Gerber Tours
The Student Travel Experts

Hopatcong Middle School

Three Day Washington DC/Baltimore Tour

TENTATIVE ITINERARY

June 05-07, 2017

Tour ID:30520

First Day	**Monday June 05, 2017**
7:00 am	Depart from Hopatcong Middle School (1 David Road, Stanhope, NJ 07874).
	Time for lunch en route at your expense.
1:00 pm	Arrival in Washington DC. Join your Tour Guide at the International Spy Museum.
1:30 pm	Visit the International Spy Museum.
5:00 pm	Dinner at Hard Rock Café.
7:00 pm	Visit the Air Force Memorial, Iwo Jima Marine Memorial, Jefferson Memorial and the Martin Luther King Jr. Memorial.
9:00 pm	Check into your hotel: Embassy Suites Springfield [8100 Loisdale Road, Springfield, VA (571) 339-2000] *Security Included - 11:00 PM-06:00 AM*
Second Day	**Tuesday June 06, 2017**
8:00 am	Breakfast at your hotel.
10:00 am	Group picture at the base of the U.S. Capitol Building (included).
11:00 am	Tour of the Capitol Hill Area to include: U.S. Capitol Building (as arranged by Hopatcong Middle School), U.S. Supreme Court and the Library of Congress.
1:30 pm	Visit the National Air & Space Museum.
	Time for lunch at your expense.
4:00 pm	Walking tour to begin at the Washington Monument, WW II Memorial, Lincoln Memorial, Korean Memorial and the Vietnam Veteran's Memorial.
6:30 pm	Begin boarding the Miss Christin.
7:00 pm	Private dinner cruise aboard the Miss Christin with Potomac River Cruises.
Third Day	**Wednesday June 07, 2017**
7:00 am	Breakfast at your hotel and check out.
8:30 am	Visit Arlington National Cemetery. Experience the ceremony of "The Changing of the Guard" at the Tomb of Unknowns.
11:00 am	*Bid farewell to your Tour Guides and depart for Baltimore*
12:30 pm	Arrival in Baltimore.
	Time for lunch en route at your expense.
1:00 pm	Visit Fort McHenry and view a Flag Ceremony.
3:00 pm	Admission to the National Aquarium in Baltimore.
5:00 pm	Depart for home.
	Time for dinner en route at your expense.

Prepared December 14, 2016

LK445126

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Third Day **Wednesday June 07, 2017**

10:00 pm Approximate arrival back at school.

This itinerary is designed to remain flexible to compensate for traffic, crowds and weather conditions.

1.800.645.9145 | Telephone: 516.826.5000 | Fax: 516.826.5044 | www.gerbertours.com

Gerber Tours | Trip Information & Registration Form

Please fill out this form in blue or black ink and print in CAPITAL LETTERS. Fill in circles completely (example: ●). Do not attach anything to this form.

Trip Information

GROUP NAME	TOUR NAME		
Hopatcong Middle School	Three Day Washington DC/Baltimore Tour		
TOUR DATES	**TOUR ORGANIZER**	**TOUR ID**	**ONLINE REGISTRATION CODE**
June 5-7, 2017	Ms. Mary Burns	30520	6C6262E9

Register Now to Secure Your Spot!

Registrations are first-come, first-served. To register immediately or pay by credit card, use your ONLINE REGISTRATION CODE at www.gerbertours.com and click on Participants.

Registration & Payment Information

Registration & Deposit

- The deadline to register for this tour is 01/08/17. Registration is on a first-come, first-served basis.
- An initial, non-refundable deposit of $100 is required to register for this tour.
- To register immediately and/or pay by credit card please visit our website at www.gerbertours.com and click on 'Participants'. Enter the **ONLINE REGISTRATION CODE** above and follow the simple steps. To register by mail, complete and sign this original, double-sided form and send it, along with a check or money order for the initial deposit made payable to Gerber Tours, Inc., to the address located below.

Tour Price

- Tour price is based on 98 participants and may increase if less than 98 participants register.

