



GRADWEEK

2019 TRAVEL TIPS & IMPORTANT TRAVEL INFORMATION

Getting Ready! - Make sure you have your valid passport ready! Your passport cannot expire within 6 months of your trips return date. If you are **not a U.S. Citizen** but you are a permanent legal resident, you need to contact the Bahamas Consulate for the most up-to-date requirements. Please call their office at 1 (800) 224-2627 or visit www.bahamas.com/entry-requirements. You will be denied boarding at the airport if you do not have the correct required travel documents and all charges to change your flight will be at your expense.

Packing Your Bags! - Be aware that most airlines charge to check luggage and the costs do vary so try to pack light and **visit your airline's website to see baggage fees and weight restrictions.** The enclosed flight itinerary indicates the airline you will be traveling on, flight check-in info and roommates for the trip. **Be aware of the NEW restrictions for items in your carry-on bag (i.e. – liquids, medications, etc.) by going to the TSA website at www.tsa.gov.** It is highly recommended that you make a photocopy of your passport and put your name and phone number on it and put a copy inside your checked luggage, but make sure your actual passport is in your carry on. To help you know what essentials you need to pack, check the weather in Nassau, Bahamas online a few days prior to your trip.

Themed Events:

- Stop Light – Come dressed in green if you're single, yellow if you're playing the field or red if you're taken!
- Coachella – Dress in bohemian festival inspired fashion!
- Glow Party – Throw on something bright; like neon yellow, pink, orange, lime green or even all white!

Spending Money - We recommend using debit cards and to also take a small amount of cash. US dollars are accepted and there's no need to exchange money. It's always advisable to let your bank know when you will be using your debit card outside of the US. If using credit/debit cards, please be aware that most banks charge a service fee, plus a currency conversion fee when traveling outside of the US; so, check with your bank or credit card company prior to travel. Getting around is typically done by Taxi (Uber and Lyft **do not** operate in the Bahamas) so plan to have cash on hand for this and traveling in groups is the safest and most economical way to go. How much money you take is up to you but \$350 to \$500 is recommended for souvenirs, Action Pac, transportation, and meals.

Day of Departure! - **Don't be late! You are responsible for your own transportation to the airport and must arrive at least three hours prior to your scheduled flight time.** We recommend checking the airport's website in advance for directions to the correct terminal to ensure you arrive with plenty of time. **You are required to go to the check-in counter of your listed airline to obtain your boarding pass (online check-in not available for group flights) and check-in any luggage you aren't carrying on.** You can be denied boarding if you are late and/or do not have the required documents and you will be responsible for any charges due to changes in flights. If your flight itinerary requires that you change planes in the US, you will not be required to retrieve your bags until after you arrive at your final destination (Nassau, Bahamas). When you arrive at your destination, make sure to retrieve your luggage from baggage claim and follow signs to exit the building. Look for a GradWeek Staff member wearing GradWeek shirts & ID Badges. They will direct you to the buses that will take you to your hotel. **Do Not** talk to local vendors trying to sell you a transfer. Hotel Only Packages DO NOT include the transfers, so if you are signed up for a HOTEL ONLY package you will need to arrange your own transfers.

GradWeek Staff - While our Staff is available at your destination 24/7, the Hotel Staff can help you with daily requests, like more towels, more pillows and any questions about the hotel and nearby shopping, etc. The GradWeek Staff is there to ensure the program is running smoothly, coordinate transfers for all the arrivals and departures, present the Welcome Orientation, provide a Destination Guide with area map & Action Pac event schedule, and coordinate the activities listed in the "Action Pac" as well as assist with any serious emergencies or roommate situations.

At Your Hotel - Once you arrive at your hotel, you will be given a full orientation by a GradWeek Staff member. They will explain the events that will be held during your stay and go over some basic guidelines and rules to make your trip awesome and worry free. There is an "Action Pac" flyer enclosed in your Departure Packet that lists the various events and price options as well as the application form (required to be filled out to purchase). You will be able to purchase your "Action Pac" **on-site only** at the orientation by CASH ONLY (U.S. dollars).

