Dear Group Organizer,

You are cordially invited to attend our annual International Teacher Convention, taking place December 26 through December 30, 2016. We are pleased to announce that this year’s convention will be held in Rome.

The convention allows us the opportunity to get together with old friends and provides the chance for first-time group organizers to be welcomed into our extended family. It’s a wonderful way of getting to know one another.

Attendance is confirmed on a first-come, first-served basis, and space is limited. Therefore, we urge you to submit your application(s) as soon as possible in order to secure your spot(s). Please complete the enclosed application form and return it in the postage-paid envelope at your earliest convenience. Alternatively, you may email it to dale@passports.com or fax it to 800-224-7277.

If you have any questions, please contact Shawn Bernard, Director of Admissions, by calling 1-800-332-7277 between the hours of 12:00 p.m. and 9:00 p.m. ET, or via email at shawn@passports.com.

We hope you will be able to attend, and we look forward to seeing you in Rome!

Sincerely,

The passports Staff
YULETIDE IN ROME

December 26-27, 2016

Arrival
Rome is your destination; a wide-bodied jet is your vehicle. Swoop down over the Alps and touch down on the wide concrete runway at Fiumicino. You’ve arrived.

Settle in your hotel. You’ll have some free time to unwind and unpack.

Welcome Reception
Tonight, enjoy a welcome reception to meet passports staff and fellow group organizers.
December 28, 2016
Set out on a sightseeing tour of Rome.

Local Guide
A full-day local guide, well-educated and specially-trained on the history and culture of Rome, will accompany your group.

Colosseum, Roman Forum and Palatine Hill
Visit some of the best known monuments of Ancient Rome, including the Colosseum and the Roman Forum. Once the heart of a vast empire, the Forum was filled with extravagant buildings and crowded with people from all over the known world.

Your combination ticket also allows entrance to the archaeological site on the Palatine Hill. Should time allow, you may want to make your way up the hill to visit the site and its museum. This was the oldest residential area in Ancient Rome.

Vatican Museums
Discover outstanding masterpieces collected for the Vatican Museums since the early 1500s. You will see exceptional statues from antiquity, such as Laocoön and His Sons and the Apollo Belvedere, and stunning Renaissance paintings, notably in the Raphael Rooms, where the best-known of the frescoes is The School of Athens.

Marvel at Michelangelo’s Last Judgment and brightly-colored ceiling frescoes in the Sistine Chapel.

A visit is included to St. Peter’s Basilica, which houses priceless works of art, in particular Michelangelo’s Pietà and Bernini’s Dove of the Holy Spirit.

Piazza Navona
Walk through the plaza known as Piazza Navona. Built on the site of Domitian’s Stadium and lined with grand buildings and trendy cafes, this oblong square is adorned with statues and fountains, notably Bernini’s Fountain of the Four Rivers.

Enter the “Temple to All the Gods,” which is one of the better-preserved and most harmonious monuments of antiquity.
December 29, 2016

Plan your free time in the city, or consider joining an excursion. *(To be announced.)*

**Farewell Dinner**
Tonight, you’ll be treated to a special Farewell Dinner.

December 30, 2016

*Ciao, Europa!* Statistics show that visitors do in fact return to Rome, although it may not have anything to do with coins in a fountain. Race the sun and arrive home later today, eager to share your discoveries with family and friends.

**Meals**
- Breakfast
- Upgraded Dinner

**Highlights**
- Farewell Dinner

**Overnight**
- Rome

**Meals**
- Breakfast

**Transfers**
- Airport departure transfer
PERSONAL DATA

All information must match your passport for correct issuance of airline ticket. Do not use nicknames. Your passport must be valid for at least 6 months after you return.

LAST NAME _____________________________ FIRST NAME _____________________________ MIDDLE NAME _____________________________

ADDRESS
___________________________________________________________________________________________________________________________________________________________________________

CITY __________________________________ STATE _____________________________ ZIP _____________________________

HOME TELEPHONE ( _______ ) __________________________________ ALTERNATE PHONE ( _______ ) __________________________________

EMAIL ADDRESS __________________________________________________________

BIRTHDATE ___________ ___________ ___________ GENDER ☐ MALE ☐ FEMALE

CITIZEN OF (COUNTRY) ______________________________________________________

PASSPORT # __________________________________ DATE OF ISSUE ___________ ___________ EXPIRATION DATE ___________ ___________

All travelers are responsible for obtaining proper passport and visas for the countries you are visiting. See Release & Agreement.

