

Guidelines for Participation

General Guidelines:

- Only one participant per registration form is allowed.
- Each participant will read and submit, either electronically or in writing, an agreement that releases CANDLES Holocaust Museum and Education Center 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 Holocaust Museum and Education Center offers this trip as educational programming and is not a travel agency.

Participants:

- CANDLES Holocaust Museum and Education Center 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 their own 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, B, and C). A physician's release for travel (Section D) may be required depending on the participant's medical conditions.

Registration:

- To confirm your registration and secure your spot on this trip, a **non-refundable deposit of \$200** per person must be paid/submitted. **Your spot will not be guaranteed until your deposit has been received by CANDLES.**
- Payment options:
 1. By mail to CANDLES Holocaust Museum and Education Center, Attn: Kansas City Trip, 1532 South Third Street, Terre Haute, IN 47802
 2. Call CANDLES at 812.234.7881 and pay by credit card over the phone (***Note: a 3% transaction fee will be added to all credit/debit card payments**)
 3. Complete the Credit Card Authorization Form (see page 17 of the registration packet) and mail to CANDLES (***Note: a 3% transaction fee will be added to all credit/debit card payments**)
 4. Visit CANDLES Holocaust Museum and Education Center during business hours Monday thru Saturday 9:30 am to 4:00 pm Eastern Standard Time to pay in person (**if using a credit card to pay in person then there will not be a 3% transaction fee**)
- Your full trip balance is to be **paid in full by July 5, 2021.**
- If you are registering online but mailing payment, payment should reach CANDLES within 10 days of registration.

Cancellation Policy:

- All deposits are nonrefundable
- Prior to July 5, 2021 CANDLES retains deposit but refunds all other payments, after July 5, 2021 CANDLES retains deposit and refunds 50% of remaining balance
- All merchandise sales are nonrefundable.

Guidelines for Participation (cont.)

Drug Policy:

- *The use of illegal drugs and/or underage drinking is strictly prohibited at any time.*

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.
- Trip packages are purchased as offered.

Accommodations:

- Rooms can accommodate a maximum of two (2) people. A single/private room is available on a limited basis at an additional cost of \$95 a night.
- If you are meeting the group at the Westin Hotel in Kansas City with a car, there will be an additional parking fee and CANDLES will need to be notified in advance of the need for a parking pass.

Travel Arrangements:

- Tour bus transportation through Turner Coach Buses will be provided at 35 people maximum on a 54 passenger bus from Terre Haute, IN to the Westin Hotel in Kansas City, Missouri
- Participants may choose to join the bus in Saint Louis, Missouri by meeting at the arranged time and location at the Saint Louis Lambert International Airport.
- Participants not taking the bus with CANDLES will submit their travel arrangements in advance for scheduling purposes.
- Participants not arriving and/or departing Kansas City with CANDLES are responsible for their own transportation to and from the hotel.

Media and Photos:

- All participants are asked to read and sign the CANDLES Publicity 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.