

Friendship Bridge Insight Trip participants agree to the following terms and conditions.

## Insight Trip Fees and Expenses

Pricing: Insight Trips are priced to accommodate an average group of 12 travelers. The current price is \$1,500.

### ***The following expenses are included in the Insight Trip fee:***

- Land transportation costs within Guatemala
- Double-occupancy, shared accommodations in hotels, lodges and/or bed and breakfast locations
- All meals except one (on your free afternoon)
- Sightseeing and cultural experiences as included in itinerary
- Airport transfers and ground transportation

### ***Below are the costs not included in the Insight Trip fee:***

- Flights to/from Guatemala and luggage fees
- Passport fees
- Airport departure taxes (typically included in price of airfare)
- Airport security fee (approximately \$3 may be collected at airport)
- Alcoholic beverages, personal items, gifts, etc.

## Group Size

The number of participants on an Insight Trip is typically 12. Private/smaller Insight Trips can be arranged if a group is able to guarantee at least six participants.

## Age Limits

The minimum age on Insight Trips is generally 12 years and persons under 18 must be accompanied by a parent or legal guardian. However, children under 12 will be considered as participants pending conversations with the parent(s) and FB staff.

## Pre-Trip Information

Friendship Bridge will provide a basic itinerary, general information about the trip and a reading list. In addition, the office will arrange a phone conference in advance of the trip to discuss the itinerary, packing lists, local and special conditions and to answer any questions you may have.

## Single Travelers

Accommodations on Insight Trips are based on double-occupancy, shared lodging. Friendship Bridge will assign you to a roommate of the same gender. If there is no one with whom you can share, you will need to pay the single room fee. If you prefer single-occupancy accommodations, you must pay a single supplement fee, which varies depending on the specific itinerary and the number of participants on the trip selected.

## Accommodations

We aim to provide accommodations which reflect the local areas in which we travel. Because our goals are to provide you with an overview of our programs and a taste of the culture of Guatemala, we will be traveling most days and spending evenings in different locations. We aim for mid-range hotels that are clean, safe, comfortable and appropriate based on the location. The type of room provided may vary from location to location.

## Meals

All meals except for one are included in the trip. Generally, Friday lunch is not included only to offer participants a free afternoon to do as they choose. We will do our best to accommodate special dietary needs, but please note that food choices in Guatemala are somewhat limited and strict dietary restrictions should be discussed with Friendship Bridge staff prior to registering for an Insight Trip. We recommend bringing some snacks of your own if you have special dietary needs.

## Deposits and Fees

Booking a trip requires a non-refundable deposit fee of \$250 and completion of the registration form. Forms are available on our website, [www.friendshipbridge.org](http://www.friendshipbridge.org), or upon request via e-mail and/or mail. A second deposit of \$500 is due 45 days before the trip. Final payment of the remaining \$750 balance is due 30 days before the departure date of the Insight Trip.



## Cancellations and refunds

Friendship Bridge's Cancellation Policy is not to cancel Insight Trips unless the minimum amount of participants (6) is not reached and/or we feel that participants' and staff safety may be compromised on a trip (due to natural disasters, political unrest, etc.). In the instance of a trip being canceled, we will inform participants as soon as possible. If such occurs, participants will receive a full refund or credit toward a future Insight Trip. We advise participants to purchase trip insurance (on your own) to cover the costs of airfare in case of a cancellation.

If a participant chooses to cancel for her/his own reasons, refunds are as follows:

**Cancellation 31-45 days prior to departure:** \$250 refund (\$500 is non-refundable due to costs already incurred by Friendship Bridge)

**Cancellation 30 or fewer days until departure:** Lose full deposit (\$750); anything additional that has been paid will be refunded.

*If a participant finds a suitable replacement at least 30 days prior to the trip, all deposits will be refunded. However, the replacement must fully pay for the trip before any refund is given. Friendship Bridge reserves the right to adjust the refund policy in special circumstances.*

## Changes in Itinerary

Although we make every effort to conduct the Insight Trip according to the furnished itinerary, changes can and do occur because of inclement weather conditions, mechanical failures, changes in the political situation, road conditions or other circumstances beyond our control. Changes can include revisions to route, schedule, itinerary, amenities, and mode of transportation. We aim to keep trip participants as well informed as possible, but we do ask that all those traveling have a degree of flexibility once a tour has begun.

## **Medical and Health**

Please advise Friendship Bridge if you have medical conditions or problems well before departure on an Insight Trip. Should changes to a condition occur after booking an Insight Trip, please promptly notify Friendship Bridge. We reserve the right to request a physician's authorization of trip participation if we deem necessary. Participants should be able to walk uphill and on uneven surfaces for up to a mile. The trip leader has the right to disqualify anyone at any time during the trip if he or she feels the trip member is physically or mentally incapable of participating in the trip, or if a trip member's continued participation will jeopardize the individual or the group. Refunds are not given in these circumstances.

## **Vaccinations and Immunizations**

Please consult with your medical practitioner about travel precautions. Friendship Bridge is not responsible for informing trip participants about vaccinations and immunizations suggested and/or required for travel to Guatemala. Below are some important links to visit prior to travel (for International travel tips and health/vaccination information):

<http://wwwnc.cdc.gov/travel/destinations/guatemala.htm>

[http://travel.state.gov/travel/tips/tips\\_1232.html](http://travel.state.gov/travel/tips/tips_1232.html)

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1129.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1129.html)

## **Passports**

You will need a valid passport to travel to Guatemala. It is your responsibility to ensure that your passport is valid for six months beyond the end of the trip. We suggest that you make two copies of your passport and other travel documents; leave one with your emergency contact and take the other on the trip. A visa is not necessary for US citizens to travel to Guatemala at this time. Participants from other countries or who have a non-US passport should consult with their consulate as a visa may be required.

## **Image Use**

Friendship Bridge may take photographs and or video of its trips. All Insight Trip participants give Friendship Bridge permission to do so and to use photographs or videos for promotional or other use without payment, notification or compensation to participant.

## **Additional Nights and Travel Arrangements**

Many of our participants choose to spend additional time in the country before or after the scheduled trip. It is the participant's responsibility to handle all arrangements outside of the Insight Trip. We can recommend a travel agency to help with additional arrangements. However, if choosing to stay in hotels that were part of the Insight Trip, we may be able to assist. Please contact a Friendship Bridge staff member to discuss further.

## **Custom Trips**

Upon availability, it is possible to arrange a custom Insight Trip with Friendship Bridge for a minimum of six travelers. Should the trip occur during major holidays or festivals, pricing may be higher due to demand. Pricing may also vary depending on particular requests. Please notify the office of your interest well in advance of your travel dates.

## **Acceptance of Risk**

Participants acknowledge that there is personal risk in travel and assume all risk. Friendship Bridge requires that each Insight Tour participant sign a release of liability form prior to participation in the trip.