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April 6, 2018

## International Municipal Lawyers Association Israel Trip PROPOSAL

Dear Steven and Ben,

Below please find our price estimate based on the program provided (V3).  
Please see the following pages for a more detailed explanation and notes.

### RATES



<b>PARTICIPANTS</b>	<b>PER PERSON FEE</b> <i>(based on sharing a room)</i>
<b>15-19</b>	<b>\$4,287</b>
<b>20-24</b>	<b>\$3,937</b>
<b>25-29</b>	<b>\$3,659</b>
Single Supplement Per Person	<b>\$838</b>



SERVICE	WHAT'S INCLUDED
Hotels	<ul style="list-style-type: none"><li>· 2 nights at The Dan Panorama, Tel Aviv// November 25 – 27, 2018</li><li>· 2 nights at Galilion Hotel, Galilee// November 27 – 28, 2018</li><li>· 3 nights at Mount Zion Hotel, Jerusalem// November 28 – December 1<sup>st</sup>, 2018</li><li>· Porterage at all hotels</li></ul>
Meals	<ul style="list-style-type: none"><li>· 3 Private Breakfasts// November 26, 30 &amp; December 1<sup>st</sup>, 2018</li><li>· 3 Breakfasts at Hotels// November 27 – 29, 2018</li><li>· 7 lunches// November 25 – December 1<sup>st</sup>, 2018</li><li>· 6 dinners// November 25 – December 1<sup>st</sup>, 2018</li><li>· Dinner on November 29, 2018 is not included</li></ul>
Speakers	<ul style="list-style-type: none"><li>· Dr. Ian Stern// November 26, 2018 [<i>pending confirmation</i>]</li><li>· David Kreizelman// November 27, 2018 [<i>pending confirmation</i>]</li><li>· Prof. Reuven Hazan// November 29, 2018 [<i>pending confirmation</i>]</li><li>· Dr. Tal Becker// November 30, 2018 [<i>pending confirmation</i>]</li><li>· Dr. Khalil Shikaki// December 1<sup>st</sup>, 2018 [<i>pending confirmation</i>]</li></ul>
Sites and Activities	<ul style="list-style-type: none"><li>· Jaffa, Neve Tzedek, Independence Hall, Alfei Menashe, Mt. Bental, Mount of Olives, City of David, Temple Mount, Dome of the Rock, Al Aqsa Mosque, Old City Holy Sites, Yad Vashem, Tasting Tour Machane Yehuda Market, Quest for Peace, Bethlehem [<i>optional</i>], Masada (including cable car round-trip), Lunch &amp; Swim Dead Sea</li></ul>
Transportation and Logistics	<ul style="list-style-type: none"><li>· VIP Airport Assistance on arrival and departure (for the whole group arriving and departing on the same flight)// November 25, 2018 – December 1<sup>st</sup>, 2018</li><li>· Airport Transfers to and from the hotel (for the whole group arriving and departing on the same flight)// November 25, 2018 – December 1<sup>st</sup>, 2018</li><li>· 7 Days of a Luxury Bus (up to 49 seats)// November 25, 2018 – December 1<sup>st</sup>, 2018</li><li>· Security Team on the day the group is going to: - Temple Mount// November 29, 2018</li></ul>
Guide	<ul style="list-style-type: none"><li>· 7 Days of a Licensed Expert English Speaking Guide// November 25, 2018 – December 1<sup>st</sup>, 2018</li></ul>



## Israel Seminar

### PLEASE NOTE

- All rates are based on a minimum number of 20 participants (other than where noted)
- Rates are per person, based on sharing a room, unless single supplement is added for a single room
- Single occupancy rooms should not exceed 20% of the total number of rooms. Any additional single rooms will be charged at the rate of a double room.
- Based upon the final booking and confirmation, there may be slight changes in the final budget
- One free participant sharing a double room will be added to every 20 fully paying participants (maximum 4 free)
- Hotels are subject to space availability upon confirmation of services

### RATES EXCLUDE

- Alcohol at meals. Can be added for a supplemental price.
- Meetings with the following speakers/organizations:
  - Israel Bar Association, Sharon Afek & Daniel Reisner// November 26, 2018 [pending confirmation]
  - Federation of Local Authorities & IDC Law School Representatives// November 27, 2018 [pending confirmation]
  - IDF Officer & Speaker from Municipality - Embassy// November 28, 2018 [pending confirmation]
  - Daphne Barak, Ayelet Shaked & Avishai Mandelblit// November 29, 2018 [pending confirmation]
- Cocktail parties, Private Venues, or Events
- Meetings, programs, and speakers not specified above
- Private meeting rooms
- Flights to and from Israel
- Travel or health insurance
- Gratuities (recommendations below)
- Early check in or late check out from hotels (may be added for a supplemental fee)
- Supplement for VIP airport assistance arriving/departing on a separate flight (up to 6 people on the same flight): \$155
- Supplement for transportation from Ben Gurion airport to Hotel in Tel Aviv for participants arriving on a separate flight (up to 6 people on the same flight): \$85
- Supplement for transportation from Hotel in Jerusalem to Ben Gurion airport for participants departing on a separate flight (up to 6 people on the same flight): \$168
- Any other services than what is mentioned above
- Any pre-arrival or extension services. Israel Seminar is happy to provide these upon request

