



SHOWSTOPPER TOURS

BAND/CHOIR/ORCHESTRA
CRUISE SUPPLEMENTAL PACKET



This Packet Includes:

Contract and Terms

Cruise Supplemental Contract

Music Cruise Information Packet

Cruise Forms

Cabin List Form

FunPass Information

*Be sure to ask your tour coordinator if you have any questions!
Additional forms can be obtained from your tour coordinator.*

ShowStopper Tours
1-888-918-TOUR
info@ShowStopperTours.com
www.ShowStopperTours.com

CONTRACT AGREEMENT FOR Showstopper Tours, LLC

ARTICLE ONE: RESPONSIBILITIES

Section 1. Responsibilities for Tour Plans. Showstopper Tours, LLC shall be solely responsible for making and carrying out all tour arrangements and services included in the tour package purchased by the Group Participant from Showstopper Tours, LLC pursuant to the terms of this contract. Such arrangements and services may include necessary program changes which Showstopper Tours, LLC shall be responsible for making to the package prior to departure due to unforeseen costs or other contingencies. Showstopper Tours, LLC shall be responsible for the supervision of its tour agents who will in turn be responsible for carrying out the final arrangements and services pursuant to the details of the tour package. The appointed tour coordinator shall be responsible for making or changing (as may be necessary) all room assignments at the designated hotel or other place of accommodation, and the tour coordinator together with the tour chaperones shall be responsible for seeing that individual participants are taking part in the scheduled tour arrangements and activities and complying with the group rules and standards which Showstopper Tours, LLC shall have the responsibility of publishing or announcing to the individual participants at or before the beginning of the tour. It is also the option of Showstopper Tours, LLC that a member of the tour staff shall be present at all times with any individual participant who is ill, and it shall be the right of any staff member to take whatever measures - such as obtaining medical treatment, or arranging for an individual participant's transportation home and/or to a clinic or hospital - that he or she may deem appropriate and advisable with respect to the health and/or safety of an individual participant. Showstopper Tours, LLC and its agents are not responsible for costs incurred if these measures are taken.

Section 2. Responsibilities of the Airline. The responsibilities of any airline designated as the carrier for the tour shall apply only to the air transportation which is scheduled for the tour. The direct air carrier's liability in the event of changes, delays, loss of or damage to baggage or for death or injury to a person or to property is subject to and limited by the terms of the applicable tariffs of the airline. No promotional airfares which may apply to air transportation for the tour are guaranteed until after tickets are purchased. Showstopper Tours, LLC has no control over an airline's action of changing flight times, numbers, and splitting groups.

Section 3. Responsibilities of Individual Participants. The responsibilities of the individual participants are as follows:

- (a) Participants are responsible for complying with all tour rules and regulations published or announced by Showstopper Tours, LLC which may include but shall not be limited to dress code, curfew, attendance at activities and social behavior; participants who are determined not to be in compliance with such standards by any member of the tour staff at any time shall be subject to termination without refund and shall bear their own expense of returning home from the tour.
- (b) Participants are responsible at all times for adhering to the age restriction of twenty-one (21) years and older as imposed by Showstopper Tours, LLC with respect to the use and possession of alcoholic beverages and non-prescription narcotic drugs. Any participant who is under twenty-one (21) years of age and who is found to be in violation of this restriction shall be subject to termination without refund and shall bear his or her own expense of returning home from the tour.
- (c) Participants are responsible for the payment before departure of any incidental expenses which they may incur as a guest of any hotel or other accommodation at which the tour group is registered. Such expenses may include but shall not be limited to use of the telephone, room service or other services requested, personal expenses and damage to the room or items taken from the room to which the individual participant is assigned.
- (d) Participants are responsible for any medical costs that they may incur at any time during the tour, including but not limited to medical care, prescriptions and transportation to a medical care facility or to an individual participant's home; provided, however, that such costs may be covered by any health or accident insurance which either the Group Participant or an individual participant may choose to purchase.

ARTICLE TWO: RELEASE AND INDEMNIFICATION

Section 1. Agreement to Indemnify. The Group Participant hereby agrees to indemnify and hold harmless Showstopper Tours, LLC and its staff members, together with any agents thereof, from any financial liability or obligation incurred by either the Group Participant or any individual participant and from any injury or damage to the person or property of others which any individual participant causes or contributes to while participating in a tour sponsored by Showstopper Tours, LLC. The Group Participant as a party to this Contract, and each individual participant as a registered applicant for the tour, releases Showstopper Tours, LLC and its staff members, together with any agents thereof, from any and all causes of actions, claims and damages of any kind or nature whatsoever arising from any injury, loss, damage, expense, accident, delay, or other inconsistency which is in any way connected with the management or conduct of a Showstopper Tours, LLC program.

Section 2. Release from Events out of the Control of Showstopper Tours, LLC. The Group Participant hereby releases Showstopper Tours, LLC and its staff members, together with any agents thereof, from any claims resulting from events, acts or failures to act which are out of the control of Showstopper Tours, LLC and which may include but shall not be limited to acts of God, acts of war or terrorism, restrictions imposed by a country and/or its government, and acts, non-acts or events controlled by outside organizations such as transportation companies, restaurants and hotels which may be associated with the arrangements of the tour. Showstopper Tours, LLC reserves the right to cancel any performance, without refund, due to weather. No alternate performances will be scheduled for any reason. Showstopper Tours, LLC does not guarantee an audience for performances.

Section 3. Model Release. Group Participant, individual participants and parents/guardians of minor individual participants authorize, without compensation, Showstopper Tours, LLC and its contractors, agencies and representatives to copy and reproduce for the purpose of illustration, advertising, display and publication in any manner photographs taken of participants while participating in a tour arranged by Showstopper Tours, LLC.

Section 4. Parental Consent. By signing this contract, the Group Leader agrees to collect parental release forms from the parent or legal guardian of all minor individual participants holding Showstopper Tours, LLC harmless. These release forms are to be made available to Showstopper Tours, LLC upon request at any time prior to, during, or after the completion of the tour.

