



CHOIR DIRECTOR FAMILIARIZATION TOUR



40th International Congress of PUERI CANTORES

Rome & Vatican City

December 28, 2014–January 2, 2015



Sistine Chapel
Private Tour

To be eligible for the Pueri Cantores Choir Directors - Rome Familiarization Tour, a \$1,250 Choir Registration Fee must be received NO LATER THAN SEPTEMBER 1, 2014.



❧ PUERI CANTORES CHOIR DIRECTORS – ROME FAMILIARIZATION TOUR ❧ ITINERARY*

Day 1 - December 28 ❧ Depart USA
Board trans-atlantic flights to Rome, Italy.

Day 2 – December 29 ❧ Rome | Private Sistine Chapel
Choir Directors arrive in Rome at various times on flights arranged by Corporate Travel. **Enjoy a rare opportunity for a private after hours visit to the Sistine Chapel and the Vatican Museums.** Following the visit, enjoy a welcome dinner. Overnight Rome. (D)

Day 3 – December 30 ❧ Rome | Ancient Rome Tour
After breakfast, enjoy a tour of Ancient Rome, the Coliseum (inside visit), Capitol Hill, the Vittorio Emmanuel Monument (wedding cake), the Roman Forum, Circus Maximus and Michelangelo's statue of Moses at St. Peter in Chains Church. Group dinner. Overnight Rome. (CB | D)

Day 4 – December 31 ❧ Rome | Tour Congress Sites
Visit the important congress sites, including St Peter's Basilica, Sala Nervi and Basilica of St John Lateran. New Year's Eve dinner. Overnight Rome. (CB | D)

Day 5 – January 1 ❧ Rome | Papal New Years Mass
Attend New Years Day Mass at St Peter's Basilica celebrated by the Holy Father Pope Francis (pending confirmation). Balance of the day at leisure for sightseeing and shopping. Farewell dinner. Overnight Rome. (CB | D)

Day 6 – January 2 ❧ Rome/USA
NOTE: One return airport transfer will be made that is convenient to the majority of travelers. The transfer will be in the early morning hours for your return flight home. Arrive on the same day.



*Itinerary is tentative and subject to change
CB= Continental Breakfast, D=Dinner

Pueri Cantores Choir Directors – Rome Familiarization Tour

1.) RESERVATION FORM (one form per person, photo copies of form are permitted):

Clergy Mr. Mrs. Miss Birth date ___/___/___

Name _____

(As it appears on your passport)

Address _____ City _____

State _____ Zip Code: _____ Home Phone(_____) _____

Cell Phone (_____) _____ Email address* _____

* **EMAIL COMMUNICATION** – It is important for travelers to supply their email address and to notify Corporate Travel Service of any address changes. Updates about your trip will be sent by email, so it is important that settings in your email system allow communication from addresses originating at ctscentral.net.

Roommates will be assigned, accommodations are twin.

I prefer a single room and will pay an additional \$315, which is due with my balance.

(Very limited availability. Not likely to be available)

Preferred Name for Name Badge _____

2.) PASSPORT (required to travel):

Copy of passport inside page showing name and photo is enclosed.

I am applying for a passport and understand that I must supply a copy to Corporate Travel Service by 9/1/14. Corporate Travel Service is not responsible for passports that are not valid 6 months following the return date of the trip. (See back page of Terms and Conditions-Passports)

3.) PAYMENT TERMS & SCHEDULE:

To be eligible for the Pueri Cantores Rome Director Familiarization tour, a \$1,250 Choir Registration Fee must be received no later than September 1, 2014. (Submitted with Choir Registration Form- Separate form) Eligible participants are limited to an organization's music/artistic director, executive director, president, or similar. Additional participants are subject to Corporate Travel management review, and must pay the full cost of the tour valued at \$2,400, double occupancy. Spouses are welcome at \$2,400.

