ACDA and Pensacola

March 10 – 14, 2020

Directed by Mary Biddlecombe
March 2020

10, Tuesday
**Departure, Mobile**
Depart Nashville in the late afternoon and travel to Mobile, making several stops en route. Upon arrival in Mobile we’ll check in at our hotel for a three-night stay. (D)

11, Wednesday - 12, Thursday
**Mobile**
The next two days will be spent attending the American Choral Directors Association Southern Division Conference. (B, L, D)

13, Friday
**Pensacola**
After breakfast, we’ll depart Mobile and drive into Florida and on to Pensacola. Upon arrival, a visit is planned to the National Naval Aviation Museum. Here we’ll learn about the development of American naval aviation from its beginning to the present. After a guided tour, there will be time to explore on our own. Next, we’ll visit Fort Barnacas, which was built by the U.S. Army Corps of Engineers and is accessible only by drawbridge. Following our time here, we’ll head to Pensacola Beach. Later, we’ll check in at our hotel and then have dinner at a local restaurant. (B, L, D)

14, Saturday
**Pensacola, Return**
Our day begins with a guided walking tour of Historic Pensacola Village, an area of houses and museums reflecting 450 years of Pensacola history. There will be plenty of time to explore this area and learn more about Pensacola. In the afternoon, we’ll make the return trip to Nashville, arriving in the evening. (B, L)

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**Performance Schedule**
**Wednesday March 11 or Thursday March 12**
Concert performance at the ACDA convention

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**Tour Cost**
per person from Nashville, based on quad occupancy

$1,079 if registered by October 15, passengers will receive a $100 early booking discount off the $1,179 tour cost. Discount will be added to your account after we process your registration. This will appear on your confirmation statement, sent by mail, within two weeks of your registration.

$1,179 if registered after October 15

**REGISTER ONLINE AT**
bookings.wittetravel.com
use booking code 031020BIDD
or complete and return the printed registration form.

**Tour Director:**
**Mary Biddlecombe**
Blair School of Music
2400 Blakemore Ave
Nashville, TN 37212
E-mail: mary.biddlecombe@vanderbilt.edu
IMPORTANT: PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE USING WITTE ASSOCIATES, INC.’S WEBSITE OR SERVICES.

TERMS AND CONDITIONS

CONSENT TO TERMS AND CONDITIONS: Access to and use of the services of Witte Associates, Inc. dba Witte Travel & Tours (“Witte” and/or “our”) and our website is subject to acceptance of these terms and conditions (“Terms and Conditions”). By accessing, using or obtaining any content, products, or services through our offices or through our website, you, the purchaser and/or traveler and/or participant (“you/your”) agree to be bound by these terms. PLEASE READ THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE OR USING OUR SERVICES. If you do not accept all of these terms, then please do not use our services or our website. These terms and conditions govern the relationship between Witte and you. These terms restrict your rights and remedies and provide protection to Witte. These also include warranty disclaimers and liability exclusions. By using this website, you acknowledge and agree (a) this is a fair balance because this website is accessible by you conveniently and at no charge to access the website; and (b) if you do not agree or do not accept these Terms and Conditions, you can comfortably lift and carry. Backpack-style and over-the-shoulder luggage is recommended. You may take one suitcase with a maximum size of 62 linear inches (height plus width plus depth) and weight of 15 lbs. Hand luggage does not fit in the overhead bins on the motorcoach. There may be room for it in the storage compartment under the coach or by an empty seat on board. If not, it will need to be placed on the floor in front of your feet. You will be responsible for your own luggage throughout the tour so don’t bring more than you can comfortably lift and carry. Backpack-style and over-the-shoulder luggage is recommended.

Land transportation. A deluxe air-conditioned motorcoach is used for transfers, excursions, and travel between cities. Because motorcoach travel is restricted in many cities, sightseeing is often done on foot or via public transportation.