ARTICLE THREE: FEES: PAYMENTS AND CANCELLATIONS

Section 1. Deposit. The individual participants will each be charged a Forty Dollar (\$40.00) deposit which will be due at the time this Contract is returned to Showstopper Tours, LLC. In the event that the Group Participant decides to cancel the tour after the Contract is delivered to Showstopper Tours, LLC, or if an individual participant cancels his or her reservation at any time prior to departure date, those fees will be non-refundable to the individual participants; however, under normal circumstances the deposit will be credited toward the overall cost of the tour. (Please make checks payable to Showstopper Tours.)

Section 2. Costs and Payment Arrangements. Payments for the cost of the tour must be made to Showstopper Tours by the Group Participant in up to four installments, with the final payment due no later than forty-five (45) days prior to the scheduled departure date. Please Note: This payment plan does not apply to cruise and some land packages. Actual payment dates will be printed on your first invoice. Should Showstopper Tours, LLC realize prior to the departure date of the tour any increase in the cost of hotel or other accommodations pre-arranged for the tour, those costs will correspondingly increase the cost of the tour programs and be passed on as such to the Group Participant. Payment of any such additional costs for the tour programs by the Group Participant must be included in the final installment payment, or may be made by separate payment prior to departure date if the final installment has already been paid. Additional increases may be realized and passed on to the Group Participant such as taxes or fuel surcharges which are also out of the control of Showstopper Tours, LLC.

Section 3. Reasons for Cancellation. The Group Participant shall be subject to the penalties outlined in Section 4 below in the event of cancellation, including cancellation which is made based upon either of the following: (i) changes in the tour programs or in any of the tour arrangements prior to departure date as deemed necessary by Showstopper Tours, LLC; or (ii) an aggregate increase of up to fifteen percent (15%) in the tour program costs as deemed necessary by Showstopper Tours, LLC.

Section 4. Terms for Cancellation. In addition to the penalties of a partial or non-refund described below, the Group Participant and all individual participants shall be subject upon cancellation to the particular restrictions and penalties which may be levied by any transportation company that may be providing transportation for the tour. In the event that the Group Participant decides to cancel a tour reservation, notice of cancellation must be provided to Showstopper Tours, LLC in writing. Refunds shall only be provided to the Group Participant as follows:

- (a) Cancellations received more than 75 days prior to the departure date of the tour will be charged a Forty Dollar (\$40.00) deposit fee for each tour participant plus any penalties or cancellation fees assessed by the tour vendors.
- (b) Cancellations received during the period which is 74-45 days prior to the departure date of the tour will incur a charge to the Group Participant of twenty-five percent (25%) of the total tour cost plus any penalties or cancellation fees assessed by the tour vendors.
- (c) Cancellations received during the period which is 44-30 days prior to the departure date of the tour will incur a charge to the Group Participant of fifty percent (50%) of the total tour cost plus any penalties or cancellation fees assessed by the tour vendors.
- (d) Cancellations received during the period which is 29 days or less prior to the departure date of the tour will incur a charge to the Group Participant of the total amount of the tour cost plus any penalties or cancellation fees assessed by the tour vendors.



REGISTRATION CONTRACT – CRUISE SUPPLEMENT

Name of Organization _____

Group Coordinator's Name _____

CRUISE CONTRACT AGREEMENT FOR SHOWSTOPPER TOURS

PAYMENT SCHEDULE

PRICE INCREASES

Cruise prices are not subject to change during the 2013-2014 season. However, if the US Government or local port authority raises port charges/taxes and/or a fuel surcharge, it will become necessary that the increase be passed on to the group.

- \$100.00 per school: Application Fee

With your registration form:

- \$100 per person must accompany your registration form. (in addition to the application fee)

160 days prior to sailing:

- \$150 per person is due

130 days prior to sailing:

- \$100 per person is due
- Cabin list with gender/marital status preceding legal first and last names and birth dates.
- All forms (Performance, Equipment List, etc.)
- **If the performance forms are not received between 130- 120 days prior to sailing you may forfeit your opportunity to perform.**

100 days prior to sailing:

- Final balance

All checks must be made payable to: **ShowStopper Tours**, 10 Rhode Island Ave, Cherry Hill, NJ 08002.

All payments and prices listed are United States currency

DEPOSIT/PAYMENT POLICY

Deposits are non-refundable, but can be credited toward a new passenger up to 130 days prior to sailing. The cruise line reserves the right to make changes in the itinerary, accommodations, and services, provided the situation warrants such action. Tour rates are based on the number of persons stated in the contract. Please carefully review payment due dates, name change and cancellation policies. This contains very important information and we adhere strictly to our policies, with no exceptions.

- Final payment to the cruise lines must be made 1000 days prior to sailing date. If you miss this deadline, your group's trip may become jeopardized and they may have to pick up their cruise tickets at the port. This will make embarkation difficult.
- Deposits are non-refundable. **NO EXCEPTIONS!!!!**
- Payments are only accepted via company/school check, cashier's/certified check or money order. **NO CREDIT CARDS ACCEPTED!**

NAME CHANGE POLICY

Any name change, for any reason, made after the submission of your cabin list to our office, will incur a name change fee of \$100 per change. Be certain that the cabin list you submit includes the LEGAL first and last names (as seen on passenger's passport or birth certificate/government issued photo ID) and birth dates of each guest traveling. At least one original person must stay in the cabin or it will be considered a complete cabin cancellation.

*Within 30 days of your sail date, we cannot guarantee that the Cruise Line will accept a name change.

CANCELLATION POLICY—

After booking	\$100.00 per person
130 – 81 days	\$180.00 per person
80 – 32 days	\$300.00 per person
31 – day of cruise	Full penalty / No Refund

I understand and agree with the above deposit, payment and form due dates, and understand the cruise policies are different from those set forth on my primary tour registration contract. I accept these terms and conditions and have enclosed the designated cruise deposit.

COORDINATOR'S SIGNATURE

DATE



1-888-918-TOUR

**IMPORTANT MUSIC CRUISE
INFORMATION:**

TRAVEL DOCUMENTS:

United States and Canadian guests need proof of citizenship; **this should be a valid passport**, although a certified/original copy of your birth certificate along with a government issued photo identification is accepted (ie: driver's license). This enables guests to fly from the U.S. to meet their ship at the first port of call, should they miss their scheduled embarkation; it also allows any guests who need to disembark the ship prior to the conclusion of the cruise and fly back to the U.S. (in case of a medical emergency) to do so without significant delays and/or complications. Current laws require a passport to travel in and out of the U.S. Having a passport or your certified birth certificate and government issued ID is a necessity for re-entry into the United States.