NAME OF EMERGENCY CONTACT
________________________________________________________________________________________

TELEPHONE ( _______ ) __________________________________________________________

Name and telephone of person not traveling with you.

PLEASE PROVIDE US WITH A PHOTO FOR OUR CONVENTION DIRECTORY! YOU CAN ATTACH IT TO THIS APPLICATION OR EMAIL IT TO DALE@PASSPORTS.COM.

TOUR GROUP DATA

ITINERARY NAME: YULETIDE IN ROME

DEPARTURE CITY __________________________________

DEPARTURE DATE: DECEMBER 26, 2016

Please note that any travelers in your party who wish to depart from a city different from the main group organizer may do so, but may have to pay additional airfare. Contact passports for pricing.

FINANCIAL DATA

☐ QUALIFY FOR A COMPLIMENTARY BONUS TRIP. ☐ I WISH TO PARTICIPATE AS A PAYING PARTICIPANT.

ROOMMATE’S NAME __________________________________

☐ DOUBLE (1 FULL SIZE BED) ☐ SINGLE (TWIN SEPARATE BEDS)

Please note triple rooms may be available but no reduction in cost is allowed. Single rooms are available at a cost of $100 per night. Please indicate single-room above and add the single-room charge below. The single room charge applies to qualifying teachers as well as paying travelers.

FOR PAYING PARTICIPANTS

Full payment must accompany this form. Make checks payable to: passports student depository account. Please note that credit cards are not accepted. For complete payment guidelines and other information, see the 2016 International Teacher Convention Terms & Conditions on reverse side.

☐ NEW YORK $1,999 ☐ ADD-ON AIRFARE for your departure city
☐ DALLAS $2,299 ☐ MIAMI $2,199
☐ LOS ANGELES $2,299

☐ SINGLE ROOM ☐ OPTIONAL EXTENSION $300 Contact passports for pricing.

extension city

extension city

return date

TOTAL ENCLOSED $ ___________

Please do not send cash.

MEDICAL / HEALTH DATA

Please send a confidential letter to passports concerning any medical condition(s) which could affect your travel.

SIGNATURE

PLEASE SIGN HERE

I have read and understand passports special Terms & Conditions and Release & Agreement governing the 2016 International Teacher Convention, and agree to accept these conditions. Please note: Rewards Points will be deducted when your application is received and are non-refundable if you cancel for any reason.

APPLICANT’S SIGNATURE _____________________________ DATE ___________
Terms & Conditions

A five-day trip to Rome is offered by passports to group organizers, spouses and/or companions on the following concessionary terms and conditions:

Description: This trip to Rome (Dec. 26, 2016-Dec. 30, 2016) is offered by passports to group organizers, spouses, and/or companions for the purpose of familiarizing them with the high quality of passports ground services, and introducing them to passports home office staff, couriers and other teacher colleagues nationwide.

This trip includes: Round-trip air transportation from selected U.S. international airports. The airlines involved are not responsible for any acts, omissions or events while you are on board the aircraft. Baggage limit of 44 pounds per person, which allows for one standard suitcase and one carry-on bag. Transfers to and from the Rome airport. Hotel accommodations at a centrally-located hotel in twin rooms (triple rooms may be available by adding an extra bed to the room; no reduction in cost is allowed). Private bath guaranteed. Breakfasts daily. One half-day Rome city sightseeing with professional guide. Welcome Reception and a Farewell Dinner. All activities are subject to restrictions beyond passports’ control such as seasonality, closing times, holidays, strikes, traffic conditions or inclement weather.

This trip does not include: passport fees, visa fees, baggage fees, border fees, gifts, laundry valet service, hotel mini-bar or telephone charges, local airport departure taxes, portage, tips, entrance fees, beverages, lunches, dinners except as specified, optional excursions or field trips, personal expenses, and insurance fees (see below).

Reservations: Qualifying group organizers will receive one (1) complimentary space for themselves to attend the International Teacher Convention. Companions are allowed to attend (provided that the group organizer participates him/herself) as a guest by using rewards or bonus points. Proposed recipients of complimentary spaces must submit an application, and will be individually approved by passports on a first-come/first-served basis.

