Regional Participant Manual

November 16, 2013
Hosted by
Muhlenberg College
At
Lehigh University
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<tr>
<th>Title</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Meet Director                                      | Brad Hackett                              | WORK: (484) 664-3590  
CELL: (610) 739-2308  
FAX: (484) 664-3035  
EMAIL: bhackett@muhlenberg.edu |
| NCAA Division III Men’s and Women’s Track and Field Regional Chair | Mike Dager – Head Coach  
Gwynedd Mercy College | WORK: (267) 448-1368  
CELL: (484) 269-2581  
EMAIL:dager.m@gmc.edu |
| Local Media Coordinator                            | Mike Falk                                 | WORK: (484) 664-3232  
CELL: (484) 788-8700  
FAX: (484) 664-3035  
EMAIL:mike.falk@gw.muhlenberg.edu |
| On-Site Athletic Trainer                           | St. Luke’s Hospital  
Sports Medicine Group | WORK: TBA  
CELL:  
FAX:  
EMAIL: |
# 2013-14 Division III Track and Field Committee

<table>
<thead>
<tr>
<th>Division</th>
<th>Liaison</th>
<th>Position</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Cell</th>
<th>Email</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>Kate Curran</td>
<td>Cross Country Liaison Head Track and Field Coach</td>
<td>St. Lawrence University</td>
<td>Augsburg Center, Canton, New York 13617</td>
<td>Office: 315/229-5813</td>
<td>Cell: 610/715-2266</td>
<td><a href="mailto:mcurran@stlawu.edu">mcurran@stlawu.edu</a></td>
<td>September 2015</td>
</tr>
<tr>
<td>Central</td>
<td>Chris Daymont</td>
<td>Indoor Track and Field Liaison Head Women’s Cross Country Coach</td>
<td>St. Olaf College</td>
<td>Northfield, Minnesota 55057</td>
<td>Office: 507/786-3810</td>
<td>Cell: 612/702-0460</td>
<td><a href="mailto:daymont@stolaf.edu">daymont@stolaf.edu</a></td>
<td>September 2016</td>
</tr>
<tr>
<td>Great Lakes</td>
<td>Paul Sargent</td>
<td>Chair Head Cross Country and Track and Field Coach</td>
<td>Franklin College</td>
<td>101 Branigin Boulevard, Franklin, Indiana 46131</td>
<td>Office: 317/738-8037</td>
<td>Cell: 317/403-0908</td>
<td><a href="mailto:psargent@franklincollege.edu">psargent@franklincollege.edu</a></td>
<td>September 2015</td>
</tr>
<tr>
<td>Mideast</td>
<td>Michael Dager</td>
<td>Cross Country Liaison Head Track and Field Coach</td>
<td>Gwynedd-Mercy College</td>
<td>1325 Sumneytown Pike, P.O. Box 901, Gwynedd Valley, Pennsylvania 19437</td>
<td>Office: 267/448-1368</td>
<td>Cell: 484/269-2581</td>
<td><a href="mailto:dager.m@gmc.edu">dager.m@gmc.edu</a></td>
<td>September 2017</td>
</tr>
<tr>
<td>Midwest</td>
<td>Mahesh Narayanan</td>
<td>Indoor/Outdoor Track and Field Liaison Head W. Cross Country/Asst. W. Track and Field Coach</td>
<td>North Central College</td>
<td>450 South Brainard Street, Naperville, Illinois 60540</td>
<td>Office: 630/637-5525</td>
<td>Cell: 630/388-9633</td>
<td><a href="mailto:mahesh@noctrl.edu">mahesh@noctrl.edu</a></td>
<td>September 2015</td>
</tr>
<tr>
<td>New England</td>
<td>Kelly Scafariello</td>
<td>Outdoor Track and Field Liaison Senior Woman Administrator/Associate Athletics Director</td>
<td>Salve Regina University</td>
<td>100 Ochre Point Avenue, Newport, Rhode Island 02840</td>
<td>Office: 401/341-2247</td>
<td>Cell: 407/619-8998</td>
<td><a href="mailto:Kelly.scafariello@salve.edu">Kelly.scafariello@salve.edu</a></td>
<td>September 2017</td>
</tr>
<tr>
<td>South/Southeast</td>
<td>TBD</td>
<td>Cross Country/Indoor Track and Field Liaison</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>September 2016</td>
</tr>
<tr>
<td>West</td>
<td>John Goldhammer</td>
<td>Indoor/Outdoor Track and Field Liaison Head Cross Country/Asst. Track and Field Coach/Assoc. AD</td>
<td>Claremont Mudd-Scripps</td>
<td>500 E. Ninth Street, Claremont, California 91711</td>
<td>Office: 909/607-3564</td>
<td>N/A</td>
<td><a href="mailto:john.goldhammer@cms.claremont.edu">john.goldhammer@cms.claremont.edu</a></td>
<td>September 2014</td>
</tr>
</tbody>
</table>
Schedule of Events  
(All Times are Eastern Time)