Resident Aliens need an Alien Resident Card. Aliens need a valid Passport and valid U.S. Multiple RE-Entry Visa. **IMPORTANT!** If anyone in the group is a foreign exchange student or not a citizen of the United States, they will need to contact their Local Immigration office or US Immigration at 800-375-5283 to find out what paperwork they will need to enter various ports of call. Any person not having the necessary travel documents will not be allowed to board the ship and will not receive a refund for their cruise. Carnival Cruise Lines or any tour company (including ShowStopper Tours and any partners thereof) assumes the responsibility for advising guests of immigration requirements. It is the guest's responsibility to make sure they have the correct documentation to travel.

All travel documents should be completed prior to arrival at the port. Passengers must carry their own ticket and travel documents, including a passport or birth certificate/photo ID at embarkation. These items must be passed out to each individual **prior** to arrival at the port.

Passports can be obtained at the following web address:

<http://www.travel.state.gov/passport/>

ONLINE CHECK-IN (FUNPASS AND SETSAIL PASS):

It is strongly suggested that you pre-register for your sailing online BEFORE your tickets are issued. You will receive a cabin list from your sales representative approximately 70 – 75 days prior to sailing, which will show all individual booking numbers for all booked cabins. With your individual booking number and passport or birth certificate, please go to WWW.CARNIVAL.COM/MYCRUISE (if you are sailing on a Carnival cruise) or WWW.ROYALCARIBBEAN.COM and click on "Before you Board: and then "Online Check-In" (if you are sailing with Royal Caribbean) to register. This advance registration will expedite your check-in process on the day of sailing, and you will only need to bring the printed FunPass (for Carnival cruises) or SetSail Pass (for Royal Caribbean cruises) registration plus your proof of citizenship to the pier to check-in.

LUGGAGE:

Upon your arrival at the port, longshoremen will take the group's luggage and instruments (if applicable) directly from the bus/car and load them onto the ship, where they will be delivered to your cabins by members of the Housekeeping staff. Please be prepared (prior to arrival) to pay a gratuity of \$1.00 per checked bag and instrument for this service. All luggage and equipment should be appropriately tagged with mandated cruise line tags. If your group has purchased a storage cabin, the instruments headed to that cabin must be tagged accordingly. Luggage tags will be provided with the cruise ticket. Additional tags will be available at the port. Tags should be legible with the cabin numbers clearly marked prior to arrival at the port. Do not pack travel documents in the checked luggage; please keep them in hand or easily accessible in a carry-on bag. The cruise line or any tour company (ShowStopper Tours or any partners thereof) will be held responsible for lost, stolen or damaged luggage or instruments.

CRUISE REPRESENTATIVE:

A cruise representative will travel with all groups on Carnival cruises for the duration of the sailing. Groups sailing on Royal Caribbean must have a minimum of 40 travelers sailing in order to have a cruise representative sail with them. This representative will be available to handle any questions or issues that may arise during the cruise as well as ensure that your performance(s) are correctly arranged and begin on time as scheduled. Upon your arrival to the pier, if feasible, your on-board representative will meet your group and assist you with check-in. The absence of a cruise representative from your sailing due to flight cancellations or other act that is out of our control, does not constitute grounds for a refund of any kind.

SAIL & SIGN (CARNIVAL):

No cash is accepted for purchases onboard ship. All passengers must use a "Sail & Sign" card for all ship purchases. Your "Sail & Sign" account must be set up with a valid credit card (in the person's name, not a parent/guardian's name), cash, debit card (in the person's name with a visa logo) or travelers check. No business, personal checks or gift cards of any kind will be accepted. A minimum amount is required to set up your onboard account, they are as follows: 3 and 4 night: \$50 per-person; 5 night: \$100 per-person and 7 night: \$200 per-person (*amounts are subject to change as per the cruise line*). You can replenish your account at any time, if there is a balance left on your sail and sign card at the end of the cruise you will receive it the final day of sailing. If you lose your Sign & Sail card during your sailing, there is no fee to replacement, but any student under the age of 21 must take an adult chaperone with them to the Purser's Information Desk in order to have the card replaced.

The birth date of the cardholder is entered into the master computer on the ship and anyone under the age of 21 will not be permitted to purchase alcohol. The cruise lines and Festivals at Sea/ShowStopper Tours are not held responsible if a person under the age of 21 is caught with an alcoholic beverage. This is solely the responsibility of the group's chaperone.

SEAPASS (ROYAL CARIBBEAN):

No cash is accepted for purchases onboard ship. All passengers must use a "Sea Pass" card for all ship purchases. Your "Sea Pass" account must be set up with a valid credit card (in person's name only), cash, debit cards (in person's name with visa logo) or travelers check. No business, personal checks or gift cards of any kind will be accepted. A minimum amount is required to set your onboard account at anytime and if there is a balance left on the card you will receive it the day you disembark the ship. The birth date of the cardholder is entered into the master computer on the ship and anyone under the age of 32 will not be permitted to purchase alcohol. Neither the cruise line nor your tour company will be held responsible if a person under the age of 21 is caught with an alcoholic beverage/ This shall be the sole responsibility of the group's director and chaperones.

SPENDING MONEY:

You will need money for baggage handling, souvenirs, shore excursions, cab fare in port, and any beverages onboard ship not included with meals. Iced tea, water, milk, and coffee/tea are included with meals. Juices are offered at breakfast. Soft drinks onboard ships are approximately \$1.75 per can, plus a 15% gratuity. An Unlimited Soft Drink Card can be purchased on board ship for a fee of \$4.00 per day, plus 15% gratuity for travelers aged 17 and under or \$6.00 per day plus 15% gratuity for those ages 18 and over.

GRATUITIES:

Your prepaid cruise gratuities cover Dining Room Head Waiter, Assistant Waiter, and Cabin Steward. The Maitre' D is not included in your pre-paid gratuities. Tips are not included for curbside stevedores, with a \$1.00 per person gratuity being customary, and an additional \$1.00 (per-piece) if equipment is involved. Tips are not included for room service, \$1.00 per person per item is customary or any spa services received. Beverage purchases onboard ship includes a 15% gratuity (but are not included in your prepaid gratuities).

