

# 2020 Peak Annual Conference

## Travel Information

### Airport

Dallas/Fort Worth International Airport (DFW)

Airport Phone: 972.973.3112

5.7 miles from the Dallas/Fort Worth International Airport to the Gaylord Texan Resort.

### Flights & Car Rentals

- Your attendance at the conference must be approved by your manager prior to making any travel arrangements.
- All Peak travelers are to book air travel through the conference registration site. Do not book on your existing Concur account.
- Reserve your car using the link to Travel Inc. provided on the Registration website. See Driving topic to review parameters.
- All Travelers should review the travel parameters on the [Travel Incorporated Travel Parameters](#).
- See the [Travel Inc. Support Directory](#).

### Custom Driving Directions

[View Maps and Driving Directions](#).

### Ground Transportation

#### Arrivals

All Peak Associates are to arrange for Uber or Lyft to transport you from the airport to the hotel. We encourage those traveling together, or arriving together, to ride share. This is a reimbursable expense.

Each terminal of [DFW](#) has separate Uber/Lyft passenger pickup/drop off areas. Here's a terminal map: <https://www.dfwairport.com/map/> Type in "Uber" in the Search bar to locate pick up area at each terminal.

#### Departures

Ground transportation will be provided by the Gaylord Texan Resort. Board one of the three 40-passenger buses in the Tour Bus Lobby which is on the lower level of the main lobby. Check out of your room at the front desk prior to Thursday's breakfast.

## Driving

- Use of the associate's personal automobile will be reimbursed at the current mileage reimbursement rate on the Travel Expense Report if traveling less than 200 miles roundtrip.
- Peak Associates should rent a car if traveling more than 200 miles roundtrip.
- Carpooling may be required for associates traveling from locations in close proximity to sister communities.
- Hotel self-parking rate is \$18.00 per night and will be billed to the Peak master account. DO NOT USE VALET PARKING.

## Flight Instructions

- All flights must be booked between October 31st and December 8th based on the information you requested.
- **Flights cannot be booked without manager's approval.**
- Any flights beyond the \$500 threshold need to be approved by your manager before being booked.
- Arrival flights will be booked to land no later than 2:00 pm CST on Monday, January 13th. Some exceptions may be in order due to flight schedules.
- Peak Associates hired since January 14, 2019 should plan to land in time for the 3:30 pm CST New Hire Reception.
- Do NOT book any departure flight before 2:00 pm CST on Thursday, January 16th.
- For assistance or questions, use the "Email Us" button on any page of the Registration website.

## Hotel

Gaylord Texan Resort & Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051  
817.778.1000

Check in: 4:00 pm  
Check out: 11:00 am

Link to hotel Services & Amenities, Fitness & Recreation

<https://www.marriott.com/hotels/fact-sheet/travel/dalgt-gaylord-texan-resort-and-convention-center/>

## Miscellaneous

All meals are included from Monday dinner through Thursday breakfast.

If you plan on using personal time in Dallas pre or post conference, you can enjoy the Peak discounted rooms at your own expense by booking with the hotel directly. The hotel will honor the Peak rate for up to 3 days pre and post conference. To take advantage of this optional offer, you will call the Gaylord Texan at 817.778.1000 and reference the 2020 Peak

Annual Conference Attendee room block rate to secure your room reservation with your personal credit card.

**What To Wear**

|                    |                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------|
| Monday,<br>1/13    | Peak Conference T-shirt (to be mailed to you prior to conference) and jeans for travel, Trade Show and dinner. |
| Tuesday,<br>1/14   | Business casual                                                                                                |
| Wednesday,<br>1/15 | Business casual<br>Black/White cocktail attire for the awards gala                                             |
| Thursday,<br>1/16  | Property T-shirt and jeans.                                                                                    |