**Friday, November 15**

2:00-5:00  Course inspection/practice.  
Weather permitting.  
PLEASE NOTE – THE DIVISION I RACES ARE SCHEDULED FOR 12:00 AND 1:15 SO THE WOMEN’S RACE WILL BE CONCLUDING BY 1:45.

2:00-5:00 p.m.  Packet pickup.  
Band Shell at Starting Line

5:30 p.m.  Mandatory coaches meeting.  
Cundy Varsity House – Lehigh University Goodman Campus – Cundy House is the building to the north of Rauch Field House

**Saturday, November 16**

9 a.m.  Course opens to competitors.  
Please call (484) 664-3590 for frost warning or severe weather updates on race day if needed.

10:30 a.m.  First gun fired (indicating 30 minutes to start).

10:35 a.m.  National Anthem.

10:40 a.m.  Second gun fired (20 minutes to start).  
Women’s competitors must report to assigned boxes.  
Begin clerking procedure.

10:50 a.m.  Third gun fired (10 minutes to start).

11 a.m.  Women’s 6K championship race.

Noon  First gun fired (30 minutes to start).

12:10 p.m.  Second gun fired (20 minutes to start).  
Men’s competitors must report to assigned boxes.  
Begin clerking procedure.

12:20 p.m.  Third gun fired (10 minutes to start).

12:30 p.m.  Men’s 8K championship race.

Immediately following protest period, recognition of top runners and teams.
Accommodations

The following is a list of area hotels and their contact information. The institution is responsible for contacting the hotel to make all arrangements and providing the hotel with a rooming list.

**Headquarter Hotel**

Hilton Garden – 1787-B Airport Rd, Allentown, PA 18109  
(610) 443-1400 – ask for Andrea Weismiller – Rate is $92

Stay Bridge Suites – 1787 –B Airport Road, Allentown, PA 18109  
(610) 686-5002 – ask for Meygan Young – Rate is $99

**Other Hotels and Restaurants in the Area**

Appendix 1

Course Diagrams/Information

Maps, campus information and race preview are available at the following link:  

Men’s and women’s course map:  


Dressing Rooms

Lockers and showers will be available in the stadium house which is the building at the open end of the stadium across the bridge from the starting line. Athletes must bring their own towels.

Drug Testing

Please see 2013 NCAA Division III Cross Country Pre-Championship Manual for information.
Entry Procedures

Coaches will be allowed to submit a maximum of 10 student-athletes on the entry form. Regional entries are due November 10 by 5 p.m. Eastern Time the Sunday prior to the regional championships by online submission to DirectAthletics. Only the 10 student-athletes listed on the entry form may compete in the regional and/or national championships meets. Coaches will not be able to change the 10 student-athletes on the entry form should the team qualify for the national championship meet. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the committee and NCAA championship manager. Institutions submitting late entries are subject to a fine. Each institution should print a copy of its entry forms to hand carry to the regional and national sites.

Entries will be posted at the following website http://www.muhlenberg.edu/main/athletics/men/crosscountry/NCAAregional2013.html by noon Eastern Time on Wednesday, November 13. Entries received after the initial deadline but up until 5 p.m. Eastern Time on Tuesday, November 12 must be approved by the NCAA regional site representative/committee. A late fine will be assessed ($400 per team/gender). No entries will be received after this final deadline of November 12, 5:00 p.m.

The qualifying finish of teams and individuals at the regional meets will constitute entry into the national meet. No further declaration to compete is needed. If a team or individual chooses not to compete for whatever reason including medical, they must notify the NCAA committee by 9 p.m. Eastern time, Sunday, November 17. If between Sunday and the national championships a student-athlete becomes unable to participate due to a medical condition this must be certified in writing by a doctor that the student-athlete’s medical condition warrants that they not participate.

