

DePauw University Tigers
Pedar Foss
Dept. of Classical Studies, Harrison Hall, 7 East Larabee Street
Greencastle, IN 46135

December 4, 2019

Dear Pedar,

We are pleased to confirm all your team's arrangements for your tour to Europe. Please discuss and/or share the contents of this with all your participants. This is very important and all of your participants should understand its contents.

Accommodation, meals and sport:

January 9-14, 2020 - York

Teams: One college men and one college women soccer team.
Sport program: We will arrange 3 games for the women's team and 4 games for the men's team spread out over the 3 destinations as well as a training session for both teams January 10 AM with your own coaches' staff.
Accommodation: This hotel is 2 miles from both the National Railway Museum York and Jorvik Viking Centre. The rooms offer complimentary Wi-Fi, flat-screen TVs, minibars, and tea and coffee making facilities as well as a private bathroom. The hotel offers a restaurant, a lounge bar and a terrace, plus meeting space. We are currently holding 1 singles and 19 twins.
Meals: Daily breakfast and dinner is included.
First meal: Dinner Thursday January 9, 2020
Last meal: Breakfast Tuesday January 14, 2020
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Holiday Inn York
Tadcaster Road, York YO24 1QF
Tel: +44 3333 209 357
Website: <https://www.hiyorkhotel.co.uk/>

January 14-19, 2020 - Liverpool

Teams: One college men and one college women soccer team.
Sport program: We will arrange 3 games for the women's team and 4 games for the men's team spread out over the 3 destinations.
Accommodation: An 8-minute walk from the Liverpool Waterfront on River Mersey, this hotel is 9 miles from Liverpool John Lennon Airport and a 10-minute walk from Liverpool ONE shopping complex. The rooms have free Wi-Fi, flat-screen TVs, and tea and coffee making equipment as well as a private bathroom. The hotel offers a lounge and a bar with a terrace, as well as an international restaurant offering river views. We are currently holding 1 singles and 19 twins.
Meals: Daily breakfast and dinner is included.
First meal: Dinner Tuesday January 14 2020
Last meal: Breakfast Sunday January 19, 2020
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Mercure Liverpool Atlantic Tower Hotel
Chapel St., Liverpool L3 9AG
Tel: +44 +44 871 376 9025
Website: <https://www.accorhotels.com/gb/hotel-A0H9-mercure-liverpool-atlantic-tower-hotel/index.shtml>

January 19-23, 2020 - Manchester

Teams: One college men and one college women soccer team.
Sport program: We will arrange 3 games for the women's team and 4 games for the men's team spread out over the 3 destinations.
Accommodation: Overlooking Piccadilly Gardens, this hotel is an 8-minute walk from Manchester Piccadilly train station, less than a mile from the Museum of Science and Industry, and 8 miles from Manchester Airport. The rooms have free Wi-Fi, flat-screen TVs, and tea and coffee making facilities. The hotel offers an elegant international restaurant with city views, and a 24-hour bar serving light meals, plus 10 meeting rooms. We are currently holding 1 singles and 19 twins
Meals: Daily breakfast and dinner is included.
First meal: Dinner Sunday January 19, 2020
Last meal: Breakfast Thursday January 23, 2020
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Mercure Manchester Piccadilly Hotel
Portland St,
Manchester M1 4PH, UK
Tel: +44 161 751 1412
Website: <https://www.accorhotels.com/gb/hotel-8325-mercure-manchester-piccadilly-hotel/index.shtml>

The above mentioned accommodations may require a cash damage/security deposit in local currency (approx. \$ 100.00-\$400.00) from the group upon arrival and check in, so please be prepared for this. This deposit is refundable upon check out provided there is no damage to the accommodation/rooms.

Please notice that drinks (such as bottled water, sodas) during the meals are not included. We have requested that our groups be served with tap water on the table, however, in some countries this might not be offered. For breakfast tea and coffee is included and in most cases milk & juice.

Guide services:

A representative (tour manager) will be with your group throughout your stay. This person is the main contact between your group and Premier International Tours. If problems arise please discuss these with tour manager first before you call our offices since they are on the ground and more able to resolve issues at the destinations. Your representative will help plan your daily schedule and help in the event of any unforeseen problems or changes. This representative is not a professional city tour guide(s), although he/she will have general knowledge of the cities you are staying in and the surrounding areas. Please find below a job description of our representatives.

