

## **PRELIMINARY GROUP CONTRACT – September 28, 2018**

The information contained in this document is confidential and proprietary to Ellison Travel & Tours Ltd. with the understanding that it will be held in strict confidence and will not be used for any purpose other than for you the client for this particular tour. No part of the document may be circulated, quoted, or reproduced for distribution, outside the Client organization without prior written approval from Ellison Travel & Tours Ltd. This includes unsecured websites and the internet.

*Note: It is the responsibility of all participants to be in possession of the correct documentation to travel out of the country. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. **Canadian Citizens require a valid passport** (authorities at your destination require that passports are valid for **3 MONTHS** beyond your return date). Ellison Travel & Tours recommends passports are valid for 6 months beyond your return date. Non-Canadian travellers should contact Ellison Travel & Tours at [traveldocuments@etravel.com](mailto:traveldocuments@etravel.com) so we can check entry and transit requirements and confirm that they have the correct travel documentation and/or visa requirements.*

**GROUP NAME:** Ontario Association of Land Surveyors  
**TRAVEL DATES:** September 28 – October 9, 2019 (tentative)  
**DESTINATION:** 12 Day Tour to France & Belgium  
**DEPARTURE POINT:** Toronto Pearson International Airport

**ESTIMATED TOUR COST:** **\$3,715.00 - \$3,815.00 Canadian per paying person**  
**(based on 40 paying travellers)**

**\$3,815.00 - \$3,915.00 Canadian per paying person**  
**(based on 34 paying travellers)**

**\$1,030.00 - \$1,130.00 single supplement (limited availability)**

*\*\* Should your numbers change from the above, the tour cost will be re-calculated accordingly\*\**

**NOTE:** The tour price quoted is based on the current rate of exchange. We will finalize the price of your tour once we have received your **first per person** payment and purchased the currency for your tour. The price quoted may increase or decrease and you will be contacted if there is a significant change in price due to currency fluctuations.

### **COST INCLUDES:**

- services of an Ellison Travel and Tours Tour Manager throughout
- return airfare from the Toronto Pearson International Airport to Paris Charles de Gaulle International Airport including all applicable airline, airport and security fees based on 2018 pricing (2019 fares not available yet)
- transportation via private motor coach from arrival Paris Charles de Gaulle Airport to arrival at your Paris hotel, including driver accommodations and tolls/parking
- 10 nights accommodation (2 nts Arras, 2 nts Ypres, 1 nt Dieppe, 3 nts Bayeux, 2 nts Paris) (based on twin/double accommodations)
- breakfast daily at the hotels

- welcome dinner with 1 drink per person in Arras
- 3 group dinners and 1 group lunch
- visits and admission costs (where fees exist) to the following: Beaumont-Hamel, Vimy Ridge, Neuville St Vaast, Notre Dame de Lorette, In Flanders Fields Museum (self-guided visit), full day guided Ypres-Salient tour, Menin Gate Ceremony (wreath laying by the group), Wimereux, Dieppe beaches, Hautot-sue-Mer Canadian War Cemetery, Honfleur, Queen's Own Rifles House, Juno Beach Centre (guided visit), Beny-sur-Mer Canadian War Cemetery, Arromanches 360 Theatre, Longues-sur-Mer, Caen Memorial Museum (self-guided), Abbaye d'Ardenne, Chateau de Versailles and Gardens (audio guided visit)
- choice on Day 8 to visit Omaha Beach and American Cemetery or stay behind in Bayeux
- afternoon panoramic guided city tour of Paris
- 5 metro tickets per person for travel in Paris
- coach transfer from your Paris hotel to Paris Charles de Gaulle Airport
- includes all applicable taxes and service charges as of this contract date (HST/GST does not apply)
- 24-hour Ellison Travel & Tours Ltd. Emergency Contact Number while on tour
- comprehensive Tour Leader binder that includes maps, confirmation details, travel tips and more

**NOTE: ALL INCLUSIONS ARE SUBJECT TO AVAILABILITY AT TIME OF BOOKING**

*Please note that an average/moderate level of fitness is required to enjoy the various activities of this tour. Passengers must be able to walk without the aid of another person, climb 3-4 flights of stairs and step on and off a bus to participate on this tour.*

*Living Standards and practices at the destination may differ from those in Canada and the standards and conditions at the destination with respect to the provision of utilities, services, and accommodation may differ.*

**NOT INCLUDED:**

- meals other than mentioned above
- hotel luggage handling
- drinks with group lunches or dinners except where noted (other than tap water on the tables) are available for purchase
- driver and local guide gratuities: suggested total amount of gratuities for the trip is €22.00 per person travelling on the trip
- additional taxes, fuel surcharges or service charges levied by the governments or our suppliers
- charges by the airline for oversize/overweight luggage/musical instruments, over and above the amount listed under the cost includes section above
- any luggage fees introduced or altered prior to travel
- The airline tickets are issued in the names you provided on the registration form and must match the name per the passport. An administration fee of \$50.00 plus applicable airline charges and taxes will be charged per ticket if tickets need to be re-issued.
- passport photos, government processing fees and visa fee if required

**OPTIONS (additional charges):**

- Manulife Travel Insurance, pricing based on insurance package chosen and age – see accompanying registration form for details
- upgraded accommodations, accessible rooms may be available and should be requested at registration
- deviations are allowed at an extra cost of \$100.00 + other airline fees

**AIRCRAFT SEATING:**

For all airline group bookings, generic seating is often the only option offered by the airline when the names are submitted for ticketing. Changes to seats may be completed by the traveller at time of check-in, pending availability. Sometimes specific seating requests are available for an extra charge.