Students:
- $472 quad room
- $510 triple room

Adults:
- $587 double room
- $811 single room

Participant Information (a separate form is required for each participant)

PARTICIPANT'S LEGAL FIRST NAME

PARTICIPANT'S LEGAL MIDDLE NAME

PARTICIPANT'S LEGAL LAST NAME

GENDER: ○ MALE ○ FEMALE

TYPE: ○ STUDENT ○ ADULT

PARTICIPANT'S DATE OF BIRTH

PARENT'S LEGAL FIRST NAME (REQUIRED IF REGISTERING A STUDENT)

PARENT'S LEGAL LAST NAME (REQUIRED IF REGISTERING A STUDENT)

MAILING ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS (REQUIRED; USED FOR IMPORTANT ACCOUNT NOTIFICATIONS ONLY. USE PARENT EMAIL ADDRESS IF REGISTERING A STUDENT)

HOME PHONE

CELL PHONE

WORK PHONE

Cancellation PROTECTION

Protect Your Trip Payments!

Unexpected events such as illness, family commitments and countless other situations sometimes cause participants to cancel their travel plans. If a situation forces you to cancel your trip, our essential ***Cancellation Protection*** will assure you a refund. Please see Terms & Conditions on reverse side and the attached flyer for a full *explanation*.

○ ***YES!*** Please include ***Cancellation Protection*** on my tour for an additional $27 to assure me a refund should I need to cancel.

○ No, do not include ***Cancellation Protection*** on my tour. I understand that I may lose up to 100% of my payments if I need to cancel.

Form Must Be Signed by Tour Participant, or if a Minor, their Parent or Legal Guardian

By signing below I assert that I am over 18 years of age and the Participant, OR I am the parent/legal guardian of the above mentioned Participant. I have read and have agreed to Gerber Tours' Terms & Conditions appearing on the reverse side of this page and on our website at **www.gerbertours.com/terms/p-cp-offered**

SIGN HERE!

SIGNATURE OF PARTICIPANT OR PARENT/LEGAL GUARDIAN

PRINTED NAME

DATE

TERMS & CONDITIONS, RELEASE OF LIABILITY AND ARBITRATION AGREEMENT

The following Terms and Conditions are applicable to your trip. "Gerber" is defined in this Agreement to include Gerber Tours, Inc., your school, association, organization or sponsor, and chaperones if applicable, and its and their employees, shareholders, subsidiaries, affiliates, officers, directors, successors and assigns.

Tour Price: Tour Price is based upon the features of your tour and a minimum number of travelers. A change in the tour features or number of Tour Participants may cause the Tour Price to increase, and therefore the payment schedule to change. In addition, an increase in supplier costs (e.g. fuel or energy surcharges, tax increases, etc.) may cause the Tour Price, and therefore the payment schedule to change.

Deposits and Payments: Your completed Registration Form and initial, non-refundable booking deposit are due by the date indicated on the Registration Form. After registering you will receive an invoice detailing your payment options. You may pay the remaining balance in full or you may take advantage of our installment plan. All installment payments carry a $5 non-refundable handling charge except for the initial deposit and final payment. There is a $25 charge for late payments and returned checks. However, your registration is subject to cancellation without refund if any payment is not received when due.

Cancellations and Refunds: All cancellation notices and requests for refunds must be in writing and mailed to Gerber Tours, Inc., 100 Crossways Park Dr West, Ste400, Woodbury, New York 11797-2012 postmarked, or emailed to support@gerbertours.com no later than your departure date. Refunds take apx. 4-6 weeks to process.

Cancellation Protection (CP). This optional, highly valued program assures a refund in case you need to cancel participation on the tour for almost **any reason** up until the day of departure. The program is only available at the time of Registration and entitles you to **a refund of all monies** paid toward the Tour, minus the cost of the ***CP***, the non-refundable booking deposit, installment fees and any applicable returned check and/or late payment fees. Enrollment in the ***CP*** is not available within 60 days of departure. If you choose not to participate in this Program by filling in the "No" circle on your Registration Form, you are subject to the standard cancellation and may lose up to 100% of monies paid. ***CP*** cost is in addition to the Tour Price and will be included in your invoice amount. Refunds under the program are **not** available in the unlikely event your trip is cancelled or in the event of acts of government, epidemics, force majeure events or acts of terrorism.

Standard Cancellation Policy. If you choose not to enroll in the ***CP*** cancellation fees will apply. If your cancellation notice to Gerber Tours, Inc. is postmarked or emailed prior to 74 days of departure a fee of 20% of the Tour Price will apply; cancellation notice postmarked or emailed 45-74 days prior to departure, a fee of 50% of the Tour Price will apply and cancellation notice postmarked or emailed 44 -15 days prior to departure a fee of 75% of the Tour Price will apply. In all cases any non-refundable fees such as installment fees, returned check and/or late payment fees will be added. If cancellation occurs 14 days or less prior to departure no refund will be given.