Please follow instructions below to complete your entries for the regional/national championship.

Please note: If you already have a DirectAthletics account for your team, you should login at www.directathletics.com and use your existing account to submit your entries. The NCAA entry process is no different than submitting entries to other DA meets. If you know you have an account but have forgotten your username/password, you can click the “I forgot my password” link in the login box.

Step 1: Creating a DirectAthletics Account

If you are new to DirectAthletics, you will be able to create an account for your team by following the instructions below:


2. On the right side (in the New Account Creation box), select your division.

3. Select your team, choosing only what genders you are submitting entries for. Enter your contact information—this information will be used only by the NCAA and the meet hosts. Last, enter the username and password you would like for your account. Please choose a username that is unique—common usernames like “bears” or “adam” or “track” are likely to be taken.

4. Click Continue and you will be brought to the default Team Roster page. You can see what team you are controlling by looking at the Team dropdown on the navigation bar across the top of your account [i.e., Texas (Men)]. If you have a men’s and women’s account, it will usually default to men first.
5. Follow Step 2 below to enter your roster.

**Step 2: Setting Up Your Online Roster**

*Before submitting your entries for the championships, you must first add all attending student-athletes to your DirectAthletics roster:*

1. On the default Team Roster page, click the green “Add Athletes” link above “Welcome to your DirectAthletics account!”

2. Select the number of student-athletes you wish to enter. You can always add more later.

3. Enter your student-athletes’ first names, last names and school years and click “Submit”. Please be aware of what gender you are entering—you will complete the roster and entry process for one gender first, and then repeat the process for the other gender (see the Important Notice after Step 3 below)

4. The system will display the student-athletes you have added to your roster. You are now ready for the final step of Submitting Your Roster/Entries.

**Step 3: Submitting Your Roster/Entries**

*Once your student-athletes are added to your roster, you must submit your roster to the NCAA Division III Championships.*

1. Click the HOME tab in the upper left of the site. Under Upcoming Meets, click the green Register button next to the NCAA Division III Championships.

2. Check off the box for each student-athlete you wish to enter. You can check the top box to select (or un-select) your entire roster. If you have left anyone off your roster accidentally, you can add them using the “Add New Entry” box.

3. When you have completed your entries, click “Submit”. You MUST click “Submit” to submit your entries.

4. You will see your current, submitted entries on the “View Entries” page. For entry confirmation, click the link for a printable receipt or click the Email Confirmation link at the top of the “View Entries” page. An Email Confirmation will be sent to the email address in your account.

5. At any time before the entry deadline, you may edit your entries by clicking the “Edit Entries” link next to the meet in the HOME tab.

*Please note if you are entering Men AND Women, you will now repeat Steps 2 and 3 with the other gender. Select the opposite gender (i.e., McMurry (Women)) from the Team dropdown on the navigation bar across the top of your account. Repeat Steps 2 and 3. You must request separate email confirmations for Men and Women.*
Reminder

It is the coach’s responsibility to inform the track and field committee immediately if for some reason a student-athlete entered and selected to compete in any national competition cannot compete.

Final Declaration

Student-athletes must check in with the clerks at their assigned box 20 minutes prior to the start of their race. Teams are only permitted to run seven. A team running more than seven will be disqualified and the action will be considered misconduct.

Squad Size

Teams are limited to a maximum of seven competitors. Institutions entering five to seven runners in the meet must compete as a team. If fewer than five competitors run, they will compete as individuals.

Evacuation/Severe Weather Plan

Lightning Policy

Following NCAA protocol, we will be using WeatherSentry online lightning detection and weather monitoring system. Once lightning enters the 30 mile radius of competition, we will begin preparations to protect the student-athletes and spectators. Once lightning enters an 8 mile radius of our site, competition must stop and student-athletes and spectators will be moved to safe areas. We will not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring.

Shelter Locations

In case of severe weather, athletes, coaches and fans should underneath the stands of the football stadium. The stadium is next to the start/finish line of the cross country course. Rauch field house (next to the parking lot for the cross country course will also be available in case if inclement weather.

Severe Weather Policy

For the safety of all spectators, student-athletes, officials and coaches the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):

1. The meet director and NCAA track and field committee will monitor the weather during the week and morning of the championships.