**CLIENT PAYMENT REQUIREMENTS:**

- Terms of Payment are cheque, VISA, MasterCard or Carlson Wagonlit Travel Gift Certificates (available to purchase with your RBC points)

October 18, 2018	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> payment of \$500.00 per person is due (plus cost of insurance if purchased)</li> <li>• Event tickets cannot be purchased until first per person deposit is received</li> </ul>
February 1, 2019	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> payment of \$1000.00 per person is due</li> </ul>
May 3, 2019	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> payment of \$1000.00 per person is due</li> </ul>
August 2, 2019	<ul style="list-style-type: none"> <li>• Final Payment is due</li> </ul>

**CANCELLATION PENALTIES:**

- tickets are 100% non-refundable once purchased
- all payments received by Ellison Travel & Tours are 100% non-refundable
- \$40.00 service fee for NSF transactions

Please note no changes to the itinerary or number of travellers are permitted by the group less than a month prior to departure date, as last-minute changes may compromise the outcome of your tour.

**TERMS AND CONDITIONS**

**Ellison Travel & Tours Ltd. Pricing Policy:** Your initial proposal is free of charge. We will work with you to prepare a preliminary proposal to meet the needs of your group. The proposal will include a suggested itinerary and estimated cost, along with an application form to be used at your discretion. The purpose of the initial deposit is to assist you to get commitment from your group. Terms of Payment are noted above.

**Performance Arrangements:** Performance arrangements cannot be confirmed without receipt of your first per person deposit and your performance questionnaire. If your request for assistance to arrange performances or your first per person deposit is received less than 90 Days prior to your departure date, performance arrangements may not be secured and service charges will apply to all confirmed performances.

**Festival/Event Arrangements:** If travel is arranged for the purpose of attending a festival or event an alternative venue will be arranged if the festival/event is cancelled or the dates are changed.

**First Per Person Payment:** This payment is due as noted above and will range from \$50.00 to \$600.00 per person depending on the tour. For tours of seven days or more, a second per person payment may be set up in our payment plan. The amount of the second payment will depend on requirements for making non-refundable payments i.e. airline deposits, theatre tickets, insurance (if purchased) etc. We will offer as much flexibility as possible.

**Final Payment:** Refer to the "payment requirements" section on your group contract for specifics to your tour.

**Price Guarantee:** The above tour cost is based on the current exchange rate at the contract date. Should the exchange rate fluctuate before the first per person payment is paid, adjustments to the tour cost will be made accordingly. Please note once the first per person payment is paid, the contract tour cost is guaranteed. Prices are subject to change for matters over which Ellison Travel & Tours Ltd. has no control, such as fuel surcharges, government taxes, airline schedule changes or cancellations which are imposed by one of our suppliers.

**Changes to the Tour:** The tour cost is based on the prices and exchange rates in effect on the date of the current contract. You will be notified if increases are imposed by airlines, suppliers or governments and will be reflected on the final invoice. Should the number of participants change, it may be necessary to revise components of the tour or adjust the cost to cover these differences. Ellison Travel & Tours Ltd. reserves the right to alter the itinerary as required for the comfort, convenience and safety of the participants and for the proper management of the tour.

**Cancellation Penalties:** All payments are 100% non-refundable.

**Insurance:** Ellison Travel & Tours strongly recommends the purchase of Trip Cancellation and Interruption Insurance, and Comprehensive Assistance, Health Coverage, Individual Accident Coverage, and Baggage and Personal Effects Insurance. Details are available from your group planner. **Travel insurance** must be extended if you choose to deviate from the group itinerary, as insurance must be covered for your entire time of travel. Additional costs are applicable and your tour planner will be able to advise of the additional cost for the insurance premium extension.

**Responsibility:** Ellison Travel & Tours Ltd. is responsible for the safety and welfare of all individuals involved in your tour. Airline schedule changes or cancellations, labour disruptions, weather conditions, or other circumstances considered Acts of God for which Ellison Tours is not at law responsible, may result in the alteration or cancellation of all or part of the tour itinerary.

**Documentation:** Passengers must have valid passports for travel abroad and visas for some countries. Ellison Travel & Tours Ltd. does not accept responsibility for passengers who do not meet correct visa and passport

requirements. Entry to another country may be refused even if the required information and travel documents are complete.

**Air Deviations:** *When permitted by the airline*, Ellison Travel & Tours is pleased to offer opportunities for travellers to deviate from the group flight itinerary. An administration charge, any difference in airfare and extra travel insurance costs will apply. All deviation requests must be completed no later than 90 days prior to departure date. Each airline will only allow a certain percentage of group travellers to deviate from the group so when available these will be on a first come, first served basis. Contact your group planner at Ellison Tours for further details.

Attached itinerary is tentative and subject to final confirmations.

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Rick Wendler, Ellison Travel & Tours Ltd.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Doug Culbert, Ontario Association of Land Surveyors

**\*\*Please sign and return this form with initial deposit. Thank you.\*\***