

GUIDELINES FOR TRIP PARTICIPATION

General Guidelines:

- Only one participant per registration form.
- Each participant will read and submit, either electronically or in writing, an agreement that releases CANDLES from liability to his/her person and belongings while on the trip.
- All participants under 18 years of age must be accompanied by an adult. Due to the graphic nature of some content on this trip, caution is recommended for participation of children age 14 and under. Travelers under age 10 are not permitted on this trip.
- All participants understand that CANDLES offers this trip as educational programming and is not a travel agency.

Participants:

- CANDLES reserves the right to refuse participation in its domestic and international trips to anyone who might present a physical, mental, or emotional threat to other participants/staff.
- All participants may be asked to undergo a limited criminal history background check from their state of residence and Indiana at CANDLES expense.
- Trip participants are not allowed to use their access to other group members as a way to sell or solicit goods, products, or services to or from other group members.
- All participants are asked to complete and submit a confidential medical form (Sections A and B). A physician's release for travel (Section C) may be required depending on the participant's medical conditions.

Registration:

- To confirm your registration and secure your spot on this trip, a **nonrefundable deposit of \$600** per person is required. **Your spot will not be guaranteed until your deposit has been received by CANDLES.**
- Payment options:
 - **Mail** - CANDLES Holocaust Museum and Education Center, Attn: Auschwitz Trip, 1532 South Third Street, Terre Haute, IN 47802
 - **In person** – Bring in all completed registration forms and payment.
 - **Phone** - +1.812.234.7881 (*a 3% transaction fee will be added to all credit/debit card transactions*)
 - Complete the **Credit Card Authorization Form** and submit with your registration. (*a 3% transaction fee will be added to all credit/debit card transactions*)

- **CANDLES does not accept checks drawn on foreign banks.** Those living outside the U.S. are asked to pay via credit card or wire transfer. If paying by wire transfer, there will be a \$25 acceptance fee in addition to any fees charged by the bank initiating the transfer.
- Your full trip balance is to be **paid in full by March 1, 2023.**
- Starting March 2, 2023, any change from the “complete” trip package to the “land” trip package will result in a \$150 fee, and your flight reservation will be forfeited.
- If you are registering online but mailing payment, payment should reach CANDLES within 10 days of registration.

Cancellation Policy:

- Individual Cancellations received prior to close of business on March 1, 2023, will result in a cancellation fee of 50% of monies paid (**not including the nonrefundable \$600 deposit**).
- For individual cancellations received between March 1, 2023, and close of business on April 29, 2023: the “land” trip package is nonrefundable and nontransferable; for those booking the “complete” trip package, the economy class airfare of \$900 (**less a \$200 airline fee**) can be refunded.
- All monies paid are nonrefundable and nontransferable beginning April 30, 2023.
- If COVID-19 is still a problem, CANDLES Holocaust Museum and Education Center will make decision to cancel the entire trip by March 1, 2023. If CANDLES cancels due to COVID-19, you will have the option of all monies to be refunded in full or carried over for the 2024 trip.

Passports:

- A passport valid through January 10, 2024 is required for international travel.
- Those booking the “complete” travel package are required to provide CANDLES with a copy of the passport you are traveling with no later than **March 1, 2023.**
- **Travelers who do not submit a passport copy by this date will be charged a fee of \$100, moved from the “complete” trip package to the “land” trip package, and will be responsible for booking his/her own international flights.**

Trip Services:

- For updates to the itinerary or requests for information, CANDLES staff will use the contact information you provide. Registrants are asked to respond in a timely manner to all communications from CANDLES staff.
- Flight and hotel rewards for participants booking the “complete” trip package are not guaranteed.
- Trip packages are purchased as offered.

Accommodations:

- A single/private room is available on a limited basis at an additional cost of \$600.
- Most rooms can accommodate a maximum of two (2) people. Some rooms may be available that accommodate three (3) occupants, but this must be requested in advance and availability is not guaranteed.

Travel Arrangements:

- Tour bus transportation from Terre Haute, IN to O'Hare International Airport in Chicago, IL is available to trip participants at no additional cost.
- Participants flying with CANDLES from O'Hare that are not riding the bus from Terre Haute will meet at the airline check-in counter.
- Participants not flying with CANDLES will submit their travel arrangements in advance for scheduling purposes.
- Participants not arriving and/or departing Krakow with CANDLES are responsible for their own transportation to and from the airport/train station. If you need assistance with these arrangements, please contact CANDLES for suggestions.
- One checked bag and one carry-on are included with the economy class group airfare. Please check with Lufthansa Airlines for size & weight restrictions with baggage.

Media and Photos:

- All participants are asked to read and sign the CANDLES Social Media Release.
- Participants agree to the use of their image and likeness in trip media and photos while on the trip.
- Any use of participant images/likeness by third party individuals/organizations that are not affiliated with or approved by CANDLES will require additional permissions from the trip participants.
- Any participant who plans to shoot photo/video at Auschwitz for non-personal use should contact CANDLES Executive Director regarding an application for permissions from the Auschwitz Memorial Museum.

Law Enforcement While Abroad:

- Use of illegal drugs is strictly prohibited at any time. Whether a juvenile or adult, you are subject to Polish law and policies while in the country.
- CANDLES trip participants arrested by foreign authorities, juvenile or adult, are not the responsibility of CANDLES. If arrested, participant may be subjected to prosecution by local law enforcement authorities and understand that CANDLES has no obligation to defend him/her in such proceedings. Parent/guardian and chaperone will be given the phone number and address of the appropriate law enforcement agency to contact.