



# NATIONAL MUSIC EDUCATION WEEK

Events that Inspire Excellence from the Authority in Music Education



## Washington, DC

June 23-26, 2011

Complete below sign the back and return via fax # 480-654-2553 – or send to 7255 E. Hampton #127, Mesa, AZ 85209 with your \$500 registration fee.

### SCHOOL AND ENSEMBLE INFORMATION

School Name:		
Ensemble Name:		Estimated Total Traveling (Including chaperones):
School Address:		
City:	State:	Zip Code:
Director's Name:		
Email Address:		Group Web Address:
School Phone: (     )	Best time to call:	
Fax Number: (     )	Best place to call:	
Director's Home Address:		
City:	State:	Zip Code:
Home Phone: (     )	Best time to call:	
Event date: June 23-26, 2011	Arrival Date:	Departure Date:

Please mark the appropriate STAR for performance package of choice...

### INCLUSIONS AND PRICING

<p>★ – 5 Days and 4 Nights – <b>\$389</b> (Supplement Charges: Triple \$50 Double \$150 Single \$450)</p> <p>★ – 4 Days and 3 Nights – <b>\$339</b> (Supplement Charges: Triple \$33 Double \$98 Single \$293)</p> <p>★ – 3 Days and 2 Nights – <b>\$299</b> (Supplement Charges: Triple \$25 Double \$75 Single \$225)</p> <p>★ – Event Only – <b>\$179*</b></p> <p>★ – Performance Only – <b>\$69**</b></p>	<p style="text-align: center;">INCLUSIONS</p> <ul style="list-style-type: none"> <li>• American Musical Salute Performance</li> <li>• First class hotel accommodations based on 4 per room</li> <li>• Drum Corps International Show</li> <li>• Entrance to all Performances and National Anthem Project</li> <li>• Group Participation Award</li> <li>• Breakfast daily</li> <li>• Entrances as noted on the itinerary</li> <li>• Director's Free Trip (including hotel supplements)</li> <li>• All tips, taxes and gratuities (except bus drivers)</li> <li>• Financial security (\$2,000,000 liability policy)</li> </ul> <p><small>*Event Only includes activities on June 24, 25 &amp; 26 with no hotel or meal arrangements **Performance Only includes performance arrangements on June 24</small></p>	<p style="text-align: center;">NON-INCLUSIONS</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Lunches and dinners</li> <li>• Entrances other than those specified</li> </ul>
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### PAYMENT SCHEDULE

### CANCELLATION SCHEDULE

\$500 Reg. Fee	30 days after registration	\$25 per person	60 days after registration
\$50 per person	60 days after registration	25% of tour cost	90 days prior to departure
\$100 per person	120 days prior to departure	50% of tour cost	60 days prior to departure
\$100 per person	90 days prior to departure	75% of tour cost	30 days prior to departure
Balance due	30 days prior to departure	100% of tour cost	14 days prior to departure
(Payment received within 30 days of departure will be subject to a \$500 late fee)		<i>Cancellation insurance available upon request</i>	

# Letter of Agreement for National Music Education Week in Washington

## PRICE:

The price of the performance tour is based on rates in effect on **January 1, 2010** and does not include airline transportation. Space is reserved for the number of participants as noted on front. Statements are adjusted as the group size increases or decreases reflecting rate changes caused by changing the number of participants. Rates of hotel, food cost, transportation cost, etc. are based on your total number traveling. We rely on you to keep us informed as these numbers change.

## PAYMENT SCHEDULE:

MENC EVENTS has agreed on a deposit schedule with suppliers in your behalf, to provide the experience you expect at the price we have agreed upon. Prices and services are guaranteed only on the condition that deposits are received from you in accordance with the payment schedule above, and are otherwise subject to change. If you anticipate any delays, it is important to contact MENC EVENTS immediately. Invoices will be sent regularly to remind you of payment amounts and due dates. Final payments received within 14 days of departure are subject to a \$500 penalty.

## CANCELLATION SCHEDULE:

Deposits to suppliers, including hotels, bear cancellation penalties in their contracts with MENC EVENTS. These cancellation penalties and certain administrative expenses result in cancellation penalties as indicated above. The percentages indicated are the percentages of gross billing. Cancellations must be made in writing and are effective on the date of receipt by MENC EVENTS. The cancellation schedule applies unless modifications are authorized in writing by MENC EVENTS management.