Health Proxy Forms and Medical Matters: You must submit to your Tour Organizer a complete and accurate Health History and Medical proxy. Any medical or physical conditions that chaperones should know or that may interfere with your participation on the Tour or with others on the tour must be stated on your Form. I authorize the adults on my tour to obtain emergency treatment as deemed necessary by medical professionals. I understand that I am solely responsible for my pre-program, program and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. I certify that I will consult a physician qualified in travel medicine, immunizations and infectious/tropical diseases prior to my trip departure. Gerber may attempt to bring a participant to a medical facility for emergency treatment, but it is not responsible for any negligent or unsuccessful treatment thereat.

Insurance: Primary medical insurance is included for accident ($5,000), illness ($1,000) or accident related dental injury ($500) that occur during travel. Pre-existing conditions are not covered and other terms apply. Please see www.gerbertours.com/groupins/coi.pdf for complete details of coverages.

Behavior: Participants are responsible for exercising sound judgment, caution and respect for people, places and things while on tour and are expected to adhere to all rules and regulations set forth by Gerber and/or the Tour Organizer. Failure to do so, may result in the participant being sent home at own expense with no refund.

Alcohol/Drug Policy: Gerber has a zero tolerance rule for possession or drinking of alcohol for any participants under 21 and/or possession or use of any illegal drug or drug paraphernalia by any participant. Any participant violating this rule is subject to immediate expulsion from the trip. In any such case, the student or his or her parent or guardian is responsible for transporting the participant home, and waives any claim for any refund of any portion of the trip cost.

Binding Arbitration: I agree that any dispute concerning, relating or referring to this Agreement, the brochure or any other literature concerning my trip, or the trip itself, shall be resolved exclusively by binding arbitration pursuant to the Federal Arbitration Act, 9 U.S.C. §§1-16, either according to the then existing Commercial Rules of the American Arbitration Association (AAA) or pursuant to the Comprehensive Arbitration Rules & Procedures of the Judicial Arbitration and Mediation Services, Inc. (JAMS). Such proceedings will be governed by substantive (but not procedural) New York law and will take place in Mineola, NY. 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. Please understand that by agreeing to these terms and conditions, you (and we) are waiving our right to a trial by jury.

Cancellations due to Governmental Action or Impossibility of Performance: In the event a trip is cancelled or postponed due to the actions of any governmental or civil authority, school or school district, or a cancellation is caused for any other reason beyond the control of Gerber Tours, Inc., tour participants will be entitled to a refund of monies paid less non-recoverable expenses prepaid or incurred by Gerber Tours, Inc. and the non-refundable booking deposit.

Responsibility Clause: Gerber does not own, operate or control any person or entity which is to or does provide goods or services for your trip including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, Gerber is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party.

Without limitation, Gerber is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services resulting from, but not limited to, acts of government, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal conduct, threatened or actual terrorist activities, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, vehicular incidents, dangers associated with or bites from animals, pests or insects, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, epidemics or the threat thereof, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of Gerber.

Changes in hotel or itinerary may be made at the discretion of Gerber or your local ground operator as it or they deem necessary or desirable. Trip participants are solely responsible for securing their own passports, visas, medical inoculations, reviewing State Department and other advisories or warnings, etc.

Miscellaneous: Gerber reserves the right to decline to accept or retain any person as a member of any trip. Participants are expected to exercise sound judgment, caution and consideration for people, places and things while on the trip and to be attentive and responsive to the guidelines set forth by the trip leader(s) and Gerber. Failure to do so in a manner that may affect the welfare of the participant, the operation of the trip and/or the well-being of others, in the judgment of Gerber, may result in the participant being removed from the tour at his or her own expense with no refund forthcoming. Gerber reserves the right to cancel any trip with its sole obligation to refund all monies received by it for the trip. These terms and conditions can be changed only by a writing signed by an officer of Gerber.

Privacy: Gerber retains the right, in its sole discretion, to contact participant's parents, guardian, and/or emergency contact with regard to health issues or any other matter whatsoever which relates to participant or participant's program. These rights transcend any and all privacy regulations that may apply.

Photo Release: Gerber reserves the right to take photographic, video, audio or film records on any program. I understand that Gerber may use any photographs, video, audio or film records it takes or receives from participants (including, but not limited to, images it receives via email, Facebook, Twitter, Instagram, PhotoVision, etc.) or which are directed to it in any media, for its own promotional and/or commercial purposes as well as for approved use by third-parties with whom Gerber may engage in joint marketing, all without any remuneration to me. I hereby assign all right, title and interest I may have in or to any and all media in which my name or likeness might be used by Gerber.