CLOTHING:

Casual attire is what you will need for a majority of the cruise. Formal attire is requested for one or two nights of the cruise (Women may wear a formal dress either short or long or a formal pantsuit and men should wear a dark suit. A Tuxedo is also appropriate but not required.) The dress codes for the other evenings range from sport coat and tie to casual resort wear. Shorts, T-shirts, swimsuits and jeans are not permitted in the dining room during dinner.

MAIN DINING ROOM SEATING:

All student groups are assigned early seating (times vary per ship). Table assignments are pre-assigned by group and do not require any additional steps to be completed by the group. Unfortunately specific seating requests are not permitted. Any guests requiring a seating change should inform your tour representative prior to your sail date, or the Maitre'D once you have boarded the ship. Individuals that are part of a student group can change seats within the assigned group tables on the first night in the dining room, but you will need to first be seated at the dining table assigned to you on your Sign & Sail card.

MEDICAL SERVICES:

The ships' infirmaries are equipped to treat minor non-emergency matters. A doctor is available to render services at a customary charge, payment for services must be made in full BEFORE disembarking the ship. Doctors are independent contractors, and they have set office hours on the ship. If it is necessary to see the doctor outside of his/her posted hours, there may be an additional fee. Groups are encouraged to bring their own health/medical forms for each person in the group, in case of emergency.

SPECIAL NEEDS:

All cruise lines seek, to the extent feasible; to accommodate guests with special needs so they are able to enjoy their ships and other facilities. For example, service animals are permitted onboard ship if prior arrangements have been made at time of booking. In situations where a guest with special needs, such as a guest in a wheel chair, would be unable to be comfortably accommodated due to vessel barriers and other criteria, they may find it necessary to ask the guest to bring along a companion to assist or make alternative arrangements.

SPECIAL DIETS:

Special diet requirements may be requested **at least** four weeks prior to sailing. Guests should discuss the method of preparation of menu items with your waiter or headwaiter while on the

cruise. There may be limitations in our ability to accommodate special orders. Kosher meals are not available.

CABIN BLOCK:

Please be advised that all cabin assignments are made at the discretion of the cruise line and not your agents. All cabins are blocked as close together as possible at the cruise line's discretion. Groups are guaranteed at least Category 4A with Carnival Cruise Lines and Category N with Royal Caribbean Cruise Lines. Some double, triple and quad cabins may be accommodated with a roll-away or trundle bed at the sole discretion of the cruise line.

****Due to increased national security, it is imperative that we receive the legal first and last names of each passenger as well as their birth date and gender/marital status (Mr., Mrs., Mstr., or Ms.). The cruise line, the Department of Homeland Security, and U.S. Customs and Immigration require this information. Cabin lists should be typed on the appropriate form and e-mailed to your tour representative. No Faxed or handwritten copies will be accepted.****

SHIP RULES:

We want your cruise to be a pleasant experience for everyone. The following rules will be enforced. Failure to comply with these guidelines will result in the offender(s) being removed from the ship to make his or her own way home at his or her own expense.

1. No noise in cabin areas after 11:00pm
2. No running or congregating in the hallways or elevator lobbies near the cabins
3. Abuse of physical property will not be tolerated
4. No abusive or offensive language
5. No drinking of alcoholic beverages for those under the age of 21
6. Purchase, possession and consumption of illegal drugs will not be tolerated
7. Large radios ("boom boxes") are not permitted onboard. Headphones must be used with radios or iPods on deck.
8. Any passenger over 27 weeks pregnant will not be permitted to board the ship. There is a risk of pre-mature labor for any pregnant woman to sail on a cruise ship beyond 27 weeks.
9. Failure to attend mandatory meetings will result in change or loss of rehearsal or performance times.

EMERGENCY TELEPHONE NUMBER:

The telephone number varies by cruise line. You may find the information inside your ticket booklet, or you may ask your representative. If you need to contact a Carnival ship, call 1-877-CCL-SHIP (877-225-7447). For Royal Caribbean, dial 888-724-SHIP (888-724-7447). Please have the name of the ship, sailing date (date of departure), passenger name and a major credit card. Approximate cost is \$25.00 - \$30.00 for the first minute and \$8.00 - \$10.00 for each additional minute. The cost will vary per ship. This telephone number should only be used in the event of an emergency, as a relatively costly satellite fee will be assessed to all calls. Rates are the same for calling ship to shore. Calling cards may not be used on board and do not offset the satellite charges. Both Carnival and Royal Caribbean offer satellite cellular service on board most ships, which allows cell phone users to make and receive calls while at sea through the ship's satellite signal. Calls can be made on open decks and in some upper deck lounges / public areas. Charges vary by cell phone provider; most providers charge whatever your typical international roaming fees would be. Please check with your provider prior to sailing.

SHIP PHOTOS

The ship photographers will be taking candid and posed pictures of the passengers on the ship throughout the cruise. Group photos can be arranged through your on-board representative, if desired – please let them know as early as possible in the sailing where and when you would like your picture, so it can be arranged to your satisfaction. Royal Caribbean cruises may charge a “group sitting fee” to take a group photo (approximately \$75). Carnival Cruise Lines will not charge a fee to take group photos. Photo purchases can be made in the Photo Gallery.

LIMITATIONS:

Guest may bring a small amount of non-alcoholic beverages and snacks (such as soda, bottled water, candy, etc) on board the ship. You are not permitted to bring any alcoholic beverages on board the ship, regardless of age. Fruits and vegetables purchased in a foreign country are not permitted back in to the United States, and open food or beverage containers of any type are also not permitted back on the ship from any foreign port of call. There is a costly fine if guidelines are not followed.

U.S. CUSTOMS AND BORDER PROTECTION (WWW.CBP.GOV)

It is imperative that any instrument, or prop taken on board a ship sailing into a foreign country be filed with United States Customs. Simply fill out the provided “Equipment List Form” (including all serial numbers) for United State Customs and Airlines, as well as Custom Form 4455 (included with your forms). Please contact your local customs office for further directions on Form 4455 approval. All forms must be sent to the group’s specified travel consultant 85 days prior to the sailing date. **If all forms are not received by 85 days prior to sailing you may forfeit your opportunity to perform.**

PERFORMANCE PROGRAMS

DATE AND TIME

The cruise line(s) dictates the date and time of all performances. We make every effort to work with them and set the times for afternoons at sea. Rehearsals are usually set for the same performance day just prior to performance or earlier in the day. Performance times are always at the discretion of the cruise line, according to the availability of the venue being used.