Please Note:

- **Breezes Hotel** – All guests are **required** to fill out and sign the enclosed **Code of Conduct & Related Guidelines Agreement Acknowledging** form and **turn it in at check-in (at the hotel).** **If under 18 years of age, a guardian signature is also required.* The hotel will not allow traveler check-in without that signed form.
- **Melia or Baha Mar (parent hotel)** - Upon check-in guests are required to place a credit card down for their room. When you place the credit card down the hotel will automatically pull an authorization amount for each day of your stay (per room) for incidentals, to ensure funds are there.

In-room Security - Once you check in to your room, we strongly recommend you **use your in-room safety deposit box** to store your documents

(passport), cash and valuables including cell phones, cameras, etc., when not being used, ensure that it is always securely locked. Take a few minutes to check that everything in your room is in good shape and in good working order. Please contact the GradWeek Staff **or** the Hotel's Front Desk personnel **immediately** if you see anything broken, damaged or not working properly, to ensure you will not be held responsible for preexisting damaged items. If the hotel reports any room or property damage from your room, all travelers in the room will be responsible for paying for those damages regardless of who in the room was at fault. **Room doors should NOT be left open and unsecured.** Please be aware that travel insurance **DOES NOT** cover you for loss of personal items such as Cell Phones. If **ANY** incidences of theft occur on-site, it **MUST be reported to the hotel first!** While GradWeek will assist with any local authorities if theft or loss occurs, we are not responsible for the cost of any cell phone replacements or other personal items. We recommend bringing your state-issued Photo ID card for identification when going out and leaving your passport in the safety deposit box.

Calling Home - Parents want to know you've arrived ok. So, a quick call, text or e-mail home to say you've arrived and to provide them with your room number is highly recommended. Not all phone companies charge the same fees when traveling outside the U.S. Contact your service provider prior to travel to find out what the charges will be if calling to/from the Bahamas, and/or if they have international texting plans available. It is very expensive to make calls from your hotel room. If you do not want to take your cell phone, the next best thing is to buy a long-distance calling card that can be accessed by any public phone.

Ahhh...Paradise! - This is your time to relax and have a good time. This does not mean you can do anything you want. All local laws are strictly enforced in and outside of the hotel, and they will not tolerate disorderly conduct, or any property damage. You will be required to pay for any damages and risk being evicted from your hotel at your own expense; no exceptions! Be smart, behave appropriately and stay safe by traveling in a group whenever leaving your hotel. **We highly recommend using the buddy system!** Please go out in groups, especially when going back to your hotel at night. Always remember that there is safety in numbers and it doesn't hurt to always tell a friend if you are leaving the hotel or event before everyone else.

Returning Home - GradWeek staff will post the time you need to be ready to board the bus for your flight home in the lobby of the student hotel (Breezes). Before you leave for the airport make sure you have checked out of your room and have paid for any incidental charges not included in your package price. Have your Travel Documents in hand to check-in at the airport. Do not bring back any alcohol if you are under 21, it's against the law in the U.S.! Make sure your luggage always gets loaded onto your bus and keep your valuables with you. GradWeek is not responsible for any items left behind. Once you've cleared Immigration and Customs in the Bahamas, your checked luggage will be automatically transfer at your connecting city and will be available for pick-up at your final destination.

How to use the Emergency Medical Coverage - Even though over 95% of our travelers never encounter any sickness or injury, it still may occur. If sickness or injury occurs that requires medical attention, GradWeek or hotel staff can direct you to the medical facility at your destination. The travel insurance plan through Travel Insured International, helps provide coverage for medical emergencies and emergency medical evacuation. **To receive assistance, you must call (toll-free from the U.S.) (800) 494-9907 or (603) 328-1707 if calling from outside of the US/Canada.** The agent will guide you through the process of how to get reimbursed for your approved medical costs up to the limits of the plan.

Policy on Alcohol Consumption - The legal drinking age in The Bahamas is 18 and many clubs require a Photo ID upon entry. GradWeek does not promote or condone the use of alcohol to its tour participants! GradWeek is aware that many events and activities in the Bahamas have alcohol and non-alcoholic beverages available. Each participant chooses for themselves whether to consume alcohol or not. All local and federal laws are strictly enforced, and you will be held responsible if caught violating those laws.