Accommodations in moderate first-class to standard first-class hotels based on four students sharing a room with private facilities. When hotels in these categories are not available, top-quality superior tourist-class properties are selected. Adult directors and chaperons will be accommodated in twin-bedded rooms. The supplements for other accommodations are: single $550, double $180, triple $65. If you register alone but want a roommate, we will do our best to assign one. If a single room must be assigned to any member of the group for any reason, even if it is at the last minute or while on tour, we will need to charge the single supplement. Changes in rooming arrangements requested by the participant 45 or fewer days prior to departure may result in additional charges.

Meals. Breakfast daily and dinners as indicated in the itinerary. Dinners do not include beverages.

Tour Personnel. A Witte tour manager to accompany the group throughout. The tour manager may be assisted by local guides as needed.

Sightseeing and admission fees in accordance with the itinerary.

Tipping and taxes are included for all services, including the tip for the tour manager and motorcoach driver.

The tour cost does not include portage of luggage, optional travel protection plan including luggage and trip cancellation coverage, optional exclusions, independent meals, and any other items not mentioned as included.

Optional travel protection. Witte recommends that you purchase a travel protection plan. For your convenience, Witte offers a travel protection plan through BCS Travel Insurance Services. This travel protection can be purchased at any time prior to making the final payment for your tour. If plan is purchased within 15 days of initial trip deposit, pre-existing medical conditions are waived when full trip cost is insured and traveler is medically released at the time of plan purchase. The plan cost for the travel protection plan that applies to your tour will be noted in your brochure and on the registration form. It may be necessary to increase the trip cost insured on the travel protection plan if you purchase additional services and/or arrangements. This could increase the plan cost of the travel protection plan. The plan cost for this travel protection plan is non-refundable after a 15-day review period.

Schedule of Coverages

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Maximum Coverage Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Cancellation</td>
<td>100% of Insured Trip Cost</td>
</tr>
<tr>
<td>Trip Interruption</td>
<td>150% of Insured Trip Cost</td>
</tr>
<tr>
<td>Trip Delay</td>
<td>$750 ($150/day)</td>
</tr>
<tr>
<td>Missed Cruise Connection</td>
<td>$750</td>
</tr>
<tr>
<td>Baggage &amp; Personal Effects</td>
<td>$2,000</td>
</tr>
<tr>
<td>Baggage Delay</td>
<td>$250</td>
</tr>
<tr>
<td>Equipment Delay</td>
<td>$200</td>
</tr>
<tr>
<td>Emergency Medical &amp; Dental Expense</td>
<td>$50,000($500 dental subtotal)</td>
</tr>
<tr>
<td>Emergency Evacuation and Repatriation</td>
<td>$250,000</td>
</tr>
<tr>
<td>Accidental Death &amp; Dismemberment</td>
<td>$25,000</td>
</tr>
<tr>
<td>24 Hour Travel Assistance &amp; Concierge Services</td>
<td>Included</td>
</tr>
</tbody>
</table>

*Travel Assistance & Concierge Services are provided by the designated provider listed in the Policy. Maximum trip length allowed is 90 days. Coverage and rates may vary by state. Rates are subject to change. The product descriptions provided here are only brief summaries and may be changed without notice. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. Prior to purchasing, you may view/download the Policy based on your state of residence at: http://policy.travelinsurance.com/3335-1217. Travel Insurance is underwritten by Everest Reinsurance Company, BNI, and StoneWall Insurance Company. 1314 Douglas Street, Suite 1400, Omaha, NE 68102. DP1

The purchase of this product is not required in order to purchase any other travel product or service. Your travel retailer might not be licensed to sell travel insurance and will only be able to provide general information about the product. An unlicensed travel retailer may not answer questions about the terms and conditions of the insurance offered and may not evaluate the adequacy of your existing insurance coverage. The products being offered provide insurance coverage that only applies during your covered trip. You may have insurance coverage from other sources that provide similar benefits but may be subject to different restrictions depending upon the coverage. You may wish to compare the terms of the travel policy offered through Travelex with any existing life, health, home and automobile insurance policies you may have. If you have coverage through your existing insurance policies, contact your insurer or insurance agent or broker.

