

Wartburg College Women's Soccer
Emily Ryan
100 Wartburg Boulevard,
Waverly, IA 50677

August 2, 2024

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 your participants should understand its contents.

Accommodation, meals, and sport:

April 19-21, 2025

Italy – Milan

Teams: One women's college team.
Sport program: We will arrange 1 game per team (3 total across all destinations).
Accommodation: Four-star hotel accommodation in Milan, located near kilometers from the city center. Accommodation in triple rooms (3 people per room with two double beds). Rooms all with private bathrooms and flat-screen TV, air conditioning, telephone, and mini bar. The hotel offers a lounge, reception, restaurant, and gym. For now, we have booked 3 singles, 7 doubles and 11 triples.
Meals: Daily breakfast and dinner are included.
First meal: Dinner – April 19, 2025
Last meal: Breakfast – April 21, 2025
All meals will be served in the hotel.
Wi-Fi costs: Free of charge

April 21-24, 2025

Italy – Florence

Teams: One women's college team.
Sport program: We will arrange 1 game per team (3 total across all destinations).
Accommodation: Four-star hotel accommodation in Montecatini, located less than one hour from Florence. Accommodation in triple rooms (3 people per room with two double beds). Rooms all with private bathroom and flat-screen TV, air conditioning, telephone, and mini bar. The hotel offers a lounge, reception, and restaurant. For now, we have booked 3 singles, 7 doubles and 11 triples.
Meals: Daily breakfast and dinner are included.
First meal: Dinner – April 21, 2025
Last meal: Breakfast – April 24, 2025
All meals will be served in the hotel.
Wi-Fi costs: Free of charge

April 24-27, 2025

Italy – Rome

Teams:	One women's college team.
Sport program:	We will arrange 1 game per team (3 total across all destinations).
Accommodation:	4-star Hotel accommodation in Rome. Set on a residential street in the EUR district, this modern hotel is a 2-minute walk from the Arcidiano bus stop and a short drive from the Laurentina metro station. The property is just a short trip from the Colosseum. Contemporary rooms feature floor-to-ceiling windows with city views, plus free Wi-Fi and flat-screen TVs. Dining options include a chic top-floor restaurant featuring panoramic views of the nearby park, a casual eatery and a lobby bar. Other amenities include a gym, a business center and shuttle service (fee) to the Piazza Venezia. For now, we have booked 3 singles, 6 doubles and 10 triples.
Meals:	Daily breakfast and dinner are included.
First meal:	Dinner – April 24, 2025
Last meal:	Breakfast – April 27, 2025
	All meals will be served in the hotel.
Wi-Fi costs:	Free of charge

Please be aware that rooms/beds in Europe are smaller than we are used to in the USA. Double beds are approx. 62x78 inches, single beds are approx. 36x78 inches.

The above-mentioned accommodation may require a cash/credit card 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 note that drinks (such as bottled water, sodas) during the meals are not included. We have requested that our groups be served tap water on the table, however, in some countries this might not be offered. For breakfast tea and coffee are included and in most cases milk & juice.

Participant prices as of August 2, 2024, based on 50 people:

Participant price travelers staying at the hotel – sharing a triple = \$ 3,835.00

Participant price travelers staying at the hotel – sharing a double = \$ 3,835.00 + \$ 102.00 = \$ 3,937.00

Participant price travelers staying at the hotel – single room = \$ 3,835.00 + \$ 368.00 = \$ 4,203.00

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 the 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 the group has a private bus available).
- Translate where necessary.

- Make sure the group behaves correctly; attend opening, finals, award ceremonies, and other organized activities.
- Mediate in case of damage or conflicts with/to accommodation, buses, etc. Make sure to make a report on this.
- Support the group in case of visit to the 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 highly recommend collecting approx. \$3.00-\$5.00 per person per day (local currency) for each guide for the trip.

Ground transportation:

During your stay, a private bus will be available exclusively for your group. The motor coach can be used for excursions and all local transportation (such as transfers to/from the friendly game locations and for sightseeing). You have a maximum of 700 kilometers available. The following restrictions have been set by the European transportation departments:

The bus driver can drive a maximum of 9 hours per day and can be on duty for 12 hours (so 3 hours wait/rest time during a day). Twice a week the driver may use the bus for 10 hours. This is mostly used for long transfers from country to country.

- Each day the bus driver must have an 11-hour rest period between his transportation duties.
- During transfers every 4 hours the driver must make a 45-minute required rest stop.

It is also customary to tip the bus driver if you have a private bus throughout the trip and the same bus driver throughout the trip. We recommend approx. \$2.00 - \$3.00 per person per day (local currency) for this, see below for when you have different bus drivers:

- If you only have the driver one day and no special services – tipping isn't necessary.
- If you have a driver for 2 or more days – highly recommend tipping.
- You can ask the tour manager to check with the driver on day one if they will be with you the whole trip and if not, they can confirm when the change will be made. Based on this you can tip accordingly.

