

12 Day Workshop for Kay Polk
September 25 – October 7, 2010
La Bonne Etoile, Fontaine-Fourches France
General Trip Conditions

This workshop qualifies for the expandable length benefits. The 12 day workshop price is based on the minimum participants to ensure the workshop making. As the numbers of participants increase, these savings will be passed along to the students by expanding the workshop length and benefits without increasing in cost. The Base Trip Price will stay constant. The maximum enrollment is 7 students and the maximum length of workshop is 14 days. (The addition of extra days over 14 is possible but will be expensed separately.)

****Flight arrangements should be made only after confirmation of the workshop length.*

Trip Price: Base - 3200 Euros

All rates are per person double occupancy, based on a group with 5 to 8 trip members. All rates are quoted in Euros. The final payment, 60 days before arrival, will freeze the exchange rate in US Dollars for the agreement.

Trip Price includes:

- 12 nights of lodging
- All meals, drinks, and gratuities (with the exception of lunch in Paris which will be “dutch”)
- All ground transportation costs, including airport transfers, excursions, and shuttles to lodging for off-site guests
- Instructional sessions conducted by Kay Polk
- All admissions to museums and sites
- Unlimited studio time
- En plein air excursions in the beautiful French countryside
- Studio easels and taborets
- Services of bilingual guides
- 30 hours of model fees

Trip Price does NOT include: Painting supplies, airfare, airport transfers outside of scheduled trips for group, excess baggage fees, forwarding of baggage, baggage loss, charges for inoculations, medical expenses, travel insurance, items of a personal nature such as laundry, optional trips, meals away from the group, special arrangements, airport taxes.

Reservations and payment schedule:

- To reserve a space and confirm your enrollment an initial payment of \$500.00 is due upon acceptance of this agreement.
- The second payment of \$1,000 is due within 30 days of initial enrollment.
- You will be invoiced for the balance of the trip costs and full payment is due within 60 days of arrival.
- All rates are quoted in Euros. The final payment, 60 days before arrival, will freeze the exchange rate for the agreement.
- To calculate final amount a simple formula can be used. ***Workshop price in Euros X Exchange Rate (on 60th day before arrival) LESS \$1500 from previous payments.*** An example would be 3250 Euros X 1.43 (exchange rate as of 9/07/2009) = \$4647.50 Total.....LESS \$1500 deposit = \$3147.50 Balance owed.

Payment Options:

- Payments may be made by check or money order, payable to: Kippy Hammond, PO Box 767130, Roswell, GA 30076.
- All major credit cards and PayPal are accepted.
- International wiring information will be supplied upon request.

Cancellation policy: In the event of cancellation, payment will be refunded, less the following:

- Registration fee 50.00 Euros per person.
- Less than 120 days and more than 60 days prior to arrival; 250 Euros
- Within 60 days of arrival, no refund unless there is a waiting list and place can be filled. In this case the registration fee of 50.00 Euros charge is not refundable

Travel Insurance: We do not provide travel or cancellation insurance of any kind. If you wish to purchase it on your own, most companies require that you purchase it within two weeks of the date on your check for the initial trip payment in order to get full coverage, including coverage of pre-existing medical conditions. If you are thinking of getting insurance you should find a plan and understand the conditions for payment prior to sending your deposit.

Travel insurance is available from several insurance carriers to provide protection in a variety of situations. For example, if you are unable to make the initial departure or forced to leave the trip prior to the end. Medical expense and accidental injury protection, baggage insurance and medical evacuation coverage are also available and advised.

Some participants may have travel insurance included in their normal health coverage, it is advisable to discuss this with your insurance agent. We have used, and recommended Multinational Underwriters, Inc. www.mnui.com in the past. There are many effective, inexpensive policies to be found by searching the internet under "travel insurance".

*******Special notes concerning air transportation*******

- It is advisable to wait until the workshop is confirmed before making travel arrangements unless you plan to complete a trip to France in any case during that period of time.
- In making your air travel arrangements do remember that your departure date from the states will be September 24, 2010, arriving at Charles De Gaulle Airport in Paris on September 25, 2010.
- Your departure date is October 7, 2010 from Paris, arriving in the states on the same day. *(Those staying for the extended add-on retreat will have a different departure date, but arrival in the states is always the same date as departure from Paris.)*
- Most flights into CDG airport from the states arrive in the AM. Because we will be using a commercial bus company for your shuttle, we request that you try and schedule your arrival time approximately between 9:00 and 12:00 AM and your departure in the late morning or early afternoon. With that said, be assured that whatever hour you arrive and depart, we will help arrange your transportation if you are not able to make the scheduled shuttle connection. *Airport transfers, other than the scheduled shuttle will be the participant's responsibility. 2009 prices were 90 Euros per direction.*

Flight Arrangements to Paris Charles DeGaulle Airport and return to US are the sole responsibilities of the participants. Cheaper rates may be found by flying through cities other than Paris but you need to weigh the savings by the inconvenience and hidden expenses of negotiating another airport. Direct flights to Paris from the United States are offered by Delta, American, Northwest, US Air, AirFrance, TWA, Continental. For anyone flying on frequent flyer miles, early booking is essential.

Travel Documents/Health Requirements: U.S. citizens are required to have a valid passport. If you are not a U.S. citizen, you are responsible for determining and fulfilling any visa requirements. You should begin now to obtain your passport as it can take up to five weeks to obtain and may be required at the time of airline ticket purchase. Be sure to check your existing passport dates carefully and allow yourself plenty of time to renew if necessary. Airline travel requirements are very strict on this issue. Check with the Public Health Department for current recommended or required vaccinations.

Special considerations:

- Any dietary restrictions must be discussed with La Bonne Etoile staff before registering. Concessions may result in an additional charge.
- For most of the painting locations chosen, the bus will be very close at hand. If you should choose to paint on location in Troyes, Provins, or Sens you will be expected to carry your supplies with you. Europe in general is more physical than the United States, there are required steps in the metro, train stations, and some museums.

- Unfortunately, this trip is not wheelchair accessible. La Bonne Etoile has one flight of stairs to the bedroom area as well as a stair access to the painting studio. Exceptions may be possible but only by a written understanding in advance by La Bonne Etoile staff.
- Note: There are two resident cats, for those with allergies to cats, please contact La Bonne Etoile before registration.

Responsibility: La Bonne Etoile, operator of this trip, the travel agent, trip escorts, trip organizers, sponsors and assistance act only as agents for the passengers in regard to travel whether by railroad, bus, motorcars, boats, airplanes, or animal rides and assume no liability for any injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of defect in any vehicle or through acts of default of any company or persons engaged in conveying the passengers or in carrying out the arrangements of the trip. We can accept no responsibility for losses or additional expense due to delay or changes in train or other services, sickness, weather, strikes war, quarantine, uncontrollable events or other causes such as not meeting the trip minimum. All such losses will have to be borne by the passengers as trip rates provide arrangements only for the times stated. Baggage is at owner's risk. The trip organizer accepts no responsibility for securing, handling, or possession of passports or travel documents; nor for the accuracy of information given regarding such documents. It is the responsibility of the passenger to make sure that he/she is in possession of the proper travel documents and is in compliance with the current carrier and government regulations. Right is reserved at our sole discretion to withdraw any trip, and to make any changes in the itinerary we deem necessary or desirable, and to decline to accept or retain any person as a member of the trip at any time should such person's health, mental condition, physical infirmity or general deportment impede the operation of the trip or the rights, welfare or enjoyment of other trip members. Rates, costs, and schedules are subject to change.
