration Desk. Tickets must be picked up at least 30 minutes prior to tour, unless tour departs before 9:30am in which case tickets must be picked up the day prior.

Hours of Tour Registration Desk:

Tuesday, September 29th, 5:00PM-8:00PM
Wednesday, September 30th, 9:00AM-4:00PM
Thursday, October 1st, 9:00AM-1:00PM
Friday, October 2nd, 9:00AM-1:00PM
Saturday, October 3rd, 9:00AM-1:00PM
\*Tickets for Sunday's tours must be picked up by Saturday

Shackman Associates New York ("SANY") shall not be responsible for lost or damaged articles, accidents, mishaps due to alcohol or drug abuse, or any loss or damage, including injury, illness or death, due to disasters, government regulations or advisories, fire, disruption, delays, modifications or cancellations caused by weather conditions or any mechanical or electrical difficulties; strikes, lockouts, acts or threats of terrorism; civil disorder, acts of God, and other events beyond the control of SANY. SANY will make every effort to conduct the activities as described, but reserves the right to make adjustments to programs without affecting their overall quality. Should situations beyond the control of SANY make changes necessary, SANY will work with Retina Congress on any such changes whenever possible; however, SNAY will be unable to issue full refunds should a tour, event or activity be cancelled due to circumstances beyond the control of SANY.

PAYMENT INFORMATION:  Cash  Check

(payable to Shackman Associates New York)

Amex  Visa  MasterCard

(4% service charge on all credit card charges)

Cardholder Name \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

I hereby acknowledge that I have read the REGISTRATION INFORMATION AND POLICIES and agree to be bound by the terms stated therein. In consideration of the acceptance of my registration, I hereby release and agree to indemnify SANY and their respective agents, servants and employees from and against all actions, causes of action, claims and liabilities of any nature which may arise by reason of my participation in the program and activities for which I have registered, including without limitation, claims for personal injury, death and/or property loss or damage, unless caused by the willful misconduct of SANY and their respective agents, servants and employees.

Signature:

Date \_\_\_\_\_

**DATES/TOURS      NUMBER OF TICKETS      TOTAL COST**

**Thursday, Oct 1, 2009**

**Fun, Facts & Figures New York City Tour (with lunch)**

9:00 am – 1:00 pm                      @ \$110 \$ \_\_\_\_\_

**Garment District shopping (with lunch)**

10:30 am – 2:30 pm                      @ \$129 \$ \_\_\_\_\_

**Friday, Oct 2, 2009**

**Soho/Chelsea Gallery (with lunch)**

10:00 am – 2:00 pm                      @ \$135 \$ \_\_\_\_\_

**Woodbury Common Shopping**

9:00 am – 3:00 pm                      @ \$85 \$ \_\_\_\_\_

**Saturday, Oct 3, 2009**

**Downtown Renaissance Tour (with lunch)**

1:00 pm – 5:00 pm                      @ \$100 \$ \_\_\_\_\_

**Sunday, October 4, 2009**

**Soul & Salvation: Visit Harlem(with lunch)**

10:00AM - 2:00 PM                      @ \$101 \$ \_\_\_\_\_

**Statue & Ellis (with lunch)**

8:15 am – 1:15 pm                      @ \$ 83 \$ \_\_\_\_\_

**PLEASE ARRIVE FOR TOUR AT LEAST 10 MINUTES BEFORE SCHEDULED DEPARTURE TIME AT THE SHERATON NEW YORK HOTEL AND TOWERS 53<sup>RD</sup> STREET EXIT AS TOUR WILL LEAVE PROMPTLY ON TIME. TOUR GUIDE WILL BE HOLDING SIGNAGE WITH TOUR NAME AND GUEST LIST.**

**Name:**

\_\_\_\_\_  
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