



SHUTTLE SERVICE INSTRUCTIONS

The shuttle coordinator for Kingston Resorts is **Randy DeVaux, Operations Manager**. In order to arrange the shuttles to and from the airport, please have the attendee(s) send the following information to Randy.DeVaux@hilton.com by September 15, 2020.

Group Name (Include in email subject line as well):

Guest Name

Hotel Confirmation #

Arrival Date

Airline

Arrival Flight #

Arrival Flight Time

Departure Date

Airline

Departure flight #

Departure Flight Time

Contact Phone #

(Preferably cell # for driver to contact in case of schedule change or flight delays.)

The deadline for receiving these requests will be **15 Days Prior to Arrival**. Once everyone's information is gathered the hotel will put a schedule in place for the arrivals/departures and email a confirmation of shuttle service to each attendee who registers. The round trip cost per person will be \$45.00 and will be billed to the individual's guest room. For those individuals who choose not to take advantage of the hotel shuttle, the approximate cost for one way transportation from the airport is \$40.00 through local taxi services at the airport.

The hotel shuttles will be parked outside baggage claim across the street near the car rental area in the parking area designated for hotel shuttles. The shuttles will be marked with the Hilton logo, Kingston Plantation logo or Embassy Suites logo featuring a large green "E" on each side.

The hotel will offer transportation from the Resort back to the airport starting at 7:00 am and will schedule these departures based on the information provided by those who requested round trip shuttle service. Attendees may stop by the concierge desk at any time during their stay to verify the departure time(s). If an attendee does not request service in advance, they may also sign up for a shuttle to the airport during their stay with us. These arrangements can be made through the concierge.