

The NCAA Conference Center and Hall of Champions look forward to hosting your upcoming event. Parking is handled directly between the Client and Central Parking System. The following information is to be covered in the parking pass that you prepare for your guests:

- Name of Group/Event
- Date
- Start & End Times for the Event
- “Parking is compliments of _____”
Your group name

The passes need to be distributed to your guests at your registration table on the day of your event and will be collected upon exiting the garage. Please mail or fax this form and a copy of the parking pass your group will be using to:

Mr. Chris Matei
Facility Manager
Central Parking System
801 West Washington Street
Indianapolis, Indiana 46204
Phone: 317/234-0231
Fax: 317/234-0232

The NCAA highly recommends that you contact Chris Matei to confirm all details before your event.

Contact Name _____

Phone Number _____

Address _____

Number of Estimated Cars _____

FORM MUST BE TURNED IN AT LEAST 14 DAYS PRIOR TO EVENT

Shorts Travel

Phone: 866/312-6222

Fax: 317/917-6545