

GLOBAL EXCHANGE

Customized Reality Tour Agreement with Chabot College

“Faces of Cuba”
January 3 – January 14, 2014
10 nights/11days

1. Sponsoring organization

Global Exchange (GX)
2017 Mission St. #303
San Francisco, Ca 94110
Tel: 415-255-7296
Fax: 415-255-7498

Co-sponsoring organization

Chabot College
25555 Hesperian Blvd
Hayward, Ca 94545
Tel:
Fax

Cosponsoring contact

Rick Moniz
Organizer/Director
Email: rmoniz@chabotcollege.edu
Tel 510 723 6958

Leslie Balog
Cuba Reality Tours Program Director
Leslie@globalexchange.org
Tel: 415-255-7296

2. Responsibilities of Global Exchange contact people:

Reality Tours Director: works to supervise planning and implementation of customized tour and works with co-sponsoring organization from trip inception to finalization of contract. The Director can work with the co-sponsoring organization to modify this agreement or the terms of the agreement.

Cuba Reality Tours Program Director: works with co-sponsoring organization to ensure participant applications are processed, informs and updates participants regarding the logistics until departure date and will ensure you receive invoices and receipts that you need as well as send out all our literature to each participant. The coordinator organizes the trip program in collaboration with our on-the-ground contacts and the contacts of the co-sponsoring organization where appropriate.

3. Suggested Program Highlights and Purpose of the Reality Tour

For the purposes of this contract a tentative tour itinerary presented below. After the contract is signed the Global Exchange Cuba Program Coordinator will work with the co-sponsoring

organization to tailor the program to fit the particular interests and requirements of the group (as available) and thereafter provide you with a confirmed trip itinerary about 30 days before the departure date..

The following itinerary is subject to change, depending on availability and/or program scheduling and confirmation. Last minute additions and changes can be forwarded but not guaranteed. The itinerary is set up to compliment the needs of the group, noting that , they seek to “ build ties with Cuba. To gain a better understanding of what life is like in Cuba. Participants will learn about the rich history and culture of Cuba, from Food to the arts. To see the ‘real’ Cuba”.

Chabot College prepares students in the area of history, social movements and culture. This trip will provide professionals in related areas the opportunity to learn about the history, culture and politics of Cuba.

Please note this is only a draft that we will work from and base our program on to secure with our Cuban hosts. The final itinerary will be provided about 30 days before departure.

TENTATIVE ITINERARY

January 3-13, 2014

Day one Arrival in Havana

Transfer to hotel FLORIDA, TEJADILLO, O'FARRILL, LOS FRAILES

Lunch at La Mina Program details tba

Day Two:

9:00 am There will be an overview of the program with GX coordinator in Cuba

In Hotel: Miguel Coyula describe the architectural wonders of Old Havana

Then leave walking tour with a stop a Café la Barrita in the Baccardi Building to enjoy a "cafecito".

Lunch: La Taberna.

2:30 PM Museum of the Revolution

Dinner on own

Day Three

Departure to Santa Clara

Overnight HOTEL LOS CANEYES

Day four:

Excursion to Remedios, return to Santa Clara, visit Che Memorial

Overnight, Santa Clara

Day Five:

Depart for Camaguey

Overnight, GRAN HOTEL

DAY SIX:

City tour of Camaguey

Other activities to be announced

Overnight, GRAN HOTEL
Casa de Cultura

DAY SEVEN:
Leave for Matanzas
Bellamar Cave
Overnight Hotel Velasco

DAY EIGHT:
Visit Munequitos de Matanzas
Leave for Varadero, lunch visit policlinic
Overnight: Hotel Velasco

DAY NINE:
Return to Havana through Yumuri Valley
Check in TEJADILLO, FLORIDA, LOS FAILES O'FARRILL

DAY TEN:
TBA
Farewell meeting and Dinner

Day Eleven
Depart for USA

Prices:
10 – 14 Pax: land only : \$2750.00
15 – 20 (21 free land package) \$2630.00
21+: \$2550.00

*Please note that for every 20 paying passengers, one person or number 21, will receive a package for free.

Single rooms are available for an additional 450 for the tour

a) The price includes:

- All confirmations in the program.
- Double room accommodations in Four star hotels
- Transportation by private, air-conditioned motor coach as well as transfers for group as appropriate.
- Global Exchange trip representative to accompany the group from Havana through the whole touring period and/or English speaking, tour guide(s) to accompany the group throughout the touring period.
- Preparatory reading materials.
- Admission and fees to museums and program activities.
- Honoraria for speakers and donations to organizations-
- Global Exchange annual membership fee of \$35 this amount is tax deduction

- Luggage transfer (at owner's risk throughout). Baggage allowance is two checked baggage with linear dimensions totaling 55" (the sum of the three dimensions), providing all pieces do not exceed 44 pounds. 1 hand luggage piece is allowed and is the responsibility of the passenger throughout.
- Three meals a day (excluding arrival and departure days).

*b)The price does not include the following:***

- Airfare to Havana, the 30 day Cuban tourist visa, the departure taxes, visa and passport fees. With the airfare the visas are purchased as well as the Cuban required health insurance which will be about \$3 a day.
- Expenses of a purely personal nature.
- Room service charges.
- Transportation of luggage in excess of weight allowance.
- Conveyance fees used for private purposes.
- Gratuities to the bellboys and waiters, and your guide and driver (recommended to budget \$100 per person)
- Cuban airport taxes (\$25 CUC)
- Travel Insurance (We strongly advise that each participant arrange for their own travel insurance).
- Gratuities for the guides and drivers (we suggest \$20-30 per person).
- Extra Beverages and snacks

c) The price herein contained may be subject to increase by reason of an external event or set of circumstances not reasonably foreseen when the contract was agreed and beyond the control of Global Exchange. Such circumstances may include but are not limited to unannounced airplane ticket price rises, which affect travel or availability of travel to the host country.