- Be with the group from arrival till the last evening. Join them during transfers to the accommodation, location where meals are served, fields, game events and excursions.
- Discuss the program in advance with club contact. Create a good relationship with the club contact and driver (if group has a private bus available).
- Translate where necessary.
- Make sure group behaves correctly; attend opening, finals, award ceremonies, and other organized activities.
- Mediate in case of damages or conflicts with/to accommodation, busses, etc. Make sure to make a report of this.
- Support the group in case of visit police station (theft) and/or hospital.

It is very important that the group leader sits down with the guide upon arrival and discusses the daily program and sightseeing activities planned. Then, during the trip the group leader should also discuss each day with the guide the program for the next day in case of any last-minute changes so the guide can communicate any changes to other parties (hotel staff for meals, bus driver, etc.)

Please note that it is customary to tip the guide at the end of the trip if the guide has done a good job. We recommend collecting approx. \$10.00-\$20.00 per person (local currency) for each guide for the trip.

Ground transportation:

During your stay a private bus will be available exclusively for your group for airport transfers, match transfers and city transfers. The following restrictions have been set by the European transportation departments:

Air transportation/flights:

The following flights have been booked for your group:

Chicago ORD 08Jan departure at 03:15pm and arrival Philadelphia PHL at 06:18pm flight number American Airlines AA 2608.

Philadelphia PHL 08Jan departure at 09:00pm and arrival Manchester MAN 09Jan at 08:45am flight number American Airlines AA 734.

London LHR 23Jan departure at 11:50am and arrival at Chicago ORD 23Jan at 02:45pm flight number American Airlines AA 47.

Seat assignments and check in:

Around 90 days before departure we will send the team manager or coach a list to fill out with the official names (as per passport) for the airline. Passengers can add seat requests to this spreadsheet such as 'window seat' or 'aisle seat' or who wants to seat together. These requests cannot be guaranteed. After deposits are paid a block of seats will be assigned to the group. Once tickets are issued passengers can go online and choose their seats using their PNR/Record Locator and last name. Passengers can check in for their flight online 24 hours prior to their departure.

Airline Tickets:

Airline tickets will be forwarded to the group leader approx. 2-3 weeks prior to departure after the final names have been supplied to us by the group leader and we have received full payment from all travelers. When airline tickets are sent we will also include instructions on how, when and where the group passengers can check in and how to make flight changes while traveling if necessary.

Groups will check in at the airport, allow for 3 hours prior to departure. You may be able to change your seat during check-in online or at the airport, or you can always change seats when your group is on board the flight too.

Information for flights in case of flight changes or cancellations:

Please note that your group is booked through the group departments of airlines under group fare guidelines and conditions. Many times, we must go through the group department of the airline to change flights for the group or individual passengers, etc. Therefore, please follow these guidelines with any flight cancellations or changes during the trip:

- In case of any flight delays that will result in missing a connection or any flights that are cancelled, always first work with an airline representative at the airport to fix the issue and get the group on other flights.
- If any individuals want to change flights (dates only, routing changes not permitted), then individuals should contact the airline first to see if the change can be made. If the change cannot be made by the airline, contact us and we will contact the airline group department and attempt to make the change. Please note that the group departments of airlines are closed on the weekends, so we have some limitations.

Sightseeing activities/excursions:

Included below are the excursion options we offer. We offer the service to pre-book 1 or more of these excursion options but not later than 90 days prior to departure.

Referees and linesmen:

For your games a referee will be provided. It is common that teams must provide their own linesmen, so please be prepared for this.

Day by day itinerary:

Putting together your day by day itinerary is a complicated process since there are various items/tour components to take into consideration which makes it a multi-step process.

We create a provisional itinerary which will be similar to the itinerary included in the proposal you received from us before booking your tour. After that, we would like to know at least 90 days before departure which specific excursions your group would like to book. We will not be able to book these excursions right away because we need to wait for the game schedule which will be available approx. two weeks before departure. So they are subject to availability at that time. After that we start working on your team's game schedule.

It is common that we won't know your team's game schedule until approx. 1-3 weeks prior to your departure because:

a) Many international teams - local teams at your travel destinations - will only find out 3-4 weeks prior to your tour dates what kind of league games they need to play and when they are available to play against your team.

b) Many of the clubs in Europe use community/municipal fields and these cities won't release these fields 2-3 weeks prior to the assigned games.

c) Pro game visits. If you are traveling during the soccer season we don't know ahead which pro teams will advance to the Champions League. Based on the outcome they might change their league games from Saturday to Sunday or vice-versa. We also need to wait what the TV stations determine about which pro games will be played Saturday and which games will be played Sunday (flex scheduling). This will be determined approx. 2-3 weeks prior to the schedule matches.

d) After we are set with the pro games and your games are assigned we need some additional days to plan the excursions you would like to have pre booked.