2. A central information location and/or phone number to call for information on delays and/or postponement to the following day. Then the host can leave a message at that number alerting coaches of different start times or a delay in course inspection times due to inclement weather. This number (484) 664-3590 will be placed in the information with the coaches’ packets and on the meet website.
3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration should be taken in regards to the policies toward competition on Sunday for each institution.

4. If the race has already begun and would have to be suspended in the middle of the competition, the track and field committee would recommend the following:

   **Women's 6,000 meter** - If competition is suspended before the 2,000 meters mark you may run the same day with a two hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.

   **Men's 8,000 meter** - If competition is suspended before the 3,000 meters mark you may run the same day with a two hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

5. If necessary, competition may be postponed until Sunday, per NCAA policy, with competition not starting prior to Noon. This information must be communicated with all involved institutions.

   **Appropriate provisions will be made to the facility to ensure the safety of competitors and spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.**

**Finish Line Procedures**

We will be using chips at the finish line as the official timing system. The backup will be video cameras. The order of finish will be verified with video cameras. Two cameras will be on each of the finish line mats. Timing mats will be used on the course at select marks.

Runners should continue racing past both sets of mats at the finish line. Once they have crossed the mats, runners should continue to move through the finish chute as quickly as possible. Runners need not maintain their order of finish in the chute. Water and trainers will be available at the end of the finish area. Coaches and fans can wait for runners outside of the finish. After runners leave the area, they will need to remove their chips, and get them to the coach as soon as possible. Coaches should collect their chips and return them to the results pick up area.

**Mandatory Administrative Meeting**

Coaches are required to attend the mandatory administrative meeting on Friday, November 15 at 5:30 p.m. at Cundy Varsity House. Prior to the meeting starting coaches may pick up their packets. The Cundy Varsity House is on the same property (Lehigh University – Goodman Campus) as the cross country course. The Cundy House is the building to the north of Rauch Field House.

**Merchandise**

Merchandise will be available for purchase from 2:00-5:00 p.m. Friday on the north side of the Lehigh Football Stadium and at the course Saturday from 9 a.m. through the conclusion of the second race.
Packet Pickup

Packets will be available Friday, November 15, from 2:00-5:00 p.m. at the band shell by the start finish line – packets will also be available at the mandatory Friday night meeting.

Course maps and descriptions will also be available and host representatives will be there to answer any questions on the course. Coaches with outstanding fines will not receive their packets until the fine is paid.

Practice Schedule

Practice access to the course is limited to Friday and the day of competition, weather permitting. The course will be available November 15, from 2:00-5:00 p.m. The course will be open at 8 a.m. the morning of the race unless there is frost on the ground.

**Please call (484) 664-3590 on race day before leaving for the course for frost warning or severe weather updates if necessary.

Protests

A protest/appeals tent will be located near the finish line. Forms will be available at the tent for the head coach to provide information about the alleged incident or problem, citing the NCAA rulebook. The NCAA committee’s ruling and explanation will be posted along with the results of the race. The protest period now does not begin until the results of the last race have been posted.

Results

Each coach will receive one copy of the official results. Results will also be posted on NCAA website (NCAA.com). Coaches will pick up results at the band shell by the finish line.

Sports Information

Results

- Via the Internet - NCAA.com is where results can be found after the completion of each race.

- At the meet - members of the media and coaching staffs (with ticket) may pick up results after each race at the awards luncheon.

- Contact Mike Falk, the Muhlenberg College Sports Information Director for more information at mike.falk@gw.muhlenberg.edu
Sports Medicine

The training room is located in the football stadium locker room at south end of football stadium – by the start finish line of the cross country course. There will also be a training area set up on the course Saturday. If you have any special needs, please contact Brad Hackett – bhackett@muhlenberg.edu

Training Room Hours

Friday, November 15  2:00-5:00 p.m.
Saturday, November 16  9:00-1:00 p.m.

The training room is located in the east end zone of the football stadium just west of the starting line.

Trainers on Course

Friday, November 15  2:00-5:00 p.m.
Saturday, November 16  Beginning at 8 a.m.

Student-trainers must present a prescription or letter of treatment from the institution’s certified trainer in order to administer electric modalities. Modality treatment will only be given with written permission from your institutions’ medical staff. Competing institution’s trainers will not be allowed on the course unless their athlete becomes injured or ill. Ambulance will be onsite for the races.

Transportation

All transportation needs will be the responsibility of the participating team.