Money Wire Transfers - Should you run out of money at your destination, GradWeek provides a money wire transfer service for those students who may need additional funds on-site. This service is **only available Monday through Friday from 8:30 am-3:00 pm PST.** If you need this service, have someone in the U.S. go to our website at www.gradweek.com and print out the Wire Transfer Authorization form located under ABOUT US, then click on RESOURCES (Brochures & Forms) on our website. Please print and fill out the form completely and **EMAIL** it to info@istours.com **BEFORE 3:00 PM** Pacific Standard Time, **Monday through Friday.**

The traveler receiving the money can pick up the cash with a photo ID from our 24-hour GradWeek staff room at their hotel **after 7:00 pm** (Nassau local time). The limit is \$300 and there is a \$25 service charge per wire transfer.

Parents wishing to Contact their Son/Daughter - PLEASE READ HIGH IMPORTANCE INSERT!

Informational Documents - Please visit our website at www.gradweek.com under ABOUT US, then click on Resources (Brochures & Forms) to view all the valuable travel information and forms we provide including "Preparing for Travel" letter, Travel Tips, Destination Guides, Action Pac and Travel Protection Insurance.

Hotels:

Melia Resort Hotel

Breezes Resort & Spa

Atlantis Casino Resort

Baha Mar - Grand Hyatt

Phone Numbers and Web Sites

1 (242) 327-6000 www.melia.com/Bahamas-Nassau-Beach

1 (242) 702-8801 www.breezes.com

1 (242) 363-3000 or 1 (888) 877-7525 www.atlantisbahamas.com

1 (242) 788-8000 www.bahamar.com



SuperClubs Breezes Bahamas Resort & Spa, welcomes you to the Bahamas!

We want you to enjoy all that **Nassau** has to offer. To ensure that everyone has an enjoyable stay, the following **2019 Code of Conduct** and related guidelines must be followed by all of our guests:

- Hotel management will check all rooms prior to check-out to determine if damage has occurred. If there is no damage, all funds will be returned. If there is damage, partial refunds will occur based upon the amount and extent of damage. Room Condition Forms will be supplied to you at time of check-in. You are required to complete these forms (1 per room) and hand in to Front Desk before end of check-in day.
- The legal drinking age under Bahamian law is 18. Persons under the age of 18 will not be allowed to drink alcoholic beverages while on the property nor will they be served alcoholic beverages.
- **If you have lost your band or it is missing for any reason, you will be subject to a replacement fee of \$100.00 for the 1st band and \$200 for any others.** If your band has broken and you have it with you, the band will be replaced at no charge; **if it is broken a second time there will be a \$50 charge.**
- If anyone is found exchanging wristbands and/or giving one's 18+ wristbands to a minor, and the **under 18-year-old is found in possession** then both parties will be evicted from the property.
- **There is a \$50.00 replacement charge for any lost security box key.**
- **There is a \$15.00 replacement charge for any lost or damaged beach towel.**
- If anyone is found giving alcoholic beverages to a minor, and having received same, both parties will be evicted from the property.
- **Excessive** drinking is not permitted and will **NOT** be tolerated.
- **Room parties** are **NOT** allowed. Local ordinance limits the maximum number of people per room to 4.
- Excessive noise is not permitted particularly in guest rooms and hallways. Foul language and lewd behavior, and/ or rowdy conduct will not be tolerated and will result in eviction. It is expected that at all times your behavior will not annoy or disrupt any other hotel guest or hotel employee on property. Lack of respect for others as well as ethnic slurs is prohibited in public at all times. Physical altercations in or on the hotel grounds will result in immediate eviction. If any such actions occur, you will be escorted to your room by Security to collect your belongings, escorted off property, and NO REFUNDS WILL BE ISSUED.
- **Hotel is 100% Non-Smoking. Smoking is not permitted in guest rooms, balconies and public space (corridors/hallways). Any violation will result in a charge of \$250 per incident, per person. Please visit the smoking oasis - Grassy Mound (East Wing) or East Terrace, just off the lobby.**
- The **individuals registered in each guest room** as provided by various organizers **will be held individually and collectively financially responsible for any damages** to the furniture, fixtures, and all items within each guest room. Room is defined as all elements of the room including, but not limited to walls, windows, flooring and ceiling tiles. Each room will be inspected on departure for damaged and missing items. **It is imperative that all occupants of room are present during check-out.**
- **It is the responsibility of the guests registered to turn in the Room Condition Form to Front Desk as noted above (point 2) and to notify the reception desk of any damage found upon your arrival. You are responsible to note the date, time and person you spoke with to notify them of the damage. If forms are not turned in, hotel will assume that room is free of defects/damages.**
- Our **Housekeeping Department will ask to service your room daily between the hours of 8:00am and 4:00pm.** It is mandatory that all rooms be serviced by housekeeping staff **DAILY-NO EXCEPTIONS.** If housekeeping must spend an excessive amount of time in a particular room