HEALTH DOCUMENTATION REQUIREMENTS. You are responsible to make absolutely certain to have the proper immunizations and required documentation of such immunizations before travel. Witte shall not assume responsibility for the accuracy of health requirements or vaccination documentation prior to departure or upon landing at the final destination. See your health practitioner for advice. Prior to travel, required inoculations, if any, must be recorded by your health practitioner on a valid vaccination certificate, and you must carry for proof of inoculations where required. If you are concerned about taking any medications or receiving certain inoculations, and adequate timing of such inoculations relative to your travel booking, consult your health practitioner BEFORE booking. Check the U.S. State Department websites http://www.travel.state.gov for relevant information relating to travel to specific destinations, the USA Centers for Disease Control http://www.cdc.gov/travel/destinations/list/ and the World Health Organization http://www.who.int/en relating to health issues.

Luggage allowance. You may take one suitcase with a maximum size of 62 linear inches (height plus width plus depth) and weight of 50 lbs. You may also carry a purse, a camera and one piece of hand luggage with a maximum size of 45 linear inches and weight of 15 lbs. Hand luggage does not fit in the overhead bins on the motorcoach. There may be room for it in the storage compartment under the coach or by an empty seat on board. If not, it will need to be placed on the floor in front of your feet. You will be responsible for your own luggage throughout the tour so don’t bring more than you can comfortably lift and carry. Backpack-style and over-the-shoulder luggage is recommended.

Tour cost. The tour cost is based on a group of 45 passengers and current tariffs for land arrangements.

Please note that these travel arrangements are subject to possible price increases due to additional charges imposed by a supplier or government. You may be charged additional sums by Witte to offset increased fees, fuel surcharges, taxes, fluctuations in foreign exchange markets, and/or changes in group size. Before passing on an increase, Witte will use its best efforts to minimize the amount. If it is necessary to increase the tour cost, participants will be advised at final billing and provided with a summary of the contributing factors. Your signature below indicates consent to any post-purchase price increases.

Reservations and payments. To make reservations on this tour, complete the Registration Form BEFORE booking. Check the U.S. State Department websites http://www.travel.state.gov for relevant information relating to travel to specific destinations, the USA Centers for Disease Control http://www.cdc.gov/travel/destinations/list/ and the World Health Organization http://www.who.int/en relating to health issues.

Insurance Company), 1314 Douglas Street, Suite 1400, Omaha, NE 68102. DP1

Cancellations and refunds. Witte must receive notice of cancellation in writing. Penalties are per person and will be based on the date of receipt, as follows:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>More than 90 days before departure</td>
</tr>
<tr>
<td>$300</td>
<td>Between 45 and 31 days before departure</td>
</tr>
<tr>
<td>$500</td>
<td>30 or fewer days before departure</td>
</tr>
</tbody>
</table>

No refund
Any non-refundable arrangements made on behalf of the canceling participant are also added to the above penalties. Allow two to four weeks for processing of refunds. Note that payments charged to a credit card are refunded by check to the same credit card on which the payments, and payments charged to a credit card are credited back to the same credit card.

**Membership.** Witte reserves the right to accept or reject any person as a member of the tour and to expel from the tour any participant whose conduct or condition is incompatible with the interest of the group.

**Special meal requests and food allergies.** Note special meal requests and food allergies on your registration form. Witte cannot be responsible if special requests are not met but we will pass them on to the hotels and restaurants. If you have dietary restrictions or food allergies, be sure to carry your medication. Also, discuss your special needs with your tour personnel and ask the wait staff about the foods you are served.

**Mobility Concerns.** Sightseeing on Witte tours almost always includes walking. Visits to historical places often mean climbing stairs and walking on uneven surfaces or cobblestones. The Americans with Disabilities Act (ADA) defines “mobility” as the ability to move about freely within the transportation medium of a tour. Witte acknowledges that there are limitations outside its borders. A qualified and physically able companion must accompany travelers who need such assistance. Motorized scooters and wheelchairs are unavailable for many trips. Transportation for motorized scooters and wheelchairs is the responsibility of the participant.