## SUBSTITUTIONS AND CHANGES IN GROUP SIZE:

Substitutions will be allowed up to and including 30 days prior to departure at no additional charge. 60 Days prior to departure a name list including all travelers must be submitted to MENC EVENTS this will certify the number for billing. In the event this name list is not received by MENC EVENTS then the last number submitted to MENC EVENTS in writing will be the number certified for billing. The cancellation of a person within 60 days of the departure date, with no substitution, will follow the cancellation schedule above. The addition of a new participant will be charged at the best price available at the time with all efforts being made by MENC EVENTS to keep the new participant at the group rate. Any changes (i.e. participant numbers, rooming lists, name changes, itinerary adjustments, etc.) within 14 days of the event will be subject to a \$25 administration charge.

## AIRLINES AND SPECIAL EQUIPMENT:

In the event your air transportation is booked through MENC EVENTS additional deposits may be required to meet requirements of the Airline. In the event additional fees are incurred, including but not limited to security fees, fuel surcharges and additional taxes these will be passed through to the customer. Airlines have strict regulations on the transport of oversized or overweight equipment. Transportation of equipment, including musical instruments, above normal luggage capacity and the transportation for such equipment is not included in the price of the performance tour unless specifically stated in the list of "Tour Inclusions." Transportation of such equipment should be considered separately.

## OTHER INFORMATION:

Capital Management Group, Inc., MENC EVENTS, LLC and its and their employees, shareholders, subsidiaries, affiliates, officers, directors, agents and 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 handlers, food service or entertainment providers, etc. As a result, MENC EVENTS is not liable for any negligent or willful act or failure to act of any such person, or any other third party not under its control. Without limiting the foregoing, MENC EVENTS accepts no responsibility for any risk or resulting injury, delay, inconvenience, damage, or death which results from criminal activity, weather or other acts of God, accidents, disease, epidemics, illness, the provision of inappropriate or no medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism, insurrection or revolt, or any other event beyond its direct control.

MENC EVENTS in its sole discretion reserves the right to decline to accept any participant as a member of these trips. MENC EVENTS reserves the right in its sole discretion to terminate any participant who does not abide by its rules and regulations, and/or whose conduct is deemed to be such as to endanger the participant, the success of the program or the welfare of other participants, staff members and/or third parties. In the event of such termination, the participant will be sent home at the expense of transporting the participant home shall be determined exclusively by MENC EVENTS. In the event of such termination, there will be no refund whatsoever. The participant is personally liable to MENC EVENTS for any damages caused by improper conduct. Each participant agrees to be video taped and/or photographed and authorizes MENC EVENTS to use such material in any advertising in any form, and releases MENC EVENTS from any claims for compensation based on the use of such material.

MENC EVENTS may cancel any trip because of insufficient enrollment or for any other reason. In the event a trip is canceled by MENC EVENTS, the participant shall have the option of either taking a complete refund of all deposits, and moneys paid, or of selecting an alternated program as full compensation. The terms forth in this agreement supersede any oral agreement or any information that may be found on the brochures, any amendment to this agreement must be made in writing and signed by both parties.

No refunds can be granted for features in the trip not utilized. The cost of replacing lost or stolen tickets is the responsibility of the passenger. If a flight or transfer by motorcoach or train is missed, participant is responsible to make his or her own arrangements and to pay all charges associated therewith.

## ARBITRATION

Any dispute concerning this contract, the brochure or any other advertising material concerning the trip or the trip itself must be resolved exclusively by binding arbitration in Maricopa County, Arizona pursuant to the commercial rules of the American Arbitration Association then existent. In any such arbitration, substantive Arizona law will apply to all issues.

*Please sign below and return a copy of this page to MENC EVENTS:*

**ACCEPTANCE OF CONTRACT:** All of the terms of this contract are considered accepted by the group 30 days after MENC EVENTS receives the first deposit, whether or not this Letter of Agreement is eventually signed by either party. I have read and consent to the terms found in the subsequent pages included in this Letter of Agreement:

\_\_\_\_\_  
School Name/Group Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Dated:

**MENC Events**

**7255 E. Hampton Avenue Ste. 127  
Mesa, AZ 85209-3381**

Dated: \_\_\_\_\_