

Chicago KICS  
Blair Rinn  
2008 South Prairie Avenue  
Chicago, IL 60616

January 28, 2020

Dear Blair,

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:**

**July 5-11, 2020 – San Marino Cup**

Teams: One 2002 Boys team, One 2004 Boys team.  
Sport program: San Marino Cup  
Accommodation: Four star hotel accommodation located near the beach. The rooms all have a private bathroom. We are currently holding 1 single room, 14 double rooms and 6 triple rooms and 1 quad.  
Meals: Daily breakfast and dinner is included.  
First meal: Dinner, Friday July 5, 2020  
Last meal: Breakfast, Sunday July 11, 2020  
All meals will be served in the hotel  
Accomm. Address: The hotel name will be available 2 months prior to arrival.

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 at the San Marino Cup. 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 the San Marino Cup, we have included an airport transfer both July 5 and July 11 as well as a full time private bus available 8/9 hour a day from July 06th to July 10th for tournaments games and events. Note: during the tournament the bus will be available for local excursions within 60 kilometers from San Marino/Adriatic Riviera. The evening services for opening ceremony and the tournament disco are included as well.

**City Admission Fees (ZTL charges:**

City admission fees (called ZTL fees) for the touring bus in Italy are not included. These ZTL fees are approx. \$100.00 - \$250.00 when you enter a city ZTL zone.

**Air transportation/flights:**

The following flights have been booked for your group:

Departure: Saturday - July 4 - 7:10pm - Flight LX 009 from Chicago (ORD) to Zurich

Arrival: Sunday - July 5 - 10:30am - Zurich Airport

Departure: Sunday - July 5 - 1:05pm - Flight LX 1662 from Zurich to Venice

Arrival: Sunday - July 5 - 2:10pm - Venice Airport

Departure: Saturday - July 11 - 10:40am - Flight LX 1661 from Venice to Zurich

Arrival: Saturday - July 11 - 11:50am - Zurich Airport

Departure: Saturday - July 11 - 12:55pm - Flight LX 008 from Zurich to Chicago

Arrival: Saturday - July 11 - 3:30pm - Chicago (ORD) Airport

**Seat assignments:**

Group seats will be assigned at the time of ticketing; no specific seat requests are permitted. All seat requests or changes must be done at the airport upon check-in, all seats are a first come first serve basis. The airline will block with group in seats next to one another if available.

**Check in:**

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.

**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.

**Referees and linesmen:**

Please see the tournament website for more information regarding Tournament games - [San Marino Cup](#)

**Day by Day Itinerary**

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:**

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.

**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.

**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.

**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