



Letter of Confirmation

DATE:	August 24, 2017	GROUP NUMBER:	83162
GROUP NAME:	Wheaton Park District	ATTN:	Laura Bessey
ADDRESS:	208 W. Union Avenue	CITY/STATE/ZIP:	Wheaton, IL 60187
TELEPHONE:	630-665-1415		
EMAIL:	lbessy@wheatonparks.org	# of Seats	10

Thank you for choosing Mayflower Tours!

Please sign and return within 5 business days in order to secure group space based on the pricing quoted.

Fax to (630) 960-3575

Space Review – Space on both the land and air portion of the tour will be reviewed periodically and adjusted as required.

At 150 days prior to the departure any unused space will be released and reservations will be accepted on a space available basis.

Yellowstone, Grand Tetons & Mt. Rushmore 9 Days & 13 Meals

Departure Date	Return Date	Per Person Pricing
September 13, 2018	September 21, 2018	Land ONLY Twin: \$2829 Single: add \$1199 Travelers Protection Plan: \$150

COMMISSION

10% commission is paid on the land portion of the tour and the Travelers Protection Plan. Commission is earned on fully paid travelers less promotional savings.

AIR TRANSPORTATION

Round trip bulk group air from **Chicago, IL = \$650 per person**

Air prices are net non-commissionable and inclusive of taxes and fuel surcharges which are subject to change based on fuel prices. Air prices are guaranteed until 90 days prior to departure. Air rates within 90 days prior to departure will need to be provided by our air department. In order to hold a group air contract the airlines require a minimum of 10 travelers departing from the same city. Should the group fall below 10 we will honor the fare quoted but the air schedule may change. **Air itineraries may not be available until documents are received. Air seats are assigned by the airline for the entire group. Seat changes can only be attempted upon receipt of tickets and documents at which time availability may be limited. If specific seat assignments are vital to your reservation, we recommend individual air reservations rather than booking air with the group. If company air is canceled after final payment, all penalties will apply. See attached Terms and Conditions. NOTE: If Mayflower Tours is not providing air we must have air schedules 60 days prior to departure in order to provide transfers. Adding air schedules after 60 days will result in a \$25 revision fee per person.**

Non-Refundable Air-EXCEPTION: If non-refundable airline tickets are purchased and ticketed by the traveler or Mayflower Tours, the Travelers Protection Plan does not cover cost of airline ticket in the event of cancellation or return transportation benefit if you must return home early.

ROUND TRIP AIRPORT TRANSFERS UPON ARRIVAL

FREE round trip airport transfers are included.

If providing your own air please refer to the brochure for specific time guidelines for return flights. These times must be adhered to in order to receive the group transfer to the airport. Should air be confirmed outside of the suggested time stated in the brochure your traveler will be responsible for the transfer cost and arranging the transfer to the airport for the return flight.

MARKETING ASSISTANCE

Complimentary tour flyers and travel presentations are available. After the Letter of Confirmation is signed and returned, we will create a personalized flyer for you to use to promote this tour. **The group information and pricing on the flyer will be your financial responsibility.**

PAYMENT, REFUND AND CANCELLATION POLICY

-Our preferred method of payment for group travelers is by check.

-Deposits and payment of the optional Travelers Protection Plan are to be paid within five business days after making the reservation.

With Travelers Protection Plan - \$350 per person deposit

Without Travelers Protection Plan - \$200 per person deposit

All payments for land and bulk air arrangements (ticketed by Mayflower Tours) will be refunded when cancellations are made up to 121 days prior to departure. If your traveler purchases the optional Travelers Protection Plan, they will be refunded all payments, including the deposit amount, less the cost of the Travelers Protection Plan provided we are notified of cancellation at least one day prior to departure.

-Final Payment is due 60 days prior to departure.

