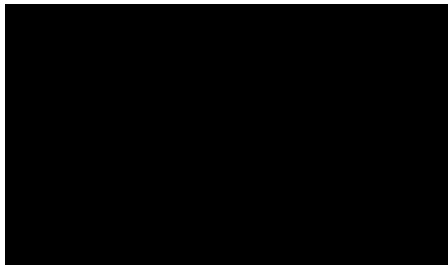


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PRELIMINARY GROUP CONTRACT – February 17, 2015

The information contained in this document is confidential and proprietary to Ellison Travel & Tours Ltd. with the understanding that it will be held in strict confidence and will not be used for any purpose other than for you the client for this particular tour. No part of the document may be circulated, quoted, or reproduced for distribution, outside the Client organization without prior written approval from Ellison Travel & Tours Ltd. This includes unsecured websites and the internet.

GROUP NAME: Burnaby Mountain Secondary School
TRAVEL DATES: March 11 – 18, 2016
DESTINATION: New York City, NY
DEPARTURE POINT: Vancouver, BC

ESTIMATED TOUR COST: **\$2,650.00 - \$2,750.00 Canadian per paying person**
(based on 25 students and 3 complimentary chaperones)
\$3,090.00 - \$3,190.00 Canadian per paying person
(based on 15 students and 3 complimentary chaperones)

*** Should your numbers change from the above, the tour cost will be re-calculated accordingly***

NOTE: The tour price quoted is based on the current rate of exchange: 1 US dollar at 1.25 - 1.30. We will finalize the price of your tour once we have received your **first per person** payment and purchased the currency for your tour. The price quoted may increase or decrease and you will be contacted if there is a significant change in price due to currency fluctuations.

COST INCLUDES:

- return airfare (overnight flight) from the Vancouver International Airport to the John F. Kennedy International Airport via Cathay Pacific Airlines, including 1st piece of luggage free within size and weight restrictions and all applicable airline, airport and security fees as of February 10, 2015
- return airport/hotel transfers in New York based on 1-38 passenger coach
- 5 nights accommodation in Manhattan plus 1 room to use on arrival (Row NYC) based on students in quads and chaperones in 2 rooms including mandatory baggage handling and luggage storage
- 6 \$10.00 US per person meal allowance for breakfast
- 6 group dinners including gratuity
- One Week Metro Pass
- 4 hour tour of Harlem (walking and subway tour)
- self-guided visit to the Empire State Building Observatory
- 90 minute Broadway workshop
- Behind the Emerald Curtain tour (subject to availability at time of booking)
- guided tour of Lincoln Center
- entrance for self-guided visit of the Metropolitan Museum of Art and the American Museum of Natural History
- ticket to Broadway production of Wicked (based on a \$125.00 USD ticket value)
- ticket to 2 Broadway productions – shows TBD (based on a \$90.00 USD per ticket value)
- visit to the 9/11 Memorial (museum admission not included)
- self-guided visit to Canal Street, Macy's Department Store, Central Park and the Rockefeller Center

COST INCLUDES CONTINUED...

- Grayline sightseeing city tour on double decker bus and 60 minute harbour cruise
 - Apollo Theatre tour
 - guided tour of Radio City Music Hall
 - group photo in Times Square (including 1 complimentary 16x20 poster and 1 8x10 photo)
 - self-guided walk across the Brooklyn Bridge
 - transfer from Vancouver International Airport to Burnaby Mountain Secondary School
 - Manulife Ellison Youth Package Insurance based on the price of your tour per this quote (coverage for all Canadian residents who are full time students up to age 29 and chaperones up to the age of 64 who have a **valid provincial health card** - includes emergency medical coverage, cancellation and interruption, limited baggage insurance – see policy for terms and conditions)
***Please review in your policy for the risks covered by Manulife for benefits of purchasing cancellation insurance*
 - includes all applicable taxes and service charges as of this contract date (HST shown separately above/does not apply)
 - 24-hour Ellison Travel & Tours Ltd. Emergency Contact Number while on tour
 - comprehensive Tour Leader binder that includes maps, confirmation details, travel tips and more
- NOTE: ALL INCLUSIONS ARE SUBJECT TO AVAILABILITY AT TIME OF BOOKING**

Living Standards and practices at the destination may differ from those in Canada and the standards and conditions at the destination with respect to the provision of utilities, services, and accommodation may differ.

NOT INCLUDED:

- transportation to Vancouver International Airport
- notarized letter of consent processing fees if required
- Tour Manager
- meals other than mentioned above
- additional group photos at \$10.00 per photo
- admission to the 9/11 Memorial Museum - \$14.00 USD per student and \$22.00 per adult
- driver and local guide gratuities: suggested total amount of gratuities for the trip is \$5.00 per person travelling on the trip (\$1.00 per person/day for driver and \$1.00 per person for ½ day tour guide)
- additional taxes, fuel surcharges or service charges levied by the governments or our suppliers
- charges by the airline for oversize/overweight luggage/musical instruments, over and above the amount listed under the cost includes section above
- any luggage fees introduced or altered prior to travel
- passport photos, government processing fees and visa fee if required

OPTIONS (minimums may apply):

