

**Hilton**  **University of Florida**  
**Conference Center Gainesville**

**Ligo-Virgo collaboration meeting**  
**GUEST TRANSPORTATION REQUEST\***

Date of trip: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Group or Guest Name: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Pick-Up Location: Gainesville Airport Flight #: \_\_\_\_\_

Drop Off Location: UF Hilton

Meeting Planner: UF LIGO Phone #: \_\_\_\_\_

Special Instructions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN TRIP**

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

**PLEASE PROVIDE YOUR FLIGHT SCHEDULE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*This service is provided between 7:30 am and 10:30 pm everyday.**

1714 SW 34<sup>th</sup> Street Gainesville, FL 32607  
Phone: 352-371-3600 Fax: 352-371-0306  
E-mail: khansen@hiltongainesvilleuf.com