Should your traveler choose not to purchase our Travelers Protection Plan, the following per person cancellation charges will be assessed:

Up to 121 days prior to departure	Full Refund
120 to 61 days or more prior to departure	Deposit Amount
60 to 31 days prior to departure	20% of tour cost
30 to 15 days prior to departure	30% of tour cost
14 to 1 day prior to departure	40% of tour cost
Day of departure or early departure from tour	100% of tour cost
No refund on unused portions of the tour	

COMPLIMENTARY

Earn one (1) complimentary twin reservation, land only with 15 fully paid travelers. The 16th travels free on the land portion of the tour only. Commission is not applied on complimentary travel. No other coupons or savings may be applied. **Complimentary to be applied to the group leader only.**

IMPORTANT DATE REMINDER

150 Days prior to departure – Space on both the land and air portion of the tour will be reduced at this time to actual reservations held at Mayflower Tours. Additional reservations will be on a space available basis. Airfare is subject to change.

90 Days prior to departure – A Group Finance Summary will be sent to you for the purpose final payment bill and for proofing information on reservations. Please verify that names are correct as they appear on the travelers identification. Please return in a timely manner with your signature. **Name changes after ticketing will result in a change fee.**

60 Days prior to departure – Final payments are due in our office.

No commission will be paid on cancelled bookings. Cancelled bookings will not count towards complimentary travel.

Please see attached Terms and Conditions for deposit and cancellation policy.

I understand and have read the attached General Information/Terms and Conditions.

MAYFLOWER TOURS

Kim Hoffman 8.24.17

Kim Hoffman Date

Mayflower Tours

1225 Warren Avenue, P.O. Box 490

Downers Grove, IL 60515

Toll Free: (800) 728-0724 x243

Direct Line: (630) 435-8243

Direct Fax: (630) 960-3575

kimhoffman@mayflowertours.com

WHEATON PARK DISTRICT

Laura Bessey 8.24.17

M. Bernard Date

TRAVEL PRESENTATION DATE: To be scheduled.

Thank you for choosing Mayflower Tours!

OFFICE USE ONLY

Exceptions _____

S.P. _____

REV:02/16/16 MRG

Terms and Conditions

2018-2019 North America Air Holidays

Payment Information: Listed below is a schedule of deposit and final payment due dates. You will note that the first category includes an optional Travelers Protection Plan (TPP) which is to be paid within five business days after your reservation. Please see "Travelers Protection Plan (TPP)" section on the next page for further explanation of this benefit.

DEPOSIT SCHEDULE: North America Tours

Land Tour with Air*	Deposit Per Person	Final Payment
• With TPP Coverage	\$350	60 Days
• Without TPP Coverage	\$200	60 Days
Land Tour Only	Deposit Per Person	Final Payment
• With TPP Coverage	\$300	60 Days
• Without TPP Coverage	\$200	60 Days

DEPOSIT SCHEDULE: Columbia River Cruising on the American Pride, Hawaiian Cruising in Paradise, Alaska Adventure Cruise, Cuba Cruise from Miami

Cruise Tour with Air*	Deposit Per Person	Final Payment
• With TPP Coverage	\$799	90 Days
• Without TPP Coverage	\$400	90 Days

Cruise Tour only	Deposit Per Person	Final Payment
• With TPP Coverage	\$739	90 Days
• Without TPP Coverage	\$400	90 Days

DEPOSIT SCHEDULE: Small Ship Cruising on America's Great Lakes, Polar bear Discovery and Canadian Rockies by Rail

Tour with Air*	Deposit Per Person	Final Payment
• Without TPP Coverage	\$400	120 Days

Refund and Cancellation Policy: All payments for land, air and train arrangements (ticketed by Mayflower Tours) will be refunded when cancellations are more than 90 days prior to departure less the deposit amount, which is non-refundable, unless otherwise noted below. If you purchase the optional Travelers Protection Plan (TPP), you will be refunded all payments, including the deposit amount, less the TPP premium amount.

***Exception:** If you purchased non-refundable airline tickets from Mayflower Tours, the TPP does not provide a refund for the airline tickets in the event of a cancellation or a return transportation benefit if you must return home early. You will only be charged the TPP premium for the land tour instead of the premium for land tour with air.