### IMPORTANT DATES

- Rates are valid for 15 days from date of proposal
- \$300 per person deposit is due upon acceptance of the program to confirm hotels, guide and program, and no later than **April 20, 2018**
- Full payment is due 90 days prior to arrival on **August 25, 2018**



## TERMS & CONDITIONS

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### TERMS OF PAYMENT

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- An initial \$300 deposit pp is required upon acceptance of the program (non-refundable)
- Full payment is required in US dollars (\$) 90 days prior to arrival
- Payments can be made via bank transfer or credit card (Visa, MasterCard or American Express)
- Credit card payments require an additional 3.5% service charge
- Wire transfers can be made to:

**Beneficiary Name:** Israel Seminar USA, Inc.  
**ABA/ Number:** 026009593  
**Bank** Bank of America  
**Account number** 4460 3714 9996  
**Swift code** BOFAUS3N  
**Bank address** BANK OF AMERICA, 8511 Georgia Ave, Silver Spring MD, 20910

### CANCELLATION POLICY

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Any request for cancellations and refunds must be submitted in writing to Israel Seminar’s office. Any cancellation of guiding days, a specific program or activity while you are in Israel will not be refunded. **Non-refundable deposits are final and not subject to the timeline below.**

Cancellation fees apply regardless of the reason, including medical and family matters. We highly encourage you to register for comprehensive travel insurance that will cover unexpected cancellations.

REFUNDABLE AMOUNT	NOTIFICATION PRIOR TO ARRIVAL
100% refund	>91 days
75% refund	90-31 days
50% refund	30-15 days
No refunds	<14 days



## PRACTICAL INFO

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### TOURING DAYS

Each touring day is limited to ten hours (ending by 6:30pm) and 200 km. Any overtime or extra kilometers will result in an additional charge.

### HOTELS IN ISRAEL

- Check in is usually between 2:00 – 3:00 pm
- Check out is usually between 11:00 am – 12:00 pm
- Check in on Saturdays may only be two hours after sundown due to Sabbath observance
- Guaranteed early check-in or late check-out may involve a supplemental charge

### PASSPORTS & VISAS

Passengers are responsible for ensuring that they have the proper travel documents and **MUST CHECK** with the respective consulates or visa agencies to determine whether visas or passports are required. **Passports must be valid for six months AFTER the date you are scheduled to return home from the trip to Israel.**

Upon entering Israel, you will be issued a stamped form with a 3-month visa. Please keep this form with you, as you may be required to present it at hotel check in, any car-rental, bank affairs, visits to Knesset or other official visits.

### TIPPING

The following guidelines are for your reference, although tipping is always at your discretion:

SERVICE	SUGGESTED AMOUNT PER DAY
Guide driving a private vehicle, up to 6 passengers	\$140 - \$170 per touring day in total
Group of 7-9 passengers in a mini-van with a separate driver	Guide: \$120 - \$150 Driver: \$100 - \$120
For groups of 10-19 passengers	Guide: \$14 per participant Driver: \$10 per participant
For groups of 20+ passengers	Guide: \$10 per participant Driver: \$8 per participant
For a hostess who is included in the package	\$8 per participant for the hostess or a minimum of \$100 per touring day in total
Security guard and/or a youth counselor	\$5 per participant per security guard and/or per youth counselor



## Israel Seminar

### LUGGAGE

Please note that vehicles in Israel can generally accommodate for approximately one large suitcase & carry-on per person, and a personal bag for each person. If you expect to have more luggage, there may be a supplemental charge for luggage transfer.

### ISRAEL TAX REGULATIONS

Please note the prices above are for incoming tourists only. Israeli citizens are subject to V.A.T. charges and therefore will be charged this over and above the prices listed above. VAT charges are strictly enforced by all hotels, and all guests holding Israeli citizenship, even those with dual citizenship/passports both for individual travelers and for those part of a group, invited local guests, will be charged VAT. If this information is not provided in advance, and the hotels charge for VAT, this amount will be added to the final bill. In the event that Israeli law changes, and VAT is applied to all touring services, the accounting will be updated.

### RESPONSIBILITY

The Israel Seminar Ltd. (hereinafter called the Tour Operators), act only as an agent for the various companies, owners or contractors providing the means of transportation, accommodation and other services. All exchange orders, coupons and tickets are offered subject to the Terms and Conditions under which such services are offered or provided. The issuance and acceptance of such tickets shall be deemed to be consent to the further conditions that the Tour Operators shall not be in any way liable for injury, damage, loss, accident, delay or irregularity in any vehicle, or through the acts or