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Dear Gym Owners, Coaches & Family Members:

If you are flying into the Orlando International airport, this is your official notice that it is time to set up your transfer to Walt Disney World for the 2018 Summit Championship. Disney's Magical Express is the most efficient way to transport your team and their belongings to your resort. You have been housed at **Disney's All Star Music Resort / Disney's Pop Century Resort.**

Please fill out your DME form with the following address:

Disney All Star Music Resort  
1801 W Buena Vista Drive  
Lake Buena Vista, FL 32830  
(407) 939-6000

You will be housed at Disney's All Star Music Resort until 5/11, then move to Disney's Pop Century Resort. You will check in at the front desk of Disney's All Star Music Resort when you arrive, then again at the front desk of Disney's Pop Century Resort on 5/11. Check out is at 11:00AM, you may store your luggage with the hotel until your rooms are ready.

All you have to do is complete the [DME form](#) and fax or email it to Disney (the fax number and email address are provided on the form). Disney must have this form no later than two weeks before your arrival date in order to mail your luggage tags and instructions. All guests arriving at the Orlando International Airport (MCO) AFTER 10:00 pm will receive an email only from Disney with instructions and NO luggage tags. AFTER 10:00 pm guests must

go to the baggage claim area to claim their luggage. Baggage service is not provided after 10:00 pm.

[DME Reservation Form >](#)

Once the form is complete, send it directly to Disney by fax at (407) 938-4629 or email: [wdw.dme.reservations@disney.com](mailto:wdw.dme.reservations@disney.com).

We can't wait to see you in Orlando!

Sincerely,

Melanie Berry  
Event Coordinator