



SHOWSTOPPER TOURS

SENIOR CLASS PACKET



This Packet Includes:

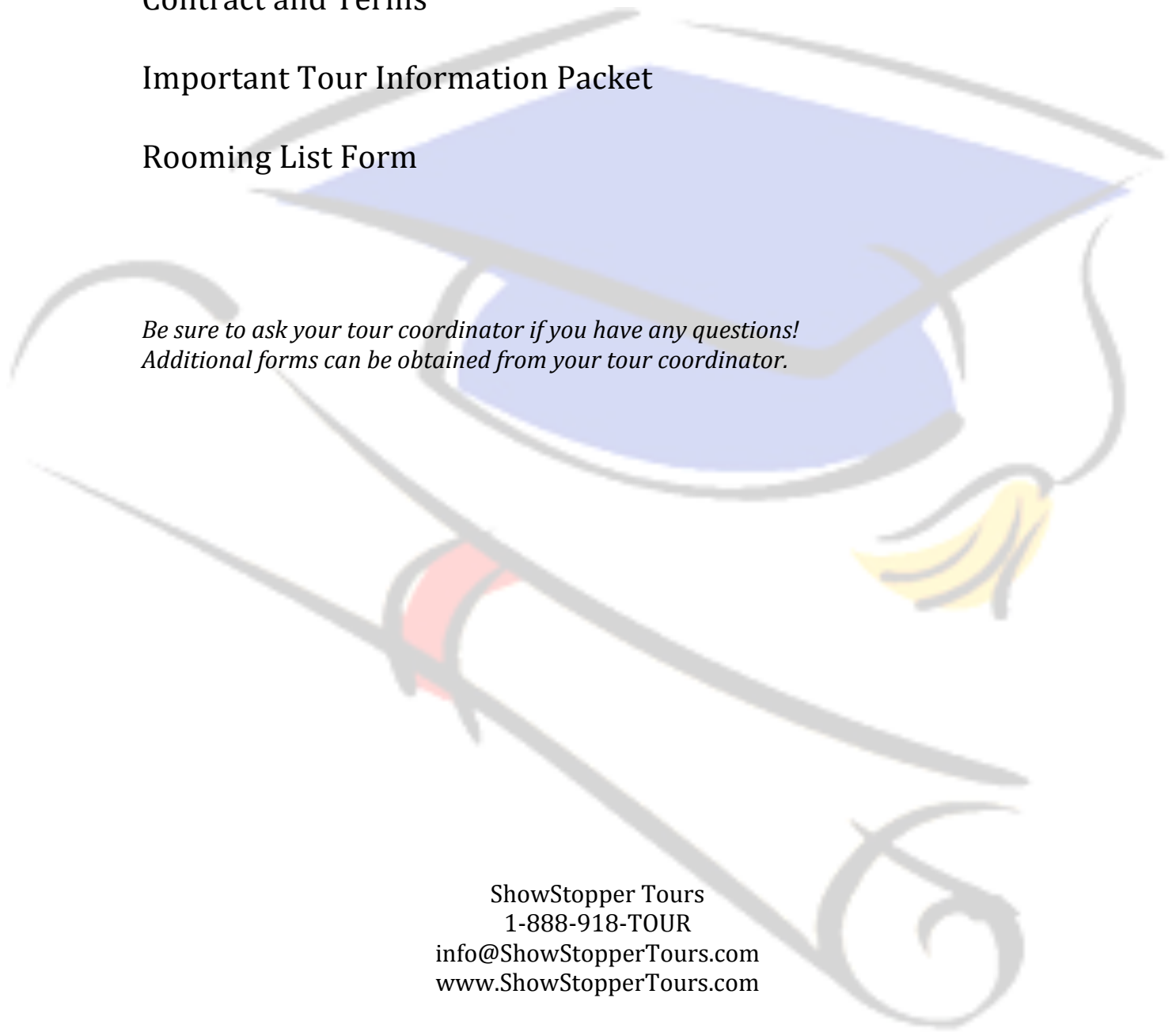
Contract and Terms

Important Tour Information Packet

Rooming List Form

*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.