PERFORMANCE AND WARM-UP TIMES

Performance schedules will be sent approximately two weeks prior to your sailing date. Your group must be prepared to enter the performance area at your specified time. Please note, due to time and space restraints onboard ship, there may not be formal warm-up opportunities available. If needed, please ask your representative to schedule a rehearsal time for your group.

PERFORMANCE LENGTH

The type of group that is performing determines the length of each performance. In general, each group is initially limited to one 30-minute performance. This time includes stage set-up and strike time. Additional performances or longer performances may be scheduled if time permits, please make requests for such as early as possible so that the cruise line will have ample time to try to accommodate you. Please check with your Cruise representative to determine availability of additional performance opportunities.

PERFORMANCE LOCATION

In most cases, each group will perform in the main show room on each ship. However, this is done solely at the cruise lines' discretion and smaller groups may have their performances scheduled in a different lounge more suited to their size and type. Also, in some cases, the main show lounge will not be available to student groups due to the activities and rehearsals already booking in it by the onboard staff.

The main show lounge stage on the Carnival Fantasy, Ecstasy, Fascination, Inspiration, Sensation, Elation and Imagination is 35' deep x 50' wide. The Carnival Celebration and Holiday have a 22' deep x 40' wide stage.

The main show lounge on Royal Caribbean's Sovereign of the Seas, Monarch of the Seas and Majesty of the Seas is 27.5' deep x 53' wide at the widest upstage point (it is a curved-front proscenium stage). Diagrams are available upon request. For the large Royal Caribbean ships, please inquire as to the stage shape and size.

All main theatres on board these ships have wood floors and a professional sound system. NO CLOGGING OR BAREFOOT DANCING IS ALLOWED ON CARNIVAL OR ROYAL CARIBBEAN CRUISE LINES. No one is allowed backstage, however costume changes may be made in between curtains.

ADVERTISING YOUR PERFORMANCE

In most cases, each group's performance time will be listed in each ship's daily onboard itinerary. However, this is done solely at the cruise lines' discretion, and on some sailings it is not possible to print the group's name in this paper. Each group may make a flyer to advertise their performance. Prior to your sailing date, the cruise line must approve these flyers. Flyers must state "Not Affiliated with (cruise line) Entertainment". In most cases, these flyers can be left onboard at the Purser's Desk. Please check with your Cruise representative for further

details. A flyer will NOT be permitted on any Royal Caribbean ship. Word of mouth advertising is a very effective means by which to get an audience at the group's performance!

MUSIC / TECHNICAL ASSISTANCE

A sound technician will be provided for your half hour rehearsal and half hour performance to assist with your production (if needed). Only the technician is permitted to operate the sound equipment. All music must be recorded on a high quality CD (tapes are not permitted). Please use one CD (as opposed to one for each song) with accompaniment for the entire show on it, and bring this CD and a back-up copy to both your rehearsal and your performance. It may be necessary for a representative from your group to sit in the booth with the sound tech during your performance, with back-up CD in hand. The ship will have microphones available for your group's use during your performance, these are generally directional mics that are corded and on a stand. You can request multiple microphones and the sound tech will do their best to accommodate you, but they usually have a maximum of 3 – 4 microphones available.

LIGHTING AND BACKSTAGE ASSISTANCE

A light technician will be provided for your half hour rehearsal and half hour performance to assist with your production, if you have specific lighting needs. If your group does not have any specific stage lighting needs, a plain wash will be set for the stage, and the house lights will be dimmed during your performance. Only the technician is permitted to operate the lighting equipment.

The backstage areas on board the ship are off-limits to guests and student performers, unless a Carnival or Royal Caribbean stage manager is present (there may be an additional cost for this service). There are no dressing room facilities available, so students should arrive to the performance venue in costume (and make-up, if applicable). If costume changes are needed during the performance, most venues have some side stage areas or areas between curtains that can be used for quick changes. If you will need to use any of the backstage area for costume changes or multiple exits / entrances, please note it on your performance request so that the services of the backstage manager are correctly requested.

PERFORMANCE EQUIPMENT

Timpani, concert bass drum, keyboard, and music stands are only available on Carnival Cruise Line's M/S Sensation. No acoustic piano is available for use on the Sensation, and all other ships do NOT offer use of a keyboard or acoustic piano. Use of chairs must be pre-arranged with the groups Festivals at Sea representative. Please note that chimes and xylophones will not be supplied. At request, Festivals at Sea will try to coordinate a plan whereby each band will supply some of the needed percussion equipment. Choral risers are provided on board Carnival Cruise Lines' M/S Sensation.

MUSICAL EQUIPMENT

Timpani, concert bass drum, keyboard, and music stands are only available on Carnival Cruise Lines' M/S Sensation. No acoustic piano is available for use on the Sensation, and all other ships do NOT offer use of a keyboard or acoustic piano. Use of chairs must be pre-arranged with your Festivals at Sea representative. Please note that chimes and xylophones will not be supplied. However, Straight A Tours will try to coordinate a plan whereby each band will supply some of the needed percussion equipment. Choral risers are provided on board Carnival Cruises Lines' M/S Sensation only.

STORAGE OF MUSICAL EQUIPMENT

Carnival Cruise Lines will allocate a storage cabin for each sailing that requires storage of large instruments that cannot be accommodated in student/chaperone cabins. The following are the rules and rates for storage cabins:

- One storage cabin maximum for a group (or groups) of 100 or less.
 - For groups (including multiple schools/organizations) of 101 and up, there is a **maximum** of 2 storage cabins per sailing.
 - If more than one performing group is on the sailing, and both groups require storage space, both the cabin space and the cost of the cabin(s) will be shared.
 - All moving/arranging of equipment will be the group's responsibility, with the assistance of your onboard representative.
 - The key for the storage cabin will be given to your Festivals At Sea onboard representative, who will be available to access the cabin for you at any time.
-
- Rates vary by length of sailing.

