



550 Chappaqua Road  
Briarcliff Manor, NY 10510  
[www.edithmacy.com](http://www.edithmacy.com)

BENCHMARK  HOSPITALITY  
INTERNATIONAL

**ESSENTIAL**  
**INFORMATION AND TIPS**  
*Just For Your Trip to Macy*

*Phone: (914) 945-8000*

*Fax: (914) 945-8009*

*Toll Free: 1 (800) 442-6229*

*Note: toll free number available from NYC Metropolitan Area only.*

## PICK UP AT THE AIRPORT

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New York airports are among the busiest in the world. Every effort is made to promptly pick up arriving guests, but there are often delays due to traffic or delayed flights. Please keep this in mind particularly for Share-A-Ride transportation which depends on the timely arrival of several flights.

*When your flight arrives,  
it's **essential** to follow these steps:*

*Call the Conference Center to verify pick up and check on possible delays*

*Arrivals at JFK, LaGuardia & Newark: Go to the baggage claim area*

*Arrivals at White Plains: Go to Curbside*

*Drivers will be carrying an Edith Macy sign.*

*If you have not been contacted by a driver after 20-30 minutes, call the conference center to verify pickup and check on possible delays.*

*1-800-442-MACY (6229)*

*or*

*1-914-945-8000*

*The toll free number is only available when you are within the NYC Metro Area.*

## NY AREA AIRPORT ARRIVAL

### TRANSPORT TO & FROM AIRPORTS

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Edith Macy arranges transport to and from airports via contracted service. Our private transportation services have been carefully selected to ensure safe, reliable and convenient travel for guests. **Guests are not required to pay the driver at the time of transportation. Charges will be placed on the bill (folio) for their stay. Payment for all charges to guest folio must be paid in full to the front desk at departure.**

### SHARE-A-RIDE

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To help defray the cost to individuals picked up or dropped off within the New York Tri-State area, Share-A-Ride is available to guests arriving at the same airport and whenever possible, guests are automatically scheduled for Share-A-Ride. Please see the rate schedule for specific information.

**Edith Macy cannot guarantee Share-A-Ride rates to any guest.** If Share-A-Ride is not available, the guest is responsible for the individual rate of the ride.

### CANCELLATIONS, CHANGES, AND DELAYS

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**It is the responsibility of the guest to notify Edith Macy staff of delays, changes and/or cancelled flights.** Guests are asked to notify Edith Macy as soon as possible when travel plans have changed. This allows the conference center ample time to adjust pick up schedules. **If Edith Macy is unable to reschedule a delayed guest into a Share-A-Ride car, the guest will be responsible for the individual rate.**

## **TRANSPORTATION RATES TO/FROM NEW YORK CITY AND AREA AIRPORTS**

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### ***LaGuardia Airport***

Two Riders           \$75.00 per person  
Individual            \$150.00

### ***John F. Kennedy Airport or Pick up in New York City***

Two Riders           \$78.00 per person  
Individual            \$155.00

### ***Newark Airport***

Two Riders           \$95.00 per person  
Individual            \$190.00

### ***White Plains Airport***

Two Riders           \$40.00 per person  
Individual            \$80.00

*From midnight to 6 am there is a \$25.00 surcharge \* Price includes gratuity \* Prices are subject to change*

## **CANCELLATION POLICY**

Your reservations at Edith Macy Conference Center must be guaranteed by credit card or advance deposit. Should you need to cancel your reservation, you must contact the Edith Macy Conference Center at (914) 945-8000 no later than 5:00 pm Eastern Time, **two (2) days** prior to your scheduled arrival.

**Failure to cancel your transportation reservation as described above will result in a full price charge to your credit card.**

## **NY AREA TRAIN ARRIVAL**

### **METRO NORTH TRAVEL**

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From Grand Central Station (Lexington Ave and 42<sup>nd</sup> Street), Edith Macy can be reached by taking the Metro North Railroad, Harlem Line to Chappaqua Station.