**Travel Insurance.** Final tour documents—including itinerary, hotel list, passenger list, and luggage tags—are sent about 10 days prior to departure.

**Limitations of Responsibility and Disclosure.** The trip outlined herein has been contracted with various suppliers. Witte acts solely as a booking agent for supplier hotels, airlines, car rental, bus companies, ground transportation, cruise lines, boat purveyors or owners, and other independent contractors or suppliers of travel services. With the exception of the purchase and/or delivery of travel services, purchased and consents to the use of those suppliers, and understands and agrees each supplier’s Terms and Conditions are contained in printed form and are set forth on their respective Web sites, which are the sole responsibility for the booking and payment of the travel services provided by the ground, sea, and air operator suppliers are subject to the terms and conditions contained in the tickets, itineraries issued by them and/or their suppliers, including Terms and Conditions on their respective Web sites.

**Because Witte acts as an agent for disclosed principal suppliers, and does not have the right to control the operations of such independent operators and suppliers, or those of non-disclosed principal suppliers, and suppliers whose names appear in travel documentation are responsible for providing the travel services. Each of these supplier companies is an independent entity with its own management, and is not subject to the control of Witte. Participant is advised that the suppliers whose properties are subject to force majeure (acts of God) or whose services are taken out of service because of war or terrorism, governmental restrictions or regulations or from any act or omission on the part of any individual or company furnishing transportation, accommodations or any other services to the tour participant, are not responsible to Participant. Witte shall not be held liable for any actions taken as a consequence of its investigations and/or from any actions taken as a consequence of investigations by either Witte or law enforcement authorities.**

**Arbitration.** Any controversy or claim arising out of or relating to this Agreement of the performance hereunder, or the breach hereof, shall be settled by binding arbitration in Kentwood, Michigan, U.S., in accordance with the rules of the American Arbitration Association then existing, and judgment in the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. Such proceedings will be governed by substantive Michigan law. This Agreement to arbitrate does not waive or modify the limitation of liability contained in this document.

**Exclusive Governing Law and Jurisdiction.** This Agreement shall be governed by the laws of the State of Michigan, without regard to conflicts of laws principles. If the right to seek arbitration is waived by either party, or if judicial review of any arbitration is sought, any action or legal proceeding arising out of this Agreement shall be brought exclusively in the courts of Kent County, including without limitation any claim related to bodily injury, property damage or death, shall be settled by binding arbitration in Kentwood, Michigan, U.S., in accordance with the rules of the American Arbitration Association then existing, and judgment in the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. Such proceedings will be governed by substantive Michigan law. This Agreement to arbitrate does not waive or modify the limitation of liability contained in this document.

**Copyright 2017 to Present All Rights Reserved, Witte Associates, Inc.**
REGISTRATION FORM

BLAIR CHILDREN’S CHORUS, BOYCHOIR, AND CHORISTERS
ACDA AND PENSACOLA
March 10 – 14, 2020

Cost per person from Nashville, based on quad occupancy

$1,079 if registered by October 15, passengers will receive a $100 early booking discount off the $1,179 tour cost. Discount will be added to your account after we process your registration. This will appear on your confirmation statement, sent by mail, within two weeks of your registration.

$1,179 if registered after October 15

Passenger Details PRINT CLEARLY

First name Middle □ I do not have a middle name Last Preferred First Name

□ Male □ Female Birthdate mm_______/ dd_______/ yyyy_________ Citizenship: □ U.S. □ Other

Home __________________________ Work __________________________ Cell __________________________

Billing E-mail __________________________

Dietary Needs:
□ Vegan □ Low Sodium □ Vegetarian □ Diabetic □ Gluten free □ Other __________________________

Food allergies: __________________________

Mobility concerns: (walker, wheelchair, etc) __________________________

Medical __________________________

Mailing Address

Home
Street Address __________________________

City __________________________ State __________ Zip __________________________

Emergency Contact

NOT TRAVELING
WITH YOU __________________________ Phone (_______) __________________________

Accommodations

□ Quad occupancy. Roommate preference:
1. __________________________
2. __________________________
3. __________________________

If you do not specify a roommate, you will be assigned one. Final roommate assignments are made at the discretion of your group leader.