- airport check-in assistance on departure (remove if included)
- nightly hotel security – approx. cost - \$30.00 USD per hour / per guard

PAYMENT REQUIREMENTS:

- Terms of Payment are cheque or Carlson Wagonlit Travel Gift Certificates (available to purchase with your RBC points)
- **On-Line Payment Program** (some conditions apply – ask your group planner for details). Our convenient, easy to use program charges installments to a chequing account or credit card in a series of pre-determined payment.
- 1st payment of \$500.00 per person due on or before June 12, 2015 to secure your tour
- 2nd payment of \$1000.00 per person due on or before October 23, 2015
- final payment due on or before January 22, 2016
- **event tickets can not be purchased until first per person deposit is received**

Client Tour Information is due on or before October 23, 2015
 Rooming List is due on or before January 8, 2016

CANCELLATION PENALTIES:

- tickets are 100% non-refundable once purchased
 - all payments received by Ellison Travel & Tours are 100% non-refundable
 - modifications to a submitted Rooming List after January 22, 2016 will result in a \$50.00 service charge
- Please note that no changes to the itinerary or number of travellers are permitted by the group less than a month prior to departure date, as last-minute changes may compromise the outcome of your tour.

- Cancellation & Interruption Insurance insures each passenger in the event they have to cancel due to one of the risks included in the Manulife Travel Insurance policy. Please review the terms and conditions and pre-existing exclusions in the travel insurance policy as they may affect coverage for group travellers.

TERMS AND CONDITIONS

Ellison Travel & Tours Ltd. Pricing Policy: Your initial proposal is free of charge. We will work with you to prepare a preliminary proposal to meet the needs of your group. The proposal will include a suggested itinerary and estimated cost, along with an application form to be used at your discretion. The purpose of the initial deposit is to assist you to get commitment from your group. Terms of Payment are cash or cheque.

Performance Arrangements: Performance arrangements cannot be confirmed without receipt of your first per person deposit and your performance questionnaire. If your request for assistance to arrange performances or your first per person deposit is received less than 90 Days prior to your departure date, performance arrangements may not be secured and service charges will apply to all confirmed performances.

Festival/Event Arrangements: If travel is arranged for the purpose of attending a festival or event an alternative venue will be arranged if the festival/event is cancelled or the dates are changed.

First Per Person Payment: This payment is due as noted above and will range from \$50.00 to \$500.00 per person depending on the tour. For tours of seven days or more, a second per person payment may be set up in our payment plan. The amount of the second payment will depend on requirements for making non-refundable payments i.e. airline deposits, theatre tickets, insurance etc. We will offer as much flexibility as possible.

Final Payment: Refer to the "payment requirements" section on your group contract for specifics to your tour.

Price Guarantee: The above tour cost is based on the current exchange rate at the contract date. Should the exchange rate fluctuate before the first per person payment is paid, adjustments to the tour cost will be made accordingly. Please note once the first per person payment is paid, the contract tour cost is guaranteed. Prices are subject to change for matters over which Ellison Travel & Tours Ltd. has no control, such as fuel surcharges, government taxes, airline schedule changes or cancellations which are imposed by one of our suppliers.

Changes to the Tour: The tour cost is based on the prices and exchange rates in effect on the date of the current contract. You will be notified if increases are imposed by airlines, suppliers or governments and will be reflected on the final invoice. Should the number of participants change, it may be necessary to revise components of the tour or adjust the cost to cover these differences. Ellison Travel & Tours Ltd. reserves the right to alter the itinerary as required for the comfort, convenience and safety of the participants and for the proper management of the tour.

Cancellation Penalties: Initial proposal is completely free of charge

First and Subsequent Per Person Payments: Individual payments – non-refundable

Final Payment: 100% non-refundable

Insurance: Ellison Travel & Tours Ltd. strongly recommends that all passengers are insured for medical expenses, baggage loss or damage and trip cancellation or interruption. Many group leaders prefer to have the insurance included in the tour price to ensure everyone is covered.

Responsibility: Ellison Travel & Tours Ltd. will have no liability for inconvenience, injury, delay, airline schedule changes or cancellation due to war, riot, terrorist activity, natural disaster, sickness, weather conditions, airport regulations or other circumstances considered Acts of God.

Visa and Passports: Passengers must have valid passports for travel abroad and visas for some countries. Ellison Travel & Tours Ltd. does not accept responsibility for passengers who do not meet correct visa and passport requirements. Entry to another country may be refused even if the required information and travel documents are complete.

Air Deviations: *When permitted by the airline*, Ellison Travel & Tours Ltd. is pleased to offer opportunities for travellers to return later from group departure city. An administration charge plus any difference in airfare apply. In the interest of the group planning process, all deviation requests must be completed no later than 90 days prior to departure date. Each airline will only allow a certain percentage of group travellers to deviate from the group. Contact your group planner for further details.

Attached itinerary is tentative and subject to final confirmations.

ISSUED BY: _____ **DATE:** _____
Cheri Ewaskow, Ellison Travel & Tours Ltd.

ACCEPTED BY: _____ **DATE:** _____
Felicity Rudolph, Burnaby Mountain Secondary School

****Please sign and return this form with initial deposit. Thank you.****