Directions to Course

The Lehigh University cross country course is located on the Goodman Campus of Lehigh University - 150 Goodman Drive/Bethlehem, PA 18015.

Uniforms

In all events and award ceremonies, competitors must wear the proper uniform (warm-ups included) of the institution they represent in the championships. Uniforms for all cross country team members must meet the following criteria: (1) School-issued; if they are singlets, they must be identical; (2) pants may be of any length, but must have identical color; and (3) visible undergarments must be of an identical solid color. Uniforms must be clean and of a material and design so as not to be objectionable. Bare midriff tops are not acceptable. (Note: The uniform top must meet or hang below the waist band when the competitor is standing.) Uniforms must allow for competitors’ numbers to be placed above the waist (front and back) and for hip numbers to be placed on the hip, not on the leg or thigh. Uniform tops must not obscure hip numbers.

Logos

An institution’s official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2.25 square
inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram). In addition, an institution’s official uniform cannot bear a design element similar to the manufacturer’s that is in addition to another logo or that is contrary to the size restriction. A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 21/4 square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete’s institution. These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes prerace or post race activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.
## Appendix 1

### Allentown, Bethlehem Hotels

<table>
<thead>
<tr>
<th>Hotel 1</th>
<th>Address 1</th>
<th>Phone 1</th>
<th>Hotel 2</th>
<th>Address 2</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Inn Allentown</td>
<td>7625 Imperial Way</td>
<td>(610) 391-0344</td>
<td>Comfort Inn Bethlehem</td>
<td>Routes 191 &amp; 22</td>
<td>(610) 865-6300</td>
</tr>
<tr>
<td>Comfort Suites Bethlehem</td>
<td>120 West 3rd Street</td>
<td>(610) 882-9700</td>
<td>Comfort Suites Allentown</td>
<td>3712 Hamilton Blvd</td>
<td>(610) 437-9100</td>
</tr>
<tr>
<td>Courtyard By Marriott</td>
<td>2160 Motel Drive</td>
<td>(610) 317-6200</td>
<td>Days Inn</td>
<td>2622 Lehigh Street</td>
<td>(610) 797-1234</td>
</tr>
<tr>
<td>Econo Lodge</td>
<td>2115 Downy Flake Lane</td>
<td>(610) 797-2200</td>
<td>Hampton Inn</td>
<td>7471 Keebler Way</td>
<td>(610) 391-1500</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>Routes 22 &amp; 512</td>
<td>(610) 868-2442</td>
<td>Hilton Garden Inn</td>
<td>1787B Airport Road</td>
<td>(610) 443-1400</td>
</tr>
<tr>
<td>Hilton West</td>
<td>230 Sycamore Road</td>
<td>(610) 398-6686</td>
<td>Holiday Inn Allentown</td>
<td>Route 100 &amp; I78</td>
<td>(610) 391-1000</td>
</tr>
<tr>
<td>Holiday Inn Bethlehem</td>
<td>Routes 22 &amp; 512</td>
<td>(610) 866-5800</td>
<td>Howard Johnson</td>
<td>3220 Hamilton Blvd</td>
<td>(610) 439-4000</td>
</tr>
<tr>
<td>McIntosh Inn</td>
<td>Route 22 Airport Road</td>
<td>(610) 264-7531</td>
<td>Microtel Inn</td>
<td>1880 Steelstone Road</td>
<td>(610) 266-9070</td>
</tr>
<tr>
<td>Hotel/Motel</td>
<td>Address 1</td>
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<tr>
<td>Radisson Hotel</td>
<td>437 Main Street</td>
<td>1500 MacArthur Road</td>
<td>(610) 625-5000</td>
<td>(610) 439-1037</td>
<td></td>
</tr>
<tr>
<td>Bethlehem, PA</td>
<td>Allentown, PA</td>
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<tr>
<td>Red Roof Inn</td>
<td>Rte. 22 &amp; Airport Road</td>
<td>2180 Motel Drive</td>
<td>(610) 264-5404</td>
<td>(610) 317-2662</td>
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<tr>
<td>Sheraton Inn</td>
<td>3400 Airport Road</td>
<td>1787 Airport Road</td>
<td>(610) 266-1000</td>
<td>(610) 443-5000</td>
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<td>Super 8 Motel</td>
<td>1715 Plaza Lane</td>
<td>Route 100 &amp; I-78</td>
<td>(610) 435-7880</td>
<td>(610) 395-6603</td>
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