



**METLIFE STADIUM AND IZOD CENTER
ORDER FORM- FAX 201-896-0590 – PHONE 201-460-4370**

Instructions: Order form must be completed and signed in order to be accepted. Please return completed form via fax, mail, or e-mail.

1st CHOICE-Day: _____ (Mon-Fr) **Date:** _____ **Time:** _____ (10 AM or 1 PM)

2nd CHOICE- Day: _____ (Mon-Fri) **Date:** _____ **Time:** _____ (10 AM or 1 PM)

Contact Person: _____

Group Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **E-Mail:** _____

Day Phone: _____ **Night Phone:** _____ **Fax:** _____

Ticket Category	Regular Tour Price	# People Minimum 15	Total Cost (price x # people) =
Students/Adults	\$15		
Child (Under 5 years)	FREE		
		Tour Talk (\$25)	
		Service Fee	\$10.00
		TOTAL	

Tour Talk is optional and has a flat fee of \$25. Tour talk will be given at the IZOD Center by IZOD Center employee only. If you would like a tour talk, fill in the cost above and check requested topic:

Marketing Sponsorship Operations

Payment:

Check: (payable to NJSEA) Check #: _____ Amount Paid: \$ _____

Credit Card: MC / Amex / Visa (circle one) Amount Paid: \$ _____

Card # _____ Exp. Date: _____

Purchase Order: PO #: _____ Amount of PO: \$ _____

Meadowlands Experience Tour Ticket Guidelines: To reserve Meadowlands Experience Tour tickets, you must complete and return this form. Full payment is due two weeks prior to confirmed tour date. The number of tickets purchased per tour must be 15 or more. Tickets are printed and mailed once full payment is received. There are no full or partial refunds or full or partial exchanges on tickets purchased. **Tickets are subject to availability. ALL SALES ARE FINAL.** Tours are ADA accessible.

X _____ Date: _____

Authorization: This signature and date authorizes credit card charge; accepts all Meadowlands Experience Tour ticket guidelines; and accepts responsibility for payment in full on tickets purchased.

Office Use Only:

Account #: _____ Sales Manager: _____ Date/Time Received: _____

Location(s): _____

Notes: _____

IZOD Center Group Sales P.O BOX C-250, East Rutherford, NJ 07073-0250 groupsales@njsea.com



**METLIFE STADIUM AND IZOD CENTER
GENERAL INFORMATION – FAX 201-896-0590 – PHONE 201-460-4370**

Booking a Tour

- All tours are by appointment only.
- Tours are available Monday-Friday at 10:00 AM and 1:00 PM-dependent on event schedule.
- Tours will go out in groups of 15 or more only – Groups exceeding 60 people may be split into two groups and a staggered starting points or times will be established.
- Tours will run, on average, one and a half hours in length.
- **Payment in full is required two weeks in advance.**
- Tickets and receipt will be mailed to the address provided by the group contact
- Tours booked with full payment within a week of selected tour date will receive tickets upon arrival.

Tour Route

- The tour starting point will be at the Club House entrance of the Racetrack (**unless specifically instructed otherwise, by a NJSEA staff member.**)
- The tour guide will remain with the tour group for the entire length of the tour.
- All members of the group must have a ticket to take the tour.
- Tours will go behind the scenes at the IZOD Center and MetLife Stadium – dependent on event schedule.
- **Groups must provide their own transportation to and from venues** – transportation must stay for the length of the tour.

Educational Tour Talk

- Additional 15 minute question and answer session with an executive from the New Jersey Sports and Exposition Authority (NJSEA).
- The contact for the group suggests the tour talk topic from the following menu options:
 - Arena Marketing**
Learn about the opportunities to increase sales through proactive public relations and marketing.
 - Arena Operations**
Learn what it takes to operate and maintain each of these buildings
 - Sponsorship (Advertising)**
Learn how businesses or organizations can provide funds for events in return for exposure to a target audience
- The speaker is booked through NJSEA offices.
- The tour guide will remain with the group for the entire length of the tour and can answer general questions regarding the Entertainment Complex.

Refunds and Rescheduling

- In the event that the NJSEA cancels a tour, group may choose to reschedule tour date or accept a refund.

For more information and scheduling, please contact:

Meadowlands Experience Tours:

201-460-4370

groupsales@njsea.com

www.izodcenter.com