Air transportation/flights:

We have booked the following flights for your group:

UA658	18APR	MSP-ORD	515P 645P
UA416	18APR	ORD-MXP	930P 120P (Arrival 19APR)
UA971	27APR	FCO-ORD	945A 105P
UA584	27APR	ORD-MSP	335P 501P

Individual deviations/flight changes and upgrades before departure: If any individual traveler needs a deviation (earlier flight departure than the group or later flight return than the group) this needs to be requested as soon as possible. We can't accept any deviations after **January 8, 2025**. Every airline charges a standard deviation (change) fee of **\$150.00** per person plus a possible increase in fare on the requested deviation/changed flight. All deviation requests are subject to the availability of flights.

Please note that airlines allow only a maximum of 10-20% of the group to deviate (percentage depends on the specific airline) and the deviations must be done with the same airline as the group. Deviations can be made for either the return flight only or the outbound flight only (depending on the specific airline) but not both. Only a select few airlines allow routing changes on deviations so routing changes are also subject to the conditions of the specific airline used for the group flights.

Because this is a group booking that has group conditions, individual requests to upgrade to business/first class may not be allowed by the airline and are subject to availability and pricing at the time of the request. We can request this on an individual basis.

Seat assignments:

Around **December 19, 2024**, we will send the team manager or coach a list to check 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 be seated together. These requests **cannot** be guaranteed. The airline will typically assign seats at the time of ticketing, but we will have additional information once the tickets are issued. Passengers may be able to access their reservation using their PNR/Record Locator and last name online at the airline's website (<https://www.united.com/en/us>) to change their seating assignments. Some airlines may only allow seat change requests at check-in at the airport on the departure day – this will be advised when we send the e-tickets to the group leader.

Check-in:

Passengers may be able to check in for their flight online 24 hours prior to their departure. In some cases, the airline may not allow online check-in and require the whole group to check in at the airport on departure day. This will be confirmed when we send e-tickets to the group leader.

Airline Tickets:

Airline (e)tickets will be forwarded to the group leader approx. 2-3 weeks prior to departure 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. Make sure to check in at the airport, allowing 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 regarding any flight cancellations or changes during the trip.

- **Cancellations or Delays:** If your group encounters cancellations or delays, seek help from the gate agents or airline staff immediately! At this time, your tickets are now in airport control and the airline staff at the airport have full authority of the records to provide alternative flight options and accommodations and are responsible for assisting your group! Do not leave the airport until your group has been re-accommodated and all travelers are accounted for.
- **Connections:** If you have tight connections, concerns with making your connections, or missed a connection, seek help from a gate agent immediately. The airline staff will again have control of your tickets and are responsible for assisting you on your day of travel disruptions.

- If any individual wants to change flights on the day of departure (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 at the weekends, so we have some limitations.
- Missing Baggage: Travelers must file claims with the airline staff at the airport immediately and provide a personal cell phone number for the airline to reach them directly.

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 **December 19, 2024**.

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.

1. We have created 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 by **December 19, 2024**. 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.
2. Then 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/courts and these cities won't release these fields/courts until 2-3 weeks prior to the assigned games.
 - c) After 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 that will come together bit by bit/piece by piece. This is the reason we are not able to send you the final itinerary as soon as you and your travelers would like. We strive to have a final itinerary available between 1-3 weeks prior to departure.

Referees:

For your games, a referee(s) will be provided.

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/legal issues with our suppliers (Bus Company, etc.) people 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 January 8, 2025**, 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 note that delayed payments (within 6 weeks prior to departure) must be made 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.

Sincerely yours,

Loek van Zijl
President Premier International Tours

Top Sightseeing in Milan

1. Duomo di Milano (Milan Cathedral)

Admission: Free entry to the cathedral, but there are fees for visiting the terraces and museum.

The Duomo di Milano is an iconic symbol of Milan and one of the largest cathedrals in the world. Its stunning Gothic architecture, adorned with countless spires and statues, is a testament to centuries of craftsmanship. Visitors can explore the interior, marveling at the intricate stained-glass windows and the grandeur of the nave. For a breathtaking view of the city, climb to the terraces, where you can admire the intricate details of the cathedral's facade up close and enjoy panoramic vistas of Milan. Additionally, the Duomo Museum offers a fascinating journey through the history of the cathedral and its construction, displaying artifacts and original sculptures.

2. Leonardo da Vinci's Last Supper (Cenacolo Vinciano)

Admission: Tickets required, advance booking recommended.

Located in the refectory of the Convent of Santa Maria delle Grazie, Leonardo da Vinci's Last Supper is one of the most famous and enduring works of art in the world. This masterpiece depicts the moment Jesus reveals that one of his disciples will betray him, capturing the emotions of the apostles with remarkable realism and depth. Due to the fragility of the painting, access to the Last Supper is strictly regulated, with only a limited number of visitors allowed to view it each day. Be sure to book tickets well in advance to secure your spot and experience this iconic artwork in person.

3. San Siro Stadium

Admission: Guided tours cost approximately €20 for adults, with reduced prices for children, seniors, and groups.