Should you choose not to purchase our Travelers Protection Plan, the following per person cancellation charges will be assessed for all tours and optional excursion costs:

United States and Canada Tours

- 61 days or more: Deposit Amount
- 60 to 31 days prior: 20% of tour cost
- 30 to 15 days prior: 30% of tour cost
- 14 to 1 day prior: 40% of tour cost
- Day of departure or early departure from tour: 100% of tour cost
- No refund on unused portions of the tour

Columbia River Cruising on the American Pride, Hawaiian Cruising in Paradise, Alaska Adventure Cruise, Cuba Cruise from Miami

- 91 days or more: Deposit Amount
- 90 days until day of departure: 100% of the tour cost
- No refund on unused portions of the tour

Small Ship Cruising on America's Great Lakes, Polar Bear Discovery, Canadian Rockies by Rail

- 121 days or more: Deposit Amount
- 120 days until Day of departure: 100% of tour cost
- No refund on unused portions of the tour

Since the Small Ship Cruising on America's Great Lakes, Polar Bear Discovery and Canadian Rockies by Rail are not covered under Mayflower's Traveler Protection Plan, we make available and highly recommend that you purchase the Trip Assure Travel Insurance Plan to protect your investment. Please ask a Mayflower Tours sales agent to provide you the policy information and enrollment information about the Trip Assure Plan.

Exclusions: Mayflower Tours reserves the right to alter its Refund and Cancellation Policy when a substantial amount of cancellation or postponement of travel is attributable to: conditions resulting from an act of God, natural or man-made disaster, fire, government action, civil disorder, war, hostilities between nations, or unavailability of transportation through no fault of Mayflower Tours.

"Freedom to Travel" Guarantee: On those rare occasions when the Exclusions mentioned above make it necessary to modify its Refund and Cancellation Policy, Mayflower's "Freedom To Travel" Guarantee will take effect for those passengers who purchased the Travelers Protection Plan (TPP). This Guarantee will allow travelers to apply all monies paid to Mayflower Tours, including the Cancellation Fee Waiver, toward any future Mayflower tour that departs within 12 months of their notification.

Air Services: Airfare may be purchased through Mayflower for travel originating in the United States. By using Mayflower's air services, you accept that Mayflower is only acting as your agent and is not responsible for any accident, death, personal injury, illness, property damage, delay or other monetary loss or expense of any nature that may arise directly or indirectly out of any act of God, or any actions or default of any carrier. Mayflower is not liable for, and does not assume responsibility or accept claims with regards to any losses incurred due to cancellation of flights or change in flight schedule resulting in additional expenses to you, even when the air services are purchased through Mayflower.

Tour Price Includes: All motorcoach transportation noted in the tour itinerary, round trip airport transfers on the tour departure and return dates (only), services of the Tour Manager and driver, lodging, sightseeing, taxes, admissions, gratuities for bellmen and waiters for included meals, as well as future travel credits. Included meals are clearly noted in the touring description. Air transportation is available upon request, at additional cost, for United States and Canada Tours. For travelers purchasing their own air, airport transfers are included provided their flight arrival and departure times meet the time frames suggested in the brochure.

What is Not Included on the Tours: The land price of your tour does not include airfare to the tour departure point; excess luggage charges; items of a personal nature; meals not included on the itinerary; sightseeing attractions listed as "optional excursions" and gratuities to the full time Tour Manager, motorcoach driver, all airport skycaps, van or limo drivers and local guides.

Airline Security Measures: The Transportation Security Administration requires that travelers provide their name exactly to their airline as it appears on the passport or a government issued I.D. (such as a drivers license) to be used while traveling, along with their date of birth and gender when making reservations to fly within the U.S. When making your flight reservations through Mayflower Tours, you will be asked for this information by our staff. Due to airline security measures, your photo I.D. or passport must match your airline ticket name and your tour reservation name or you may be denied aircraft boarding.