Mobile Applications: Gerber Tours, Inc., from time to time, may provide a mobile application for use on participants' cell phones and/or on those of their parents or other designees, which convey information concerning the trip and various onsite points of interest, restaurants, etc. Gerber Tours, Inc. makes no warranty as to the accuracy of any of said information, including trip specific information as well as information concerning possible attractions at destinations, etc.

Seller of Travel Laws: Gerber Tours, Inc. complies with all applicable state seller of travel laws and has registered as follows: **Arizona** Exemption as an ARC Travel Agency #33515285 **California** (CST #2021080-40) Registration as a seller of travel does not constitute approval by the state of California. California law requires certain sellers of travel to have a trust account or bond. This business has a trust account. **Florida** Exemption as an ARC travel agency #33515285 **Hawaii** Travel Agency Registration TAR6263 **Iowa** Travel Agency #538 **Oregon** Registry #313609-93 **Washington** Seller of Travel Reg. #602 052 263

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CALL TOLL-FREE 800.539.8150

Trip Payment Protection

A guaranteed refund in case of cancellation!

Cancellation PROTECTION *is optional, but unexpected events are always a possibility… and without* ***Cancellation Protection****, you may lose up to 100% of your payments.*

Protect Your Trip Payments! For just a fraction of your tour cost, *Cancellation Protection (CP)* guarantees you a refund if you have to cancel your trip!

Guaranteed Refund For Cancelled Trips

Unplanned events such as illness, family commitments, and countless other situations sometimes force Participants to cancel their travel plans. This not only means big disappointment, but can also mean lost payments and cancellation fees. Enrolling in *CP* guarantees you a refund if you have to cancel your trip (less any non-refundable items*).

Convenient And Cost Effective Trip Payment Protection

Lost payments are frustrating and avoidable! For just a fraction of your trip costs, enrolling in *CP* allows you to register and make trip payments with complete confidence that your investment is protected if you are unable to travel. For invaluable peace of mind, just chose *"YES!"* on your Registration Form or when prompted during online registration.

*Non-refundable items include *CP* cost, booking deposit, and any applicable installment fees, returned check and/or late payment fees.

Keep this flyer for your records so you'll know what to do if you need to cancel your trip.

#CPPB1A

© Gerber Tours, Inc. | 100 Crossways Park Dr W, Ste. 400, Woodbury, NY 11797
Toll-Free: 800.539.8150 | P: 516.801.8905 | F: 516.826.5044 | www.gerbertours.com

Cancellation Protection FAQ's

What are the benefits of enrolling in *Cancellation Protection (CP)?*

- For just a fraction of your tour cost, enrolling in *CP* guarantees you a refund if you have to cancel your trip for any reason (less any non-refundable items*). *CP* is a Convenient, Cost Effective Program that protects your investment.

How do I enroll in *Cancellation Protection?*

- Just choose *YES!* on your registration form or when prompted during online registration, it's that simple.

I've enrolled in *Cancellation Protection* and need to cancel my tour, how should I apply for my refund?

- If you are certain that you have to cancel your trip, your first step is to notify both your Tour Organizer and Gerber Tours as soon as possible. All cancellation notices and requests for refunds must be submitted in writing to Gerber Tours by the participant or the participant's parent/legal guardian no later than the tour departure date. All correspondence should be emailed to support@gerbertours.com or mailed to our office using the address located below. Please include the Participant's Name, Group Name and tour departure date. A refund will not be issued if notification occurs after the tour departure date.

I've enrolled in *Cancellation Protection* and need to cancel my tour, what will my refund include?

- If an unexpected situation causes you to cancel your tour, *CP* guarantees you a refund of your trip payments (less any non-refundable items*). Refunds will be based on the total amount received by Gerber Tours for the Participant at the time of cancellation (less any non-refundable items*).

What if I *do not* enroll in *Cancellation Protection* but find that I need to cancel my tour?

- If you do not enroll in *CP,* the Standard Cancellation Policy will apply, and you may lose up to 100% of your payments. Please see Terms and Conditions on the back of the Registration Form for the Standard Cancellation Policy.