Global Exchange cannot accept any responsibility for such increases that may occur but will endeavor using all reasonable efforts to mitigate any such increases as is possible.

**Each participant is responsible for these charges

5. Global Exchange's Responsibilities

Global Exchange agrees to arrange all the necessary logistics for the delegations including:

- organizing educational based travel services in accordance with Global Exchange's Travel Service Provider's license (TSP).
- processing of applications
- reservations of all flights included in the agreed program costs
- organization and confirmation of the itinerary
- arrangement for all accommodations
- preparatory materials
- provision of an experienced trip coordinator to travel with the group either from point of departure or from point of entry of destination country
- collection of payments and distribution of fees to relevant agencies, operators, etc.

6. Co-sponsor's Responsibilities

i)The cosponsor ensure that each participant fill out the GX travel affidavit and know that they are traveling under license to travel to Cuba from the Office of Foreign Assets Control (OFAC) of the US Treasury Department. GX will work with the Chabot College ensuring the travel is legal for the group either by using their own specific license or another organization

ii) The cosponsor agrees to recruit the minimum of 10 participants for the entirety of the trip OR such numbers as is agreed between the parties after the date of this contract but no later than one month before the scheduled date of departure (see addendum for other price/passenger options).

iii)The cosponsor agrees, as part of any preparatory materials they send out to potential participants, to include general information about Global Exchange, for the purposes of informing all participants about Global Exchange's mission, programs and goals for the trip, the specific content of this literature to be decided between Global Exchange and co-sponsor. This is very important to us and it also lets your members know we are not a travel agency.

iv)The cosponsoring group agrees to allow the Global Exchange representative/trip facilitator on the tour to make a short presentation in the Orientation meeting to the participants as a group on Global Exchange, its role in and collaborative goals for this tour program.

v)The cosponsor agrees to allow the Global Exchange representative to participate in the farewell meeting at the end of the tour and provide information to those interested participants who wish to follow-up with people, groups and organizations met during the tour .

vi)The cosponsor agrees to allow the Global Exchange representative to hand-out to each participant, at the farewell meeting, Global Exchange trip evaluation forms for the purpose of gathering feedback from the group as to program content and trip leader performance. This can be a shared form and should be agreed upon by the Reality Tours and the cosponsor coordinators.

7. Payment

- Set-up Fee: A \$1000 non-refundable group set-up is due upon signing of this agreement and goes to the cost of your tour.*
- Deposit: A \$500 non-refundable deposit from each individual and a registration form is due 2 1/2 months prior to departure date.
- Final payment: The remaining balance is due on 45 days prior to departure date along with health, liability and flight forms.

*This payment will be forfeited if the cosponsoring group fails to recruit the agreed upon number of participants and it is decided between the parties that the trip cannot proceed OR if the group decides to cancel the trip for any reason.

8. Licensing and US Travel Restriction to Cuba

Global Exchange is a licensed Travel Service Provider by the Office of Foreign Assets Control (OFAC) of the US Treasury Department. Global Exchange facilitates legal travel to Cuba for groups with their own specific license or for individuals who fall under the general license category of OFAC.

9. Cancellations

Global Exchange also reserves the right to cancel this tour in the event that our participants' and staffs' safety and security is in jeopardy. In the event that Global Exchange decides to cancel the tour for reasons beyond their control (which term will be defined as any acts of government, war, revolution or natural disaster in the destination country, which as agreed between the parties herein will prevent Global Exchange from organizing a tour consistent with Global Exchange's own tour program standards and the requirements of the co-sponsoring organization), at any time prior to the departure date, Global Exchange will refund to each participant all payments received, but cannot accept responsibility for any losses incurred to any participants by this cancellation although Global Exchange will make every reasonable effort to assist the passengers in recouping their losses.

It should be noted that tour services for this tour are not provided by Global Exchange, but by carriers, hoteliers, and other suppliers, who are not agents, employees, or servants of Global Exchange. All travel vouchers and other travel documents for tour services issued are subject to the terms and conditions specified by such suppliers some of which exclude their liability to the laws of the countries in which the services are supplied, and to the international conventions between countries. Global Exchange and/or its agents, act only as agents for the tour participants in regard to travel by any means, and thus assume no liability for injury, damage, loss, accident, delay or irregularity which May be occasioned either by reason of default of any company or person engaged in conveying the passenger or in carrying out the arrangement of the tour.

In the case of airline tickets, Global Exchange accepts no responsibility whatsoever for delay, change or cancellation of flights by the airlines and any such losses or expenses incurred must be borne by the participants and each participant must make a claim for any losses incurred directly to the airline or travel agent. In situations where substitutions can be made every reasonable effort will be made to ensure reasonable and satisfactory substitutions.

10. Penalties

Cancellations and/or amendments by tour participants must be received in writing and all cancellations will be effective on the date the written notification is received. Penalties in accordance with the following schedule:

Tour Dates: **January 3-13, 2014**

| | <i>Penalty</i> |
|---|--|
| After receipt of \$500 deposits (75 days ahead) | Deposits are transferable or refundable until due date,, and then they are non-re fundable . |
| Final payment is due by November 15, 2012 | 100% of total tour cost (although considerations will be made on a case to case basis) |

10. Agreement

I have read the information contained in the above agreement and agree to the responsibilities and conditions contained herein.

Leslie Balog, Global Exchange

Date

Chabot College

Date