DEPOSIT POLICY

Deposits are non-refundable, but can be credited to a new passenger up to 130 days prior to sailing. The cruise line reserves the right to make changes in the itinerary, accommodations, and services, provided the situation warrants such action. Tour rates are based on the number of persons stated in the contract. Please carefully review payment due dates, name change and cancellation policies. This contains very important information and we adhere strictly to our policies, with no exceptions.

- Final payment to the cruise lines must be made 90 days prior to sailing date. If you miss this deadline, your group's trip may become jeopardized.
- Deposits are non-refundable. NO EXCEPTIONS!!!!

COMPLIMENTARY PACKAGES

Performance groups will receive one complimentary package for every 20 paying packages. This means that every 21st package is free (at the quad rate), inclusive of taxes, fees and onboard gratuities.

MINIMUM PASSENGER SURCHARGE

Please be advised if your total guest count falls below 30 total passengers, the cruise line will honor our reservation, BUT they will charge a per-passenger surcharge because we have fallen below their minimum student group numbers. Your tour coordinator will determine this surcharge as per the cruise lines guidelines. The minimum passenger surcharge will vary depending upon how many people are traveling and the length of your cruise.

NAME CHANGE POLICY

Any name change, for any reason, made after the submission of your cabin list to our office, will incur a name change fee of \$100 per change. Be certain that the cabin list you submit includes the LEGAL first and last names (as seen on passenger's passport or birth certificate/government issued photo ID) and birth dates of each guest traveling. At least one original person must stay in the cabin or it will be considered a complete cabin cancellation.

*Within 30 days of your sail date, we cannot guarantee that the Cruise Line will accept a name change.

CANCELLATION POLICY— All cruises

After booking	\$100.00 per person
130 – 81 days	\$180.00 per person
80 – 32 days	\$300.00 per person
31 – day of cruise	Full penalty / No Refund

******* All name changes or cancellations MUST be made IN WRITING (via fax, regular mail, or email) with your travel consultant. Additionally, written confirmation must be received by 3pm Eastern Standard Time Monday – Friday in order to take effect the same day) *******

PAYMENT SCHEDULE

FUEL SURCHARGE:

Carnival and Royal Caribbean Cruise Lines have recently instituted a mandatory fuel surcharge for all sailings. The cost of this surcharge has been included in our contracted pricing, but may change at any time, at the discretion of the cruise line. We regret the necessity of passing this along to our clients, but the rising costs of fuel in today's marketplace have made the surcharge a necessity for the cruise lines. We appreciate your understanding with this new addition to the package rates.

Please refer to your contract or ask your Sales Representative for payment due dates.

*Depending on the date the cruise application is received, the initial deposit and first payment (and in some cases second payment) will be due at the same time.

With your registration form:

- \$100.00 per school: Application Fee (additional fee, not included in the per person cost.)
- \$100 per person must accompany your registration form. (in addition to the application fee)

160 days prior to sailing:

- \$150 per person is due

130 days prior to sailing (or 150 AFTER booking with Royal Caribbean whichever comes first):

- Cabin list with gender/marital status preceding legal first and last names and birth dates.
- All forms (Performance, Equipment List, Emergency Contact, etc.)
- **If the performance forms are not received by 85 days prior to sailing you will forfeit your opportunity to perform.**
- \$100 per-person is due

100 days prior to sailing:

- Final balance

All checks must be made payable to:

ShowStopper Tours
10 Rhode Island Ave
Cherry Hill, NJ 08002

Payment information

Payments must come in the form of school/organization, agency, or cashier's check, money order. Please do not send individual or personal checks. Credit cards are not accepted for cruise payments.

All payments and prices listed are United States currency and all payments must be received on time. If payments are not received on your due dates, the cruise line reserves the right to cancel your group's space with no refund.

Any forms received later than 75 days prior to travel shall be subject to a \$120 late processing fee.

BAND/CHOIR/ORCHESTRA INFORMATION:

School Information:

School Name: _____

Lead Chaperone Name: _____

Director Name (if different than above): _____

School Transportation Information:

Name of lead chaperone on each bus: (label as bus #1, #2, etc.) _____

Are you providing your own transportation? ___ Yes ___ No

If yes, please complete the following:

Name of Bus Company: _____

Number of Buses: _____ Arrival time at the pier: _____

The lead chaperone on each bus should collect the stevedore gratuity for baggage handling upon arrival at the port and present it to them after all luggage has been unloaded and properly stowed to board the ship.

Performance Information:

Number of Performers: _____ Total # of Travelers: _____

Number of Bands: _____ Names of Bands: _____

Number of Instruments in each performance: _____

Please provide us with any details that can help us in coordinating your event:

*****Please forward your equipment list with this form NO LATER THAN 110 days prior to travel!!!!*****

PERFORMANCE SEATING CHART AND REQUIREMENTS

STAGE BAND:

Number of Chairs: _____

Number of Stands: _____

Number of Microphones: _____

(up to 3 microphones)

Piano/Keyboard: ___ yes ___ no

(amplifiers not supplied, equipment may not be moved)

VOCAL EVENTS:

Total No. of Performers: _____

Risers: ___ Yes ___ No

(Risers not available on all ships)

No. of Microphones: _____

(up to 3 microphones only)

PLEASE!!

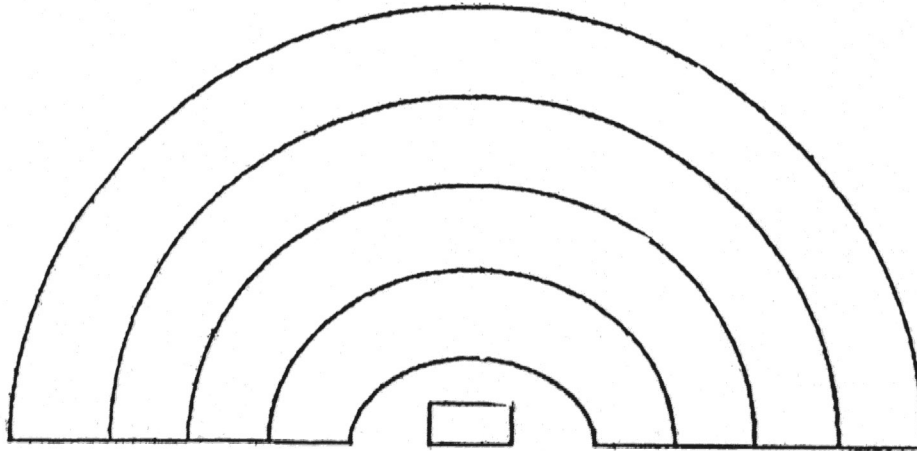
- Complete the chart below to help us accommodate your Festival/Performance needs.
- Complete a separate form for each performing group.
- Any group that does not submit their performance information by 110 days prior to sailing may forfeit their opportunity to perform. If forms are not received by 80 days prior, all performances will be cancelled, if it has not already been.