**For schedules and general information call Metro North Railroad at (800) 522-5624 or (212) 532-4900.**

### **AMTRAK TRAVEL**

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If you travel to the New York area by **Amtrak**, you will arrive at Pennsylvania (Penn) Station located at 7<sup>th</sup> Avenue and West 32<sup>nd</sup> Street. We recommend that you transfer to Grand Central Station by taxi or shuttle, and then take Metro North Railroad to Chappaqua Station. (See above) or you may travel to the nearest Amtrak Station which is Croton Harmon. Taxi's are available.

**For Amtrak schedules and information, call (800) USA-RAIL**

### **CHAPPAQUA STATION**

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A car service office is located at the Chappaqua train station and is open from:

Monday- Friday: 6am – 10pm

Saturday: 7am – 7pm

Sunday: 6am – 9pm

Depending on availability, Edith Macy staff may pick up guests at the Chappaqua station. *\*additional fees apply*

Please call (800) 442-MACY (6229) or 945-945-8000, upon arrival at Chappaqua train station for availability.

# AUTOMOBILE TRAVEL

## DIRECTIONS

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There are many ways to reach Edith Macy Conference Center by car. For specific directions visit our web site at [www.edithmacy.com](http://www.edithmacy.com) or call (914) 945-8000.

### **From Saw Mill Parkway North**

Exit Taconic State Parkway North (Exit #26).  
Exit the third Pleasantville Exit, Pleasantville Road/ Briarcliff Manor  
(Not Pleasantville, 117, Not Pleasantville 9A).  
Turn left onto Pleasantville Road.  
Make your second right onto Chappaqua Road (before the overpass).  
Chappaqua Road appears as if leading you back on Parkway.  
Continue straight for approx. 2 miles passing lake on right.  
Conference Center will be on your left.  
Guest parking is on the right.

### **From White Plains**

Cross Westchester Expressway West (I-287).  
Exit #3 Sprain Brook Parkway North/Taconic Parkway.  
Exit the third Pleasantville Exit, Pleasantville Road, / Briarcliff Manor  
(Not Pleasantville, 117, Not Pleasantville 9A).  
Turn left onto Pleasantville Road.  
Make your second right onto Chappaqua Road (before the overpass).  
Chappaqua Road appears as if leading you back to the Parkway.  
Continue straight for approx. 2 miles passing lake on your right.  
Conference Center will be on your left.  
Guest parking is on the right.

### **Bus Directions to Edith Macy**

From New York City

Take the Major Deegan Expressway which becomes the New York State Thruway North (Rt. 87)  
Continue on Route 87 to the Exit for Rt. 287 East  
(Cross Westchester Expressway) Take this exit.  
Follow 287 to the 1<sup>st</sup> exit which is Exit #1 (Route 119)  
At Exit, turn left onto 119 East  
Continue on until you see the sign for 9A North (traffic light) – approximately ½ mile.  
Turn left onto 9A North

Follow 9A North which runs parallel in parts to the Saw Mill River Parkway and the Taconic Parkway. Continue on  
9A and take the exit for Pleasantville Road/ Briarcliff Manor (Not 117 which is signed for Bedford Road &  
Pleasantville)

Turn right onto Pleasantville Road, and continue on under the overpass for the Taconic  
Make the first left onto Chappaqua Road and follow for approximately 2 miles.

When you see a small lake on the right side, the conference center will be just ahead and up the road on the left with  
the main parking lot on the right.

*\*Chappaqua Road runs parallel to the Taconic State Parkway. The road looks as though it is leading back to the parkway, but will bear right and continue toward the conference center. You will see a sign that says Washburn Road, Washburn Road turns into Chappaqua Road. Please keep in mind, Chappaqua Road is a narrow, winding, residential road.*

If at anytime you become lost or confused, please call the front desk at (914) 945-8000.