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Cherry Hill, NJ 08002

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IMPORTANT TOUR INFORMATION

Tour Registration:

After you complete and return your tour registration contract and deposit to the Showstopper Tours office, a packet with your itinerary, invoice and forms (pertinent to your tour) will be sent to you in preliminary preparation for your tour.

Your invoice will be based on the numbers given to Showstopper Tours on your registration contract and formatted as follows:

All students will be placed in quad occupancy and all adults will be placed in double occupancy. This will remain until we receive your rooming list in the office. Please keep in mind, this invoice may not be your final balance since your rooming list may change the final numbers. Your rooming list will be due to the Showstopper Tours office 75 days prior to travel OR with your 2nd payment, to ensure you have plenty of time to collect the correct amount for your final payments.

The invoice has quad, triple, double and single occupancies listed. The definitions are each as follows:

Quad Occupancy is the price one person pays when staying in a room with a total of 4 people (including themselves).

Triple Occupancy is the price one person pays when staying in a room with a total of 3 people (including themselves)

Double Occupancy is the price one person pays when staying in a room with a total of 2 people (including themselves)

Single Occupancy is the price one person pays when staying in a room by themselves (with no one else)

In many cases, Showstopper Tours is able to offer groups “1 free per 20 (in double occupancy)”. What this means is you will have one individual free within a double occupancy room. For instance, if you had 20 people traveling your group will receive one free package. This free package will be in a double occupancy room for one out of the two individuals participating in the tour. The second person will be responsible to pay the double occupancy cost. In the case you do not have anyone staying in double occupancy, your group will receive a credit for the double occupancy cost on your invoice to make up for this free package. If you have someone staying in single occupancy and you would like that to be the “free package” you are responsible for paying the difference between the single occupancy and double occupancy costs.

Tour Regulations:

Group activities are scheduled for the entire group. Everyone must take part in all coordinated events on your itinerary, unless special and specific arrangements are made prior to your tour. Although most groups have a tour representative with them, it is important

that each group designates chaperones in charge of your group. The purpose of your tour representative is to ensure everything during your tour runs smoothly. This includes checking in your group to prearranged activities. Your tour representative will not be responsible for any disciplinary actions with your students nor can he/she ensure all members of your group are at every activity

Children under the age of 6 will have some difficulty in obtaining entrance to some group activities. For instance, in New York City, children under the age of 6 are not allowed into Broadway shows, or into television studio tours. While we do not discourage anyone from bringing their child with them on a tour, Showstopper Tours cannot be held responsible for any activity missed when traveling with a child of that age.

Medical Release Forms:

Every director or lead chaperone should have a copy of medical release forms for each person under the age of 18 that is traveling with their group. These forms should be signed by each traveler's (under the age of 18) parent or guardian giving the director and/or lead chaperone the authority to seek medical attention for their child in case of emergency. These forms should be specific to your organization. In certain cases, Showstopper Tours may require a copy of these forms prior to your travel dates.

Tour Representatives:

The role of your Showstopper Tours Representative is to act as a liaison between the vendors, the office and your organization during your tour. The tour representative will check the group in for all activities coordinated through Showstopper Tours and be there to assist you with any questions you may have throughout the duration of your tour. The tour representative, however, cannot be responsible for being a "chaperone" for any students/children during your tour. You must provide your own chaperones and designate them in charge of your students as you see fit.

Performance Information:

Most performances are scheduled for 45 minutes. Please allow for equipment set-up and breakdown during this 45 minute period. If your performance time is not 45 minutes, your tour coordinator will make note on your itinerary in addition to telling you when reviewing your itinerary. Equipment is not provided for your group in most performance locations. Be sure to ask for specifics. (Please Note: Walt Disney World performances are 20 minutes!)

In the case of inclement weather, Showstopper Tours will try to reschedule your performance. However, there are no guaranteed rain dates and rescheduling is at the discretion of management at the performance venue. If the performance is cancelled for any reason (i.e.: director's decision, inclement weather, traffic, etc.) any rental fees will not be refunded (performance venue fees, equipment rental fees, transportation, etc).