□ Single occupancy ($1,179 + $550 = $1,729)
□ Double occupancy ($1,179 + $180 = $1,359)
□ Triple occupancy ($1,179 + $65 = $1,244)

Special Equipment

Are you bringing an instrument or any items that will be in a case separate from your suitcase on the flights and on tour? □ Yes □ No

Type of instrument or equipment __________________________

Weight of instrument or equipment in its case __________________________

Measurements of case in inches: Height __________ Width __________ Depth __________

CONTINUED ON REVERSE
Optional Travel Protection

The per person premium for this travel protection is $65* for quad, triple, and double occupancy and $87* for single occupancy.

☐ I/we wish to purchase the travel protection at this time. Full payment of the plan cost is included with my deposit. I/we have read and understand the exclusions and limitations listed in the Policy.

☐ I/we wish to decline the travel protection at this time. I/we understand that travel protection can be purchased later, as long as it is done prior to making final payment on the tour.

*It may be necessary to increase the trip cost insured on the travel protection plan for participants who purchase additional services and/or upgrade their arrangements. This could increase the plan cost.

The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. To view/download the Policy based on your state of residence at: http://policy.travelexinsurance.com/335S-1217. Travel Insurance is underwritten by, Berkshire Hathaway Specialty Insurance Company (formerly known as Stonewall Insurance Company), 1314 Douglas Street, Suite 1400, Omaha, NE 68102. 100

Signature

I/we have read, understand and accept the terms and conditions as outlined in the tour brochure. I/we acknowledge receipt of information about Witte’s Travel Protection Plan as well as the Price Increase Rules.

Signature of participant ___________________________ Date ___________________________

Signature of parent or guardian ___________________________ Date ___________________________

(required for travelers under 18)

Payment reminders will be e-mailed. If no e-mail is provided, payment reminders will be sent via U.S. Mail.

Parent/Guardian Contact Information

Work ___________________________ Cell ___________________________

Email ____________________________________________________________________________________________

Registration and deposits are due by October 15 to qualify for a early-booking discount.

Register online at bookings.wittetravel.com using booking code 031020BIDD

or complete and return this paper form to:

Witte Travel & Tours
3250 28th Street SE
Grand Rapids, MI 49512

Enclose your deposit of $250 per person. If you are purchasing Optional Travel Protection, add the full plan cost to your deposit.
CREDIT CARD PAYMENT FORM
BLAIR CHILDREN’S CHORUS, BOYCHOIR,
AND CHORISTERS
ACDA AND PENSACOLA
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$1,179 if registered after October 15

Name of Passenger:

______________________________

Type of card: □ Visa    □ MasterCard    □ Discover    □ American Express

Credit card number ___________________________ Expiration date __________________ Security code __________________

Name as it appears on card ___________________________ (Please Print)

Billing address of credit card (if other than on application):

Street Address ________________________________

City ___________________________________________________________________ State _____________ Zip __________________

Billing phone __________ / __________

I hereby authorize Witte Travel & Tours to charge this credit card for the deposit and full travel-protection premium (if selected). Remaining payments may be made by going to bookings.wittetours.com/login, by sending a check, or by calling 1/800-469-4883. For security reasons, we are unable to store your credit card information.

Cardholder’s signature ___________________ Date __________________

Reservation ID ________________________________

PAYMENT SCHEDULE:

Deposit of $250 per person with Registration Form by October 15
Payment of $700 per person by December 1
Balance due approximately 30 to 45 days prior to departure