due to excessive trash, floor debris, improper use of bathroom facilities, spilled beverages, smoking, or damages to your room, the appropriate charges will be applied or immediate eviction will be implemented without refund.

- Bodily Fluids (such as, but not limited to vomit and blood) may contain germs that can cause **harm, therefore, precautions, (i.e. use of protective clothing, mask, gloves) must be taken to remove/cleanup body fluids**, such removal and cleanup is subject to a charge of **\$300 - \$500 per occurrence**, based on the risk and level of cleaning. Defecation is not tolerated within the hotel proper and/or public areas will result in an automatic fine of **\$500.00 per occurrence** and possible eviction from the property.
- Any theft or removal of SuperClubs Breezes property or anyone's property without consent will result in immediate eviction and/or subject to legal action as well as payment for replacement.
- Should any vandalism of common areas of the hotel occur including but not limited to the hallways, fire stairwells, and lobby areas, the charges of repairs will be divided equally **amongst all guests** registered within your group. All guests, before departure, must then pay these charges unless the responsible parties are identified for the payment and/ or criminal prosecution.
- **Utilize your safes in your room.** SuperClubs Breezes **IS NOT** responsible for items not properly secured in the room safes provided.
- Bottled beverages **ARE NOT** to be brought on property.
- **All glassware** is prohibited from the **lobby**, beach, and pool areas at all times. Failure to abide by this safety rule will lead **to confiscation of bottles and/or glassware** and possible eviction from the property. Shoes or any type of footwear, must be worn in the dining room at all times. No wet clothing allowed.
- It is strongly requested that students **do not swim alone**. No swimming in the pool or beach after hours. The lifeguard is on duty from **9:00am-5:00pm**.
- Use of Jacuzzi and/or any pools or admittance to beach area at night are strictly prohibited.
- Other students/guests not staying at Breezes will not be allowed on property unless they purchase a day pass or evening pass, at the front desk (passes are based on availability) – ID will be required.

We hope you, and **ALL** of our guests have a memorable visit to **SuperClubs Breezes Resort & Spa**. All guests are required to sign this agreement acknowledging the terms as outlined.

Print Name: _____ Room Number: _____ Tel: _____

Signature: _____ Date : _____

PARENTAL CONSENT REQUIRED - FOR THOSE UNDER THE AGE OF 18 ONLY

Parent Print Name: _____ Student's Name: _____

Parent's Signature: _____ Tel: _____ Date: _____

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- **Atlantis Check-In:** Please be patient, the hotel will need to check in each person staying at the resort. Upon check-in, each traveler will be required to place a credit card on their room. That card will be linked to your room key for charging inside the hotel. When you place the credit card down the hotel will place an authorization on the card of \$150 for each day of your stay. ****If your student will be presenting a credit card with their parent's name and that parent is not present they will be required to fill out Atlantis's Credit Card Authorization Form online.*** The cardholder will be asked to provide an email, the guest name that matches their hotel reservation (very important they match) and the guest arrival date. **The actual cardholder must fill out the form**. If they do not, systems are in place to alert our Accounting Team. The cardholder must designate an exact amount to apply to the guest's folio. If no amount is given, the card cannot be charged, and no funds will be applied. If funds are used in their entirety, they are gone. If more funds are needed – another online form via the link will need to be filled out. Once the stay has concluded, any remaining funds will be credited back to the cardholder. Please allow 5-10 business days for the refund. **Remember that your room key now becomes just like a credit card and if you lose or misplace it then you'll need to report it to the Front Desk A.S.A.P.!**

