



VISTOR SERVICES AND TOURISM  
GROUP SALES RESERVATION REQUEST FORM

Thank you for choosing Macy's during your group travel! This document represents your agreement with Macy's for services on the dates specified. Please review this information carefully, sign and return to Group Reservations at the fax number identified below. Please retain a copy of this agreement for your records. You will receive a separate Policies and Procedures document from the city where you are requesting your group programs. Policies and Procedures do vary from city to city.

CONTACT INFORMATION

GROUP NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

ABOUT YOUR GROUP VISIT

City Visiting:  Chicago  New York  Philadelphia  San Francisco

Other: \_\_\_\_\_

Date of Group Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Number of Group Members: \_\_\_\_\_

Requesting: (Check all that apply.)

Guided Tour  Fee-Based Programs  Group Dining  Meeting Space

NOTE: For Macy's Visitor Savings Passes ONLY, please use SAVINGS PASS ORDER FORM.

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form via fax to:

New York 212.494.2118

Philadelphia 646.429.5020

Chicago 312.781.5407

San Francisco 415.984.7946

Other Cities 415.984.7946