Passport & Visas for Canada and Mexico: Each U.S. citizen must have a valid passport for entry into Canada or Mexico. No other documents will be accepted. Expiry date of passports should be at least six months after the return date of tour. If you don't have a passport, call our office and we'll tell you how to apply for one. Holders of non-U.S. passports should contact their nearest consulate and inquire about the necessary passport or visa documentation required for entry into the countries visited.

Travelers Protection Plan

2018-2019 North America Air Holidays

Our Travelers Protection Plan consists of a Cancellation Fee Waiver combined with Travel Insurance Benefits.

PART A - CANCELLATION FEE WAIVER (CFW)

Should you have to cancel your tour or interrupt your tour en route, we have added a non-refundable Travelers Protection Plan (TPP) of \$150 (Land Tour with Air*) or \$100 (Land Tour Only) per person in our deposit schedule. If you do not wish to purchase this protection, simply deduct the amount from your deposit. This non-refundable fee waives all cancellation fees and penalties, provided we are notified of the cancellation one day before your tour departs. While on tour, if a passenger must leave early due to a personal illness, illness or death of a member of the immediate family, the purchase of the Travelers Protection Plan (TPP) guarantees full refund for any unused services (including purchased optional excursions) after the departure of the tour. Handling of return air transportation is included if your airline tickets were provided by Mayflower Tours. *Exception: If you purchased non-refundable airline tickets from Mayflower Tours, the TPP does not provide a refund for the airline tickets in the event of a cancellation or a return transportation benefit if you must return home early. You will only be charged the TPP premium for the land tour instead of the premium for land tour with air.

Exclusions

Mayflower Tours reserves the right to alter its refund and cancellation policy when a substantial amount of cancellation or postponement of travel is attributable to: conditions resulting from an act of God, natural or man-made disaster, fire, government action, civil disorder, war, hostilities between nations, or unavailability of transportation through no fault of Mayflower Tours.

"Freedom to Travel" Guarantee

On those rare occasions when the Exclusions mentioned above make it necessary to modify its Refund and Cancellation Policy, Mayflower's "Freedom To Travel" Guarantee will take effect for those passengers who purchased the Travelers Protection Plan (TPP). This Guarantee will allow travelers to apply all monies paid to Mayflower Tours, including the Cancellation Fee Waiver, toward any future Mayflower tour that departs within 12 months of their notification.

PART B - TRAVEL INSURANCE BENEFITS

In addition to the Part A - Cancellation Fee Waiver, this plan also provides the following travel insurance benefits. These Part B Benefits are offered and administered by Trip Mate Insurance Agency, Inc., are underwritten by the insurance carriers listed below and are subject to the terms, conditions and exclusions of the policy:

- \$25,000 Accidental Death & Dismemberment
- \$500 Trip Delay (Up to \$100 Per Day)
- \$25,000 Medical Expense/Emergency Evacuation
- 24 Hour Worldwide Assistance Service
- \$2,000 Baggage / Travel Documents
- \$500 Baggage Delay (Up to \$100 Per Day)

Certain exclusions and limitations apply and are detailed in the Description of Coverage Brochure which will be enclosed with your deposit receipt and is also available to you, upon request, at any time prior to your purchase of the plan. For example, coverage does not apply to; suicide, normal pregnancy, war or any act of war, mental or nervous disorders. A Traveling Companion is defined as a person booked to share accommodations in the same room or cabin with you during your trip. Sickness or Injury must require care by a Physician and must commence while insurance is in force for you. This plan does not cover a loss that results from an illness, disease, or other condition (of you, an Immediate Family Member, Traveling Companion or Business Partner), event or circumstance which occurs at a time when this plan is not in force for you.

Part B Travel Insurance is underwritten by Monumental General Casualty Company
(all states except as otherwise noted) & Monumental Life Insurance Company (AK, KS, ME, MA, NH, NJ, NC, WA, WI, WY)
& J.C. Penney Casualty Insurance Company (CO, MI, MN, NY, VT).

For complete details on the protection plan refer to the Description of Coverage Brochure enclosed with your deposit receipt.

Important! The Travelers Protection Plan must be purchased by the time of initial payment and may not be purchased at a later date.