In-room Security - Once you check in to your room, we strongly recommend you **use your in-room safety deposit box** to store your documents (passport), cash and valuables including cell phones, cameras, etc., when not being used, ensure that it is always securely locked. **Room doors**

should NOT be left open and unsecured. Please be aware that travel insurance **DOES NOT** cover you for loss of personal items such as Cell Phones. If **ANY** incidences of theft occur on-site, it **MUST be reported to the hotel first** and while GradWeek will assist with any local authorities if theft or loss occurs, we are not responsible for the cost of any cell phone replacements. We recommend bringing your state-issued Photo ID card for identification when going out and leaving your passport in the safety deposit box. Take a few minutes to check that everything in your room is in good shape and in good working order. Please contact the GradWeek Staff or the Hotel's Front Desk personnel **immediately** if you see anything broken, damaged or not working properly, to ensure you will not be held responsible for pre-existing damaged items. If the hotel reports any room or property damage from your room, all travelers in the room will be responsible for paying for those damages regardless of who in the room was at fault.

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Eating at the Atlantis on a Budget - There are several restaurants that offer reasonably priced food within the Atlantis hotel and in the Marina area. Below you'll find a few suggested low cost restaurants/café's:

- **Breakfast** - Starbucks (location: Hotel) & Dunkin Donuts (location: Marina - Paradise Shopping Plaza)
- **Lunch and/or Dinner** - Murry's Deli (sandwiches – location: Hotel), Marina Pizza (by slice or whole - location: Marina), Viola (a short walk past the hotel's Beach Tower, and Jimmy Buffett's Margaritaville (near the bridge and The Green Parrot).

Returning Home - GradWeek staff will post the time you need to be ready to board the bus for your flight home in the lobby of the student hotel. Before you leave for the airport make sure you have checked out of your room and have paid for any incidental charges not included in your package price. Have your Travel Documents in hand to check-in at the airport. Do not bring back any alcohol if you are under 21, it's against the law in the U.S.! Make sure your luggage always gets loaded on your bus and keep your valuables with you. Once you've cleared Immigration and Customs in the Bahamas, your checked luggage will be automatically transferred at your connecting city and will be available for pick-up at your final destination.

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The traveler receiving the money can pick up the cash with a photo ID from our 24-hour GradWeek staff room at their hotel **after 7:00 pm** (Nassau local time). The limit is \$300 and there is a \$25 service charge per wire transfer.

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Hotels:

Melia Resort Hotel
Breezes Resort & Spa
Atlantis Casino Resort

Phone Numbers and Web Sites

1 (242) 327-6000 www.melia.com/en/hotels/bahamas/nassau
1 (242) 702-8801 www.breezes.com
1 (242) 363-3000 or 1 (888) 877-7525 www.atlantisbahamas.com

***THE ONLINE FORM MUST BE SUBMITTED TO THE ATLANTIS PRIOR TO YOUR ARRIVAL!**

STEP #1

Credit Card Authorization Link

*The hotel can no longer accept written or electronic/typed credit card forms in person, over email or via fax per PCI Compliance. All guests using 3rd party credit cards MUST use the link below.

<http://www.sertifiguidedapi.com/InSessionSigning.aspx?id=9eea1374-d21d-4c23-8544-4f43e6293232>

Note: This online form is only required if your student will be using a card NOT in their name at the hotel and the owner of that card is NOT there with them.

STEP #3

- The cardholder must complete the following fields: FROM, GROUP NAME (must be entered as International Student Tours), ARRIVAL DATE, DEPARTURE DATE, AUTHORIZATION AMOUNT, SIGNATURE, then click on SUBMIT HERE to be taken to card information screen (step #4).

*The cardholder must designate an exact amount to apply to the guest's folio (5-night stay is a minimum if \$750 (\$150 per day)). If no amount is given, the card cannot be charged, and no funds will be applied.

STEP #2

- The cardholder will be asked to provide an email, the guest name that matches their hotel reservation (very important they match) and the guest arrival date.

*The actual cardholder must fill out the form. If they do not, systems are in place to alert our Accounting Team.

STEP #4

*If funds are used in their entirety, they are gone. If more funds are needed – another online form via the link will need to be filled out. Once the stay has concluded, any remaining funds will be credited back to the cardholder. Please allow 5-10 business days for the refund.

Helpful Tip:
If you would like to confirm that the hotel has received your online form. Please email them at – Group.Acct-Advance@AtlantisParadise.com
**No calls to the hotel please, as they have requested emails only.*