This is all time consuming since it is a lot like a puzzle which will come together bit by bit/piece by piece.

This the reason we are not able to send you the final itinerary as soon as you and your travelers would like to. We strive to have a final itinerary available between 1-3 weeks prior to departure.

For tournament tours we will post a provisional itinerary after your tour is booked. Once the tournament posts the tournament game schedule we can insert the games in your itinerary and finalize this.

We expect to have a final itinerary for these tours available between 1-2 weeks prior to departure depending how fast the tournament posts their game schedule.

60 days before departure - waivers:

We need to have all signed waivers e-mailed back to us. Please download the waiver from your team designated website page. Important note: We will only release the final travel documents (like airline tickets) after receipt of your signed waiver and full payment.

People not booking arrangements through Premier International Tours:

Please be aware that we cannot provide any transportation from or to the airport or for any pre-arranged group tour activities (sightseeing excursions, etc.) or any transportation arranged for the group for individuals which did not book the tour package with Premier International Tours. Because of liability/law issues with our suppliers (Bus Company, etc.) persons who booked their own flights and accommodation are not allowed to just join the group on bus transfers arranged for the group.

If you have anyone who wants to join the group later in the booking stage, please contact us no later **than 90 days before the departure** date and we will try to accommodate the requests.

Final payment:

Please notice that delayed payments (within 6 weeks prior to departure) must be done by cashier's checks or credit cards. We will release the travel documents and travel information after receipt of full payment of ALL travelers.

General Participation Conditions:

We again strongly encourage your participants to review the General (Cancellation) Conditions and General Information document on your group website page to make sure all participants are aware of/understand these conditions to avoid any misunderstandings.



Group arrangements:

This is a group tour arrangement. The participant prices are based on the number of people traveling. If this number goes up or down the participant prices will be adjusted as per your proposal.

Documents you will receive from us:

- Final itinerary: 1-3 weeks prior to departure.
- Airline tickets: 2-3 weeks prior to departure.

Should you have any questions please do not hesitate to contact me.

Yours in Sports,

Loek van Zijl

President L & J Group, Inc. DBA Premier International Tours

SIGHTSEEING IN NORTHERN ENGLAND

STADIUM TOURS

Price Old Trafford: Adult \$27.00-Under 16s \$18.00

Price Etihad: Adult \$39.00-Under 16s \$27.00

(Also includes City Football Academy Tour)

Price Anfield: Adult \$27.00, Students \$21.00, Under 16s \$17.00

NATIONAL FOOTBALL MUSEUM

Price: Free of charge

The National Football Museum is a museum at the Urbis building in Manchester city centre founded to preserve, conserve and interpret several important collections of association football memorabilia. The museum was originally situated in Deepdale, Preston, Lancashire, but moved to Manchester in 2012.

IMPERIAL WAR MUSEUM

Price: Free

Visit the award-winning IWM North to discover powerful stories that reveal how war shapes lives, from a soldier's last letter home to the twisted steel of New York City's World Trade Center. Housed in Daniel Libeskind's iconic building representing a globe torn apart by conflict, IWM North offers a free day out like no other.

TRAFFORD CENTER

Price: Free

The Trafford Centre is a largest indoor shopping center in Western Europe and leisure complex in Greater Manchester, England. Situated in the Metropolitan Borough of Trafford, the Centre is situated close to the Trafford Park industrial estate and lies approximately five miles west of Manchester city center.

THE BEATLES MUSEUM

Price: Adult \$23.00, Under 16s \$13.00

The Beatles Story is a visitor attraction dedicated to the 1960s pop group The Beatles in Liverpool, England.

BLACKPOOL PLEASURE BEACH

Price: Vary due to season and opening times

Blackpool Pleasure Beach is an amusement park and resort situated along the Fylde coast in Blackpool, Lancashire, England. It is one of the top twenty most-visited amusement parks in the world.

JORVIK VIKING MUSEUM- YORK

Price: Adult: \$14.00 AND U16 \$10.00

Visitors are taken back to 5:30 pm 25 October 975 AD in a time-capsule, and then embark on a tour of a reconstructed Viking settlement which includes Viking voices speaking in Old Norse, as well as aromas and "life-like animated figures, made by laser technology from skeletons found on the site." [3] Beyond this is an extensive museum area, which combines an exhibition of some 800 finds from the site with interactive displays and the opportunity to learn about tenth-century life and to discuss it with "Viking" staff. Among the exhibits is a replica of the Coppergate Helmet, which was found near the site of the center and is now in the Yorkshire Museum.

Prices and availability for these excursions may change a little by the time of booking.