PASSENGER RESERVATION FORM

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| CTS Logo | Dearborn Stem  Upper Michigan, June 1-3, 2018 |

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| **BOOKING METHODS**  Option 1**:** Online at [www.ctscentral.net](http://www.ctscentral.net): Trip Code: 12571 Group Code: 6873 **Automatic & recurring payment set-up is now available**  Option 2**:** Return this completed form to Corporate Travel Service with cash, check, money order, or credit card information  ***Initial deposit required by 11/01/17 to confirm reservation*** |

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| Tour Rates/Person | * Quad | * Triple | * Double | * Single |
| Student | $505 | $535 | NA | NA |
| Adult | $505 | $535 | $595 | $715 |

Passenger Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender:  Male  Female Birthdate: (Required) \_\_/\_\_/\_\_ Special needs & dietary restrictions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email Address *(required)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **DEPOSIT SCHEDULE**   |  |  | | --- | --- | | **1st Payment:** | $200 per person due on or before 10/10/17 | | **2nd Payment:** | $200 per person due on or before 01/10/18 | | **Final Payment:** | Due no later than 04/10/18 |   **Final payment amount is based on the rooming list provided by the school**  **$20.00 LATE FEE APPLIED TO ALL LATE PAYMENTS** | **CASH, CHECK, OR MONEY ORDER**  - Make Checks Payable to: Corporate Travel Service (address below)  Insure proper credit by including traveler’s name on the memo line  - $25 NSF FEE for any returned checks to Corporate Travel  **-** Online payments only available if initial deposit was made online  **Personal checks not accepted after: 05/02/18** |
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| **CANCELLATION POLICY**   |  |  | | --- | --- | | From date of deposit to *02/01/18* | $50 penalty per seat | | From *02/02/18 to 03/03/18* | $150 penalty per seat | | From *03/04/18 to 04/02/18* | $300 penalty per seat | | On or after *04/03/18* | *NO REFUND* |   **CTS reserves the right to cancel this reservation if payments are not made according to the payment schedule. A $25 fee will be assessed to any reinstated reservation** | **CREDIT CARD –** *full payment only – VISA or MasterCard*  Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Card Type:  Visa  MC  Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security code: \_\_\_\_\_  Expiration: \_\_\_\_\_\_\_\_\_  **Cardholder’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Billing Address:** same as above**or**  Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_ |

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| **Travel Protection:** The Group Protection Plan with Cancel for any Reason (CFAR) coverage has been purchased on behalf of all travelers. Should you decide to cancel your trip, you will need to file a claim with Travel Insured by calling 1-800-243-3174. If you utilize the CFAR benefit you will receive a refund of 75% of the paid amount. |

**Return this form with deposit to Corporate Travel Service: 41780 Six Mile Rd, Northville, MI 48168, 313.565.8888 ext. 185 or 122**

**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. Should any speaker or special guest be unable to participate in this event, reasonable commercial efforts will be made to secure a substitute. Regardless of the participation of any speaker or clinician the tour will proceed as scheduled on the dates listed. By signing this form to participate on this trip you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any speaker or clinician is able to participate. CTS is not responsible for any loss incurred by traveler, including lost days of the scheduled cruise/tour, due to a cancelled flight or other means and modes of transportation.

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 encourages the purchase of travel protection, including “Cancel for Any Reason” and that the cancellation terms and penalties cannot be waived for any reason. If I decline to purchase travel protection, I understand I am financially responsible for any unforeseen circumstances that might arise. I agree to the cancellation terms and penalties.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***\*Signature required for person listed above. (Parent/Guardian must sign for students)***

**TERMS AND CONDITIONS**

**PAYMENT TERMS:** In order to meet deposit schedules with suppliers for this tour, CTSasks for prompt payment on the requested dates. Please see the reservation form for the payment schedule. Late payments may result in cancellation of your reservation.

CTS also accepts Visa and MasterCard for payment. Traveler agrees not to dispute any credit card charges associated with this trip.

**ROOMS:** Tour prices are per person according to a room type: a “Single” room is oneperson in a room and a “Double” is two persons in one room. Triples are one double bed with two persons sharing the bed and one single bed. “Triple” and “Quad” are three and four persons in one room respectively (two double beds).

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

**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 and is not suitable for motorized scooters, walkers, and canes. 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.

**CHILDREN UNDER 18:** For a minor under the age of 18 to travel out of the United Stateswithout both parents or legal guardians, a notarized affidavit from the non-travelling parent(s) or guardian(s) must be obtained and presented upon departure and return to the United States. You may request a form from our office.

**SWIMMING at HOTELS SWIMMING POOLS:** Some hotels utilized on the trips have swimming pools. Some hotels provide lifeguards for certain hours and some do not provide them at all.  On some occasions, your school or group provides a lifeguard for some hours.  Under no circumstances may a minor swim in a hotel pool when a lifeguard is not physically present at the pool. Any such swimming is a violation of the contract with Corporate Travel Service and is completely at the sole risk of the traveler.  Corporate Travel Service is not responsible for death or injury occasioned while a minor is utilizing a hotel pool or pool facilities, whether or not a lifeguard is present.

**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 airlinetickets.

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

**PARTICIPATION:** CTS reserves the right to decline to accept or retain any participanton 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:** 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) Michigan law and will take place in Detroit, MI.  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.