Checks payable to: Corporate Travel Service **Credit Card:** Visa MasterCard

Name as it appears on Card _____ Amount \$ _____

Card Number _____

Security code (back of card) _____ Expiration _____

Card Billing Address _____

4.) TERMS AND CONDITIONS:

I have received, read and agree to the TERMS & CONDITIONS AND BINDING ARBITRATION CLAUSE on this and the backside of this form and to the Pricing Terms and Payment Terms outlined on this side of the form. I understand that Corporate Travel Service highly recommends the purchase of travel insurance (see terms and conditions for details) and that the cancellation terms and penalties cannot be waived for any reason. If I decline to purchase travel insurance, I understand I could lose substantial prepaid monies, and that there may not be full monetary recourse for any flight cancellations or delays by the airlines. I agree to the cancellation terms and penalties.

Signature _____ (Required to confirm reservation)

THE TOUR DOES NOT INCLUDE:

- Airport transfers for travelers not on flights arranged by CTS, departing Dec. 28, returning Jan. 2
- Meals not specifically identified
- Beverages with meals unless specified
- Gratuities payable to escort, guides and drivers
- Other personal expenses
- Items not specifically mentioned in inclusions on page #1

***Checked Baggage Fees** are not included in this tour package price. Most airlines charge fees ranging from free to \$75 per bag one way. If traveling with group air, the air carrier for your flight will be announced in your final travel documents and an online link provided to learn the exact charges of your carrier. Note: Because of space limitations aboard the transportation at the destination, you may only bring one checked bag on this trip.

December 28, 2014 - January 2, 2015

Release: Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any other person or entity it does not own or control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as a cruise line, airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks or bites by animals, insects or pests, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to same, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control.

Complete this form and mail with non-refundable \$1,250 Choir Registration Fee and Choir Registration Form (if not already submitted) to:

Corporate Travel Service, Inc.,
23420 Ford Rd., Dearborn Heights, MI 48127

Phone: 313-565-8888 x 150 or 121 Fax: 313-565-3621 Website: www.ctscentral.net



Hours of Reservations Department:

Monday –Friday:

9:00am – 5:00pm EST

TRAVEL INSURANCE IS HIGHLY RECOMMENDED

For optimum insurance coverage, purchase travel insurance within 10 days of trip confirmation. Call Corporate Travel Service at 313-565-8888 ext. 151

TERMS AND CONDITIONS

FAMILIARIZATION TOUR INCLUSIONS:

- Roundtrip airfare from your nearest major airport. Participants are responsible for travel arrangements to and from these airports
- Double occupancy hotel accommodations for four (4) nights
- Daily breakfasts and dinners
- **Private Sistine Chapel after hours visit**
- Sightseeing as listed on itinerary
- Visits to venues of rehearsals and performances
- Local transportation by deluxe motorcoach
- Italian tour escort in Rome

PAYMENT TERMS: In order to meet deposit schedules with suppliers for this tour, CTS asks for prompt payment on the requested dates. Please see the reservation form for the payment schedule. CTS also accepts Visa and MasterCard for payment. Traveler agrees not to dispute any credit card charges associated with this trip.

CANCELLATION POLICY: If a Director must cancel after registering to travel on this Familiarization Tour, there is no substitution possible. The Familiarization Tour has no cash value.

TRAVEL INSURANCE: CTS highly recommends the purchase of travel insurance. In order to receive the optimum insurance coverage, purchase travel insurance within 10 days of trip confirmation. Call CTS at 313-565-8888, ext. 151, or your insurance agent.

PASSPORT: A valid U.S. Passport is required of all passengers. Please apply for your passport immediately as passports may take a long time to process. Make sure to have it in your possession at all times while on tour. **It must be valid for 6 months following the return date of the trip or boarding or entry into the destination may be denied. Please provide CTS with a copy of the inside page of your passport (showing your name and photo) at the time of reservation.**

AIRFARE:

Independent Air Tickets: Will be issued by the Retail Travel Agency of Corporate Travel. Upon receipt of your personal Familiarization Tour Reservation Form, you will be contacted by one of our Travel Agents to arrange your independent airfare. You will be presented with flight details to sign-off before your ticket is issued. Once the ticket is issued, no changes are possible.