Is there anything else I should know about *Cancellation Protection?*

- Refunds take approximately 4-6 weeks to process.
- *CP* does not apply in the unlikely event that the Sponsoring Organization cancels the entire tour or in the event or threat of acts of government, epidemics, force majeure events or acts of terrorism.
- *CP* is only available at the time of Registration but is not available if Registration occurs within 60 days of the tour departure date.
- Participants are only eligible for refunds if Gerber Tours has received a completed Registration Form or Online Registration and have enrolled in the *CP* program.

*Non-refundable items include CP cost, booking deposit, and any applicable installment fees, returned check, and/or late payment fees.

If you have any further questions regarding Cancellation Policies or Procedures, ***Cancellation Protection*** and/or Refunds, please contact Gerber Tours at 800.645.9145 or email support@gerbertours.com

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Online Registration and Payment Program

Simplify Tour Registration and Payments!

Participant Billing

A Simple and Convenient way to register and pay for your tour. ***Participant Billing*** *gives you the flexibility to monitor and manage your account.*

Tour Registration and Payments made simple with *Participant Billing*!

A Convenient and Easy Registration and Payment Program

With ***Participant Billing***, Gerber Tours handles the entire registration and payment process directly with you. This program provides the convenience and flexibility to monitor and manage your account and payment schedule.

Tour Registration and Payments Made Simple

This Registration Packet includes all the materials to get started. Simply register online or send in the attached Registration Form along with your deposit*. After registration, ***Participant Billing*** gives you the option to pay for your tour in full by the next payment due date or you can take advantage of our convenient installment plan. The choice is yours!

To help answer some questions about ***Participant Billing***, please see the FAQ's on the reverse side of this flyer.

*Each participant is required to submit to Gerber Tours an initial, non-refundable deposit to secure a spot on the tour. Registration is on a first-come, first-served basis.

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© Gerber Tours, Inc. | 100 Crossways Park Dr W, Ste. 400, Woodbury, NY 11797
Toll-Free: 800.539.8150 | P: 516.801.8905 | F: 516.826.5044 | www.gerbertours.com

Participant *Billing* FAQ's

How do I register for my tour?

You can register for your tour online or by mail.

To register online, you will need the **Registration Code** found at the top of the attached Trip Information and Registration Form. Visit our website at gerbertours.com, click on **PARTICIPANTS** in the upper right-hand corner of the page and follow the simple steps.

To register by mail, please complete and sign the attached Trip Information and Registration Form. Send it along with your initial deposit (payable by check or money order only) to the address located at the bottom of this flyer. Please be sure to include the participant's name and **Tour ID** on the check or money order. The **Tour ID** is located on the top of the Registration Form.

How is my registration confirmed?

Your registration will be confirmed and secured once your initial non-refundable deposit has been received.

If you have registered online, you will receive a payment confirmation email along with an attached account statement, which includes your group's payment schedule.

If you have registered by mail, we will send you an account statement and a set of payment coupons to be used for making your remaining payments.

How are remaining payments scheduled?

After you receive your account statement, the remaining balance may be paid in full by the next payment due date, or you may take advantage of our convenient installment plan. Installment payments carry a nominal $5 non-refundable handling charge (initial deposits and final payments do not incur handling charges). There is a $25 charge for late payments and returned checks. **Please note: checks and money orders should be made payable and sent directly to Gerber Tours, Inc.**

How are cancellations and refunds handled with *Participant Billing*?

All cancellation notices and refunds must be submitted in writing to Gerber Tours at the address located at the bottom of this flyer or by email to support@gerbertours.com by the participant or (if under 18) the participant's parent/legal guardian no later than the tour departure date. Refunds are issued directly to the participant or the participant's parent/legal guardian, according to the Cancellation Policy located in the Terms and Conditions presented at the time of registration.

How is fundraising money applied to my tour?

If you are receiving fundraising money from your school or organization to be applied to your account, please continue to make the scheduled payments and deduct the amount you anticipate receiving in fundraising from your final payment only.

What if I miss the deadline for registration?

Late registrations are welcome provided there is still space available on the tour. You will need to bring your account balance up to date in accordance with your group's payment schedule at the time of your registration.

Who do I call if I have questions regarding my tour?

Your Tour Organizer will still be your main point of contact for all tour related questions such as Tour inclusions (meal, admissions, hotel, etc.), itinerary, departure information, packing lists, rooming questions, etc. Please direct any tour related questions to your Tour Organizer.

If you have any further questions regarding ***Participant Billing***, please contact Gerber Tours at 800.539.8150 or email support@gerbertours.com.

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