School: _____ Director: _____

Type of Group: _____ Category: _____

Total # of Performers: _____ Total # of Chairs: _____ Total # of Stands: _____

Please designate: Chairs – O Stands – X Percussion – Y



PLEASE NOTE: Some cruise ships will NOT have a location for you to warm-up!



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1-888-918-TOUR
856-375-2163 (fax)
info@ShowStopperTours.com
www.ShowStopperTours.com

Chaperone / Student Guidelines

In order to ensure a pleasant trip and a satisfying cruise experience for all guests on board the ship, group chaperones are responsible for enforcing the rules of the cruise line(s), and ensuring that students abide by them.

- The legal drinking age onboard is 21 and is strictly enforced! This includes the purchase of drinks or bottles of liquor by adults for minors. **Possession of alcohol by a minor will not be tolerated and any found may be confiscated (even if found in the cabin).**
- Purchase, possession, and consumption of drugs are illegal.
- No abusive or offensive language should be used to other guests, staff or crew.
- Large radios ("BOOM BOXES") are not permitted on board.
- Headphones must be used with radios on deck.
- No running in the hallways.
- No noise in the cabin area after 11pm.

Failure to comply with these guidelines will result in the offender(s) being removed from the ship and to make his or her own way home. Alternatively, the disruptive guest(s) may be confined to their stateroom for the duration of the voyage.

In the event of damage to the ship or property on board or if any costs are incurred as a result of inappropriate behavior, charges will be assessed to that person(s).



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Alcoholic Beverage and Gaming Affidavit

In order to maintain a safe and secure environment on board ship, the cruise lines have established the following policies.

In order for Festivals at Sea to maintain their contracts with cruise lines, Festivals/Performances at Sea ensures that all passengers under the age of 21 that are traveling as a group are prohibited from not only the consumption of alcoholic beverages, but also from use of the casinos onboard ship. Each group leader or lead chaperone must sign and return the Alcoholic Beverage and Gaming affidavit, stating that they have informed their guest of this stipulation. Regardless of the drinking age onboard the vessel, no one under the age of 21 will be allowed to purchase or consume any alcoholic beverage. Likewise, all students under the age of 21 will not be allowed in the casino, regardless of whether or not the vessel has entered international waters. Violation of these guidelines will first result in the offender(s) losing his or her security deposit, and if the problem persists, he or she may be removed from the ship in the next port of call to find his or her own way home. Alternatively, the disruptive guest(s) may be detained in their stateroom for the duration of the voyage. Please keep in mind that these policies are strictly enforced regardless of whether or not the group leaders agree with them. Student safety always comes first, and all other rules will support that concern.

By signing this affidavit, I verify that I have informed my group of the above regulations.

Signed: _____
(Group leader) (Date)

Signed: _____
(Director of Group) (Date)

Signed: _____
(Representative from ShowStopper Tours) (Date)

Please retain a copy of this affidavit for your records and return the original to our office.



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Cabin List

The rooming list should be e-mailed to your ShowStopper Tours representative no later than 110 days before your sailing date.

SAMPLE CABIN LIST FOR Your Group

Name of Ship, Sailing Date, 2005
(Please place an * next to ALL adult names)

Cabin #1

1. Legal First and Legal Last Name (No Middle Initial OR Nicknames)
2. Legal First and Legal Last Name
3. Legal First and Legal Last Name
4. Legal First and Legal Last Name

Cabin #2

Continue as above for each cabin

Only Legal First and Last Name is required that is on your birth certificate, NO NICKNAMES – if there are changes due to incorrect names (as listed above) there will be a name change fee.



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Bus Driver Accommodation Form & Information

If you are providing your OWN transportation;

Return this form no later than 110 days prior to your departure:

Group Name: _____ **Director:** _____

Destination and Cruise Line Name: _____

Arrival Date/Time: _____ **Departure Date/Time:** _____

Bus Company Name: _____

General Information

5. Provide a DETAILED itinerary to your bus company at least 2 weeks prior to your departure.
6. Establish a personal contact with the bus company's dispatcher.
7. Ask your bus company for a 24 hour emergency phone number.
8. Ask about "on duty" and "off duty" rules of the company.

It is customary for bus companies to provide lodging and meals for their drivers during overnight trips. Pending space availability at the hotel, accommodation can be made for your drivers. These arrangements require separate billing and must be made in advance. Driver's meals and lodging will NOT be included with your group unless arrangements have been made in advance.

In the event that your drivers are not staying at the hotel, be sure that you have their hotel address and telephone number in addition to their cell phone number in the event of an emergency. We suggest that you take the time to review your itinerary with your driver(s) to agree on all departure and arrival times.

Please complete this form and return it to our office no later than 110 days prior to travel.

Thank you for your cooperation!



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Parent / Legal Guardian **Acknowledgement of Responsibility**

Due to past experiences with damages sustained to cabins and public area, we have found it necessary to implement damage control and prevention. The primary intention is to ensure safety of all our guests and discourage behavior conducive to damages onboard. This Acknowledgement of Responsibility must be signed by the students and parent / legal guardian.

1. Gratuities for chaperones and students must be paid with final payment at current rates.
2. One chaperone, at least 25 years old, will be assigned to a maximum of 10 students and will be accountable for the conduct and behavior of these students for the entire voyage.

I understand and accept full responsibility for abiding by the following guidelines:

- No consumption of alcoholic beverages on board the vessel *
- No entering the casinos or gambling *
- No entering lounges designated for adults *
- No disturbances in hallways or public adults.
- No abuse of physical property.
- Alcoholic beverages will not be permitted to be brought aboard the vessel.
- Students under the age of 21 may not purchase alcoholic beverages on board the vessel.
- No use of illegal substances such as mind altering drugs.
- No abusive or offensive language may be used in public, to other guests, or vessel staff.
- No lascivious behavior.