Airport Transfers: Not provided in the USA. In Rome, one motorcoach transfer is provided on arrival and return. Anyone missing the transfer will transfer via taxi at their own cost.

Deviations: Not allowed on Familiarization Tour tickets.

Familiarization Tour Air Not Upgradable: Familiarization Tour Air is economy class and is not upgradable to first class, business, economy plus, etc.

Flight Cancellations and Delays: Corporate Travel will not be responsible for any loss incurred by travelers due to a cancelled flight or other means of transportation.

TRAVEL DOCUMENTS: Unless otherwise notified, CTS will mail you your travel information approximately 10-14 days before departure.

ITINERARY: The Itinerary as presented in this brochure is tentative and represents what we are planning for you, however it is subject to confirmations from many organizations. Because of changes in local schedules, we may need to alter specified events, dates and/or venues to better fit the overall plan. The right is reserved to alter or cancel the itinerary, at CTS's sole discretion, as it may deem necessary or advisable.

GRATUITIES: Gratuities for your escort, driver and guides are not included. In Europe it is customary to tip the escort four (4) Euros and the driver three (3) Euros per person per day. The tip for the local guides is usually about one (1) Euro for half-day tours and two (2) Euros for full day tours.

ROOMS: A "Single" room is one person in a room and a "twin" is two persons in one room. Roommates will be assigned in twins.

LUGGAGE: Baggage is at owner's risk throughout the tour.

Checked Baggage: Fees are not included in this tour package price. Most airlines charge fees ranging from free to \$75 per bag one way. If traveling with group air, the air carrier for your flight will be announced in your final travel documents and an online link provided to learn the exact charges of your carrier. (Note: The website iflybags.com may be helpful and gives sample fees for all carriers.) Checked baggage is limited to **one** bag per person. There can be no exceptions. For most airlines, the one checked bag is limited to **50 pounds and 62 inches** (length + width + height). If these specifications are exceeded, excess charges may be collected by the airline at the airport. Do not lock baggage you intend to check in at the airport. Please confirm these specifications when you receive your final travel documents, as they can and do change.

Carry On Luggage: You may also bring a small carry-on bag that will fit under an airline seat and on the small parcel racks of the motor coach, which average about 8 inches high by 18 inches deep. It is best if your carry-on bag is soft sided, as the parcel racks on the motor coaches are small. Currently, travelers are allowed to transport only small amounts of liquids, gels, lotions, aerosols or similar items on their person or in their carry-on luggage. Details will be in your final travel documents.

HEALTH REQUIREMENTS: Travelers must be medically and physically fit for this tour. This tour requires significant walking, as motor coaches are not permitted to pick up and drop off in front of major attractions. The tour is not wheelchair accessible. Any special medical conditions or equipment must be advised in writing, for evaluation of feasibility, at the time of making your reservation. Should any special assistance be required, traveler agrees to bring a companion capable and willing to assist traveler.

STATE DEPARTMENT & OTHER AGENCIES: From time to time the State Department (www.state.gov) and the Center for Disease Control (www.cdc.gov) and other government agencies and departments issue travel advisories or warnings for one or more of the destinations that you may be visiting on tour. We encourage you to contact these agencies directly to obtain the most current information. CTS cannot change the cancellation terms or conditions based on the issuance of any such warning or advisory or the occurrence of any terror, health or other incident in one or more of the places this tour is scheduled to visit. All cancellation penalties remain in full force and effect.

PHOTOGRAPHY: CTS may take photographs or film of its trips and trip participants, and participant grants CTS express permission to do so and for CTS to use such for promotional or commercial use without payment of any fee or royalties.

UNUSED SERVICES: There is no right to a refund for any unused services including airline tickets.

CHANGES: Changes in any of the terms and conditions can be made only in writing signed by an officer of CTS.

PARTICIPATION: CTS reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, CTS's only obligation is to refund to that person that portion of the payment allocable to unused services.

BINDING ARBITRATION: Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan, in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable.