Paying Spouses, companions, and family members: At the written request of the group organizer, such persons may participate in the Convention at the cost listed on the application (see reverse side). (Add-on fares are available from other departure cities. Call passports for current prices.) This sum must be fully paid (postmarked) no later than October 1, 2016. Paying participants must first submit an application, and are subject to space availability. Should the individual wish to depart from a city different from that of the qualifying group organizer, there may be additional airfare charges. Please contact passports. Elective withdrawals of such persons will be subject to the cancellation penalties set forth in these Terms and Conditions. Pro-ratiating of leftover bonus points or rewards points in order to achieve lower costs for paying participants is not permitted. Unused points or rewards must remain on account until used or expired.

Refundability of tuition fee to paying participants: At the written request of a paying Convention participant who subsequently organizes a travel group of 15 or more full-paying participants on any 2017 or 2018 passports program, passports will refund the sum of the convention trip fee at or about the time that final travel documents are mailed to the 2017 or 2018 travel group.

Cancellations: Qualifying group organizers cancelling their participation in the Teacher Convention must do so in writing, and will not be entitled to any refund for any reason, including medical reasons and/or compelling personal circumstances, nor will passports be under any obligation to provide any other free trip at a later date.

“Paying” participants who elect to cancel must also do so in writing. Cancellations post-marked before November 1, 2016, for any reason, including medical reasons and/or compelling personal circumstances, will result in a full refund of the program fee less a $375 service fee, any airline penalties, and trip cancellation fees. Special arrangement fees and optional excursions are also non-refundable.

NOTE: Once airline tickets have been issued they are non-refundable.

Post-departure travel protection plan: passports provides and pays for a post-departure travel protection plan which provides coverage for trip interruption, emergency medical expenses, baggage loss or delay, trip delay, and more. Contact passports for details.

Special Arrangements and Travel Extensions: Contact passports.

Substitutions: Substitutions cannot be made once a participant is enrolled, regardless of whether a “free” or paid spot is used.

Cash equivalency: There is no cash equivalency payment available for this special offer.

For additional information, contact passports.

Release & Agreement

I am an applicant for a tour with Passports, Inc., d.b.a. Passports, and acknowledge and agree to the following conditions binding upon myself and upon Passports, Inc., (“passports”).

1. passports is responsible only for the acts or omissions of its employees. Each tour begins with the takeoff of the first international flight and ends upon completion of the return flight to the U.S.

passports cannot be responsible for events beyond its control, including, without limitation, acts of God, war, strikes or government restrictions, or any other circumstances of force majeure; nor, in the absence of its own negligence, for personal injury, accidents, death, property damage or loss, or delay caused by persons not controlled by passports, including, without limitation, airlines, bus companies, railways, hotels, restaurants, taxis or any other agency, company or individual.

passports is not responsible for loss of a U.S. passport, travel documents or airline tickets, loss or damage to luggage or any other personal belongings, or for consequential damages in any event.

2. Airlines’ liability for loss or damage to baggage is limited. Contact the airlines for baggage liability limits. Airlines accept no liability for fragile or perishable articles. Higher limits of liability may be obtained from the airlines by paying the charge contained in the carriers’ tariffs, or optional baggage protection insurance can be purchased. I understand that the airlines liability for death/injury is limited by their tariffs and/or by the Warsaw Convention.

3. passports is not responsible for me when I am absent from passports scheduled activities. I accept liability for any financial obligations incurred by me, or any damage or injury caused by me while on a passports tour.

4. If I become ill, injured or incapacitated during my tour, passports will do whatever it deems necessary to preserve my health and safety including, without limitation, obtaining medical treatment for me at my expense, and/or transporting me at my own expense back to my home for medical reasons. I agree to pay any extra expenses incurred on my behalf for medical or other reasons. I also understand that health/accident insurance is included on my behalf through passports’ insurance provider.

5. Any photographs, films or videotapes taken of me while participating in a passports tour and/or any of my comments or statements may be freely used in passports’ published materials, and I hereby agree to such use.

6. If I wish to withdraw from this tour, I must do so individually in writing. Any refund to which I may be entitled is described in the 2016 International Teacher Convention Terms and Conditions.

7. passports and the airlines reserve the right to substitute airlines, to make changes in equipment, the itinerary, departure and arrival dates, times or cities, or to alter the itinerary, and I agree to accept any such changes. No refunds will be made under these circumstances, and passports will attempt to provide comparable services or accommodations.

8. I am responsible for obtaining and carrying a current passport, and if I am not a U.S. citizen, the appropriate visas for countries I am to visit. My inability to obtain such documents shall not constitute grounds for cancellation with a full refund.

passports.com

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