(*Applies to minors only, under the age of 21)

I have read and agree to the above rules and understand that the failure to comply may result in, (my child/me) being put off the ship and sent home at my own expense or detained aboard the vessel.

Student Name: (Please Print) _____

Date of Birth: _____ Student Signature: _____

Parent / Legal Guardian (please Print): _____

Parent / Legal Guardian Signature: _____

Ship / Sail Date: _____ Group Name: _____

Thank you for your cooperation!



As a Carnival guest, you have the convenience of expediting your check-in process by registering for your cruise in advance, while also satisfying Department of Homeland Security requirements. We want you to be aware of important, new information requirements that have been imposed by the U.S. Department of Homeland Security (DHS). Carnival is required to provide specific guest information to the DHS prior to sailing time. Given the volume of guests that we carry, it is imperative that this information be collected in advance so as to prevent any additional delays in the embarkation process. Once you have completed the information and printed a FunPass, simply go through a document verification check after you arrive at the cruise terminal. It's that easy!

Carnival has created an easy online way for you to provide information while simultaneously registering you for your cruise. Go to www.carnival.com/mycruise and click on the online FunPass icon. To access the registration process, you will need your cabin level booking number (this number is included on the cabin list we have included in this packet, it is the number located in parentheses to the right of your cabin number) and complete your FunPass in three easy steps. Here is what you will need for everyone in your group:

- Personal information (full name, home address, phone number, etc.)
- Citizenship information (passport data, permanent resident card number, etc.)
- Travel itinerary after your cruise (flight number, hotel and car rental details, etc.) **Note: Required for guests with independent travel arrangements only.**

All guests in your cabin must provide the required information in order to obtain a FunPass. **Online registration is MANDATORY** and available until two days before sailing. However we strongly encourage you to do this between 45 and 30 days prior to your sailing so that your documents can accurately reflect your registration status.

Completing this registration process will allow your group to "fast track" through a quick documentation verification-process once you arrive in the terminal. Failure to comply with this DHS requirement will result in embarkation delays and/or denied boarding.

If you do not have Internet access, Carnival can also accept this information via fax. Please contact Carnival reservations @ 1-800-327-9501 and they will send you the information form and return fax detail. However, we suggest that you use the online FunPass option if at all possible since it's fast and simple. The information that you have provided to Carnival may be shared with government agencies as required by law or as requested by such agencies.

If you have any questions, please contact your ShowStopper Tours representative at 1-888-918-TOUR.

Carnival FunPass Completion

Please note that you must use Internet Explorer to complete on-board check-in.

- 1) Visit <http://carnival.com> and you'll be taken to Carnival's homepage.
- 2) You'll see several options written across a blue banner at the top of the page. With your mouse, scroll over the words "My Cruise" on the right side of the page.
- 3) Click on "Fun Pass" (the first option) and you'll be directed to a new page.
- 4) Enter your booking number, Guest Last Name, ship name, and sail date. Then click "Continue".
- 5) You will be taken to an online form. Provide the required information (name, address, phone number, emergency contact, etc.) for Guest 1 and click Continue
- 6) Next you will select the type of citizenship document you will be bringing onboard. Check the correct document and fill out any additional details. Click continue
- 7) You will then be directed to a transportation page. Identify the arrangements you have made for travel immediately AFTER your cruise. This includes transportation from the pier, and any other applicable details, such as flight or hotel reservations. Click continue to proceed to the expense account page.
- 8) All Carnival Cruise Lines ships operate on a cashless system. Guests must set up an Onboard Expense (Sail and Sign) account for onboard services and purchases. Click "Set up Onboard Expense Account" to get started.
- 9) Click the box to accept terms and conditions. You will then be directed to a form to indicate your method of payment- credit/debit card or cash. If using a card, enter the card number and other required details. If paying with cash, simply select cash. Click "Set up this onboard expense account"
- 10) Once you are directed to a new page, click continue. You will see a Cruise Ticket Contract Acceptance Information page. Your name will appear in bold, with "not yet accepted" listed in blue. Click the "View/Add booking" button and scroll down to the bottom where you can check a box to indicate you accept the cruise ticket contract terms and conditions. Click "Continue" and you will be back at the Contract page. Now it will say Accepted by [name]. Click continue.
- 11) Review the details you entered earlier in the session. Make necessary changes by clicking "edit" next to each section of the form. When the information is correct, click the red "Print Funpass" button at the top of the page. A new page will appear, with your FunPass document at the top. If you are able to complete the FunPass (see note below), print it out and take it with you to the pier for check-in.

Note: Guests under the age of 18 at the time of sailing may be unable to complete the financial information regarding the onboard expense account. For these guests, advise them to complete as much of the FunPass pre-registration as they can.

Carnival Electronic Ticket Access

Please note that you must use Internet Explorer to access your e-ticket.

- 12) Visit www.carnival.com and you'll be taken to Carnival's homepage.
- 13) You'll see several options written across a blue banner at the top of the page. With your mouse, scroll over the words "My Cruise" on the right side of the page.
- 14) Click on "My Documents" (the second option) and you'll be directed to a new page.
- 15) Enter your Booking Number, Last Name, Ship Name, and Sail Date. Then click "Continue".
- 16) A new page will appear with the names of the guests in your cabin and a blue "View" button next to it. Below your name you will see your cruise summary with dates and ports of call. Click the blue VIEW button next to your name.
- 17) Your e-ticket will appear in a new window. Print only the page(s) you would like printed, namely the page of the e-ticket that contains your luggage tags. The entire document will NOT be necessary for boarding the ship.
- 18) Fold and staple the luggage tags onto your checked baggage before arriving at the port.

Troubleshooting tips:

- Be sure to use Internet Explorer, as no other browser will allow you to complete the above steps
- If your e-ticket does not appear after you click "view" (step 6) be sure you have the newest version of Adobe Reader installed. You can obtain the reader by clicking "Need a PDF Reader?" in the top right corner of Carnival's site, the page where you'll see your name and the "view" button, along with your cruise summary.
- If your e-ticket still does not appear, ensure that your Internet Explorer browser allows pop-ups from www.carnival.com.