San Siro Stadium, officially named Stadio Giuseppe Meazza, is one of the most renowned football stadiums in the world and a must-visit for sports enthusiasts visiting Milan. Opened in 1926, it is the home ground of two of Italy's most famous football clubs: A.C. Milan and Inter Milan. The stadium boasts a seating capacity of over 80,000, making it one of the largest in Europe. Visitors can take a guided tour of the stadium to experience its rich history and vibrant atmosphere. The tour includes access to areas typically off-limits to the public, such as the players' locker rooms, the mixed zone where post-match interviews take place, and the tunnel leading out to the pitch. Standing on the field where legendary players have competed is a thrilling experience for any football fan. The tour also includes entry to the San Siro Museum, which showcases a vast collection of memorabilia from both A.C. Milan and Inter Milan. Exhibits feature historic jerseys, trophies, and photographs documenting the illustrious history of these two clubs. Whether you're a die-hard football fan or simply interested in the cultural significance of the sport in Italy, a visit to San Siro Stadium offers a fascinating glimpse into the heart of Milan's football heritage.

Excursions and Excursion Prices will be subject to the time of booking, group size, and availability.

SIGHTSEEING IN FLORENCE 2024

Recommend excursion(s) to pre-book:

- Tower of Pisa - **Fee**
- Uffizi Gallery - **Fee**

1) **Tower of Pisa**

Prices: Leaning Tower \$42.00 - Cathedral admission included

The Leaning Tower of Pisa is the campanile, or freestanding bell tower, of the cathedral of the Italian city of Pisa, known worldwide for its unintended tilt to one side. It is situated behind the Cathedral and is the third oldest structure in Pisa's Cathedral Square after the Cathedral and the Baptistery. The tower's tilt began during construction, caused by an inadequate foundation on ground too soft on one side to properly support the structure's weight. and early 21st centuries.

2) **Uffizi Gallery**

Prices: Adults: \$38.00 per person.

The Uffizi Gallery is an art museum located in Florence, and among the oldest and most famous art museums in Europe. In high season (particularly in July), waiting times can be up to five hours. Visitors who reserve a ticket in advance have a substantially shorter wait. Tickets can also be purchased from a lesser-used ticket window at the Orsanmichele that serves multiple museums.

3) **Cooking class**

Join an expert Italian chef for a memorable culinary experience in Florence, Italy. Explore fantastic authentic local neighborhood and take part in a hands-on 3-course pasta making class. Meet your chef and visit a local produce market first. Afterwards, you will reach the food studio and start your culinary adventure!

Prices: \$48.00 per person – max. 28 people per class.

Optional:

3) **The Ponte Vecchio**

Prices: Free of charge.

The Ponte Vecchio ("Old Bridge") is a Medieval stone closed-spandrel segmental arch bridge over the Arno River, in Florence, Italy, noted for still having shops built along it, as was once common. Butchers initially occupied the shops, but the present tenants are jewelers, art dealers and souvenir sellers. The Ponte Vecchio's two neighboring bridges are the Ponte Santa Trinita and the Ponte alle Grazie.

4) **Siena - Piazza del Campo in Siena**

Prices: Free of charge.

Piazza del Campo in Siena is considered one of the most beautiful places in the world. It has a characteristic shell-shape divided in 9 slices; you can admire this form from the top of the tower del Mangia. The Torre del Mangia in Siena requires an admission fee of \$30.00 - U11s Free.

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

SIGHTSEEING IN ROME AND SURROUNDINGS 2024

Recommend excursion(s) to pre-book:

- The Colosseum – **Fee**
- the Vatican Museum & Sistine chapel - **Fee**
- St. Peters & the Vatican City

1) THE COLOSSEUM

Full price: \$32.00 per person. Includes The Roman Forum & The Palatine.

The Coliseum in Rome is a grand structure which was built over 2,000 years ago as an amphitheater to host legendary gladiator contests and other public spectacles. The Coliseum has been partly destroyed and damaged through the years, however, impressive ruins have been preserved and are open to visitors. This grand historic arena was originally built to hold over 50,000 and many of the original outer walls and facade still stand tall today. Please note that the Colosseum allows us to pre-book this excursion only 12 days before arrival of the group – subject to availability.

2) THE VATICAN MUSEUM & SISTINE CHAPEL

Full price: \$41.00 per person

Reduced price (**school groups only**): \$24.00 per person – this is for young people, 6 to 25 years old. Must bring Student ID Cards and signed letter from the school.

A Guided tour of Vatican Museums hold a treasure to be discovered in active and creative ways thanks to the extraordinary richness and variety of the art collections, which embrace the history of human civilization, from the Ancient Egyptians and Etruscans to the Greeks and Romans, from the Middle Ages to the Renaissance up to contemporary times. Schools can choose a didactic activity which is compatible with the school syllabus.

3) ST. PETERS SQUARE & THE BASILICA

Price: Free of charge

St Peter's Basilica in the Vatican City is an iconic and popular landmark of Rome. Regarded as one of the holiest sites in the Christian world, many make a pilgrimage to the cathedral every year to celebrate Mass with the Pope. Building work for this grand structure originally began in 1506 and is the burial site of its namesake Saint Peter, one of the 12 apostles of Jesus. One of the key architects of the Basilica was Michelangelo and some of his original drawings for a section of the Dome were found as recently as 2007.

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