Many performances are held in working locations, such as office or federal buildings, on piers or near national monuments. Showstopper Tours can not guarantee an audience for your performing group, but feels confident there are many passer-bys in these performance locations. These passer-bys will often stop and enjoy part or even all of your show. If you do not have an audience at the beginning of your performance, do not fret, the music will draw people over!

Clinics/Workshops:

Showstopper Tours uses studios and rehearsal halls for your clinics/workshops that we have coordinated for your group. It is important that travelers know the following rules:

- We must insist groups remain quiet while entering and exiting their clinic/workshop location as to not disturb the other classes in session.
- Groups may not arrive any more than 10 minutes prior to their designated clinic time. If you do arrive more than 10 minutes prior to your clinic time, **DO NOT enter the building.** Each studio is rented to different organizations throughout the day and we must respect their time in the studios.
- Because of studio size, Showstopper Tours must request ONLY directors (and students) be inside the clinic. No other travelers will be allowed inside the clinic studio. These travelers also may not wait in the lobby of the studios.
- **Due to copyrights, photography and videotaping are prohibited!** Clinicians will leave approximately 5 – 10 minutes at the conclusion of the clinic for photo opportunities.

Transportation:

Airline Transportation:

Upon booking your airline tickets the airline will require a deposit to hold your space. Most airlines require a \$40 - \$50 per-person deposit, others require a \$100 deposit per person (depending on travel dates, and airline). In rare instances, airlines will require full payment and names upon booking. Be sure to ask your Showstopper Tours coordinator for specifics about your airline reservations.

If you have coordinated your airline transportation through Showstopper Tours, the following will apply to your air transportation:

An airline manifest (list of travelers) will be required by a specific date. It is very important to adhere to all airline deadlines. To use travel and keep up with the National “do not fly list” airlines have implemented a new policy while ticketing all passengers. Along with names of passengers flying, we must also provide them with gender and birthdates. If this information is not included with your airline manifest of names, the airline will not accept the list.

All airlines follow an E-ticket policy, meaning you will NOT receive paper tickets or stubs for each traveler in your group. You will receive a packet of information regarding your airline travel. This packet will include your final airline itinerary, record locator numbers and passenger names for each traveling individual within your party. Please note, airlines sometimes make time changes to seat assignment, flight numbers and flight times, these changes will be reflected in your packet. Airlines will often assign multiple record locators to groups. This is a common practice associated with group travel. Please have all record locators available for your group check-in and to expedite your group travel.

Please be sure to carry the papers that your Showstopper Tours coordinator sent to you regarding your airline travel. This packet should be with you at all times while you are checking in, walking through the airport, for security and boarding purposes. You will need to present these papers (which include your group’s record locator numbers) to the airline agent upon your group’s arrival and check-in at the airport.

Airlines require photo identification for travel. This photo identification must EXACTLY match your airline tickets. Photo identifications can be any government issued document such as a driver’s license or passport. In the case of a minor, school ID’s or county ID’s may be used. Children 12 years or younger must have a birth certificate and social security card to travel (instead of OR in addition to a photo identification). Children under the age of 17 who do NOT have a parent traveling with them must have an affidavit from their parents stating they are authorized to travel with the director (or another designated chaperone).

In the instance you need to change a name of a traveler, there will be a fee as set by the airline. In most cases, this fee will be around \$100 per-person.

Please Note: If you have any travelers within your party that desire to extend their stay (or begin their stay in their destination earlier) please have them book tickets on their own and

DO NOT include them in your group count. Most airlines do not allow deviations on any portion of their group flights. While these travelers will not be considered part of your traveling group, they can often obtain the same flight as the group (while traveling with the group).

Motorcoach/Bus Transportation:

If you are traveling via motorcoach, Showstopper Tours will provide you with the company name and contact phone number of your bus company. We must request, that you call your tour coordinator either in the office, or on their cell phone (if after business hours) if you have any questions on your day of travel. If you cannot reach your tour coordinator you may call the bus company directly with specific transportation questions. Please do not call the bus company prior to your departure date as they will not be able to assist you. Food and/or beverages are permitted on most buses, but please be sure to dispose of your refreshments after you are done. In some cases where the buses are not clean at the conclusion of your tour the bus company will charge a cleaning fee.

Showstopper Tours does not include bus driver gratuities in your motorcoach rates as this is a customary, but not mandatory act. While the amount of gratuity is completely at the group's discretion, Showstopper Tours offers the recommendation of \$1 per traveler, per day.

Please keep in mind, buses are often on a strict schedule. It is imperative you are on time for bus pickups. ***If you are not on time, bus companies reserve the right to surcharge for extending service hours or adding additional services.***

Accommodations:

If Showstopper Tours has included hotel in your pricing, all taxes (although subject to change) are included in your per-person price. Showstopper Tours does NOT take responsibility for paying for any traveler's incidental expenses. Incidental expenses can include room service, movie service, copy center purchases, telephone calls, etc.

Showstopper Tours requests that all services are turned off for our room blocks, although the hotel can turn these services on with either a credit card or a cash deposit. The amount of the cash deposit varies at each hotel. Your tour representative will take care of checking your group out of the hotel, but cannot be responsible for settling individual incidental accounts. Please remind individuals to close-out their accounts on their own.

Showstopper Tours also urges each director to choose one person from each room to act as a room captain/leader. This person will enter their hotel room to check for damage immediately after check-in. If there is any damage, please report it to your tour representative.

Showstopper Tours also requires all travelers to carry his or her own bags to and from their guest room and load their own luggage onto the bus. Any deviation from this may result in extra charges from the hotel and you will be required to pay for this service.

Rooming Lists/ Placement:

Showstopper Tours provides you with a rooming list form that you may use to send us your rooming list for your tour. If you do not choose to use this form, please follow the format while creating your list. Showstopper Tours asks the hotel to block rooms as close together as possible with chaperone room placed within the student rooms. In the case a hotel must use multiple floors, they are instructed to keep chaperones on all floors with their group. Showstopper Tours will make every attempt to honor room-blocking requests (such as connecting rooms or side-by-side rooms), however cannot guarantee the request.

Dress / What to wear while on a tour:

Showstopper Tours does not have mandatory dress requirements for any aspect of your tour. If any tour attractions have a requested dress, your Showstopper Tours coordinator will inform you of this either in your itinerary or verbally. Many groups choose to wear a uniform or costume when they are competing or performing, while other groups choose to wear a group shirt and matching pants/skirts. Showstopper Tours requests that you bring comfortable clothes and shoes for your sightseeing days.

If you are attending the theater, we suggest your travelers do not wear jeans and sneakers. You do not have to attend wearing formal attire, such as prom dresses and suits (or tuxedos). Sunday dresses, slacks with shirts (with or without ties) would be appropriate attire for attending the theater.

Payments:

All checks must be made payable to: Showstopper Tours. Payments will be in 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. All final tour payments are due in the Showstopper Tours office no later than 45 days prior to your tour. If you are submitting late payments, your payments must be submitted in the form of a certified check or money order; company checks will not be accepted after your payment due dates. Returned checks will be assessed a fee of \$25 per occurrence.

Cancellations:

(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.

**Please call 1-888-918-TOUR
with any questions.**

**Showstopper Tours
10 Rhode Island Ave
Cherry Hill, NJ 08002**

**1-888-918-TOUR | (856) 375-2162
(856) 375-2163 fax**



GROUP NAME
DATES

ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5
ROOM 6	ROOM 7	ROOM 8	ROOM 9	ROOM 10
ROOM 11	ROOM 12	ROOM 13	ROOM 14	ROOM 15
ROOM 16	ROOM 17	ROOM 18	ROOM 19	ROOM 20
ROOM 21	ROOM 22	ROOM 23	ROOM 24	ROOM 25
ROOM 26	ROOM 27	ROOM 28	ROOM 29	ROOM 30
ROOM 31	ROOM 32	ROOM 33	ROOM 34	ROOM 35
ROOM 36	ROOM 37	ROOM 38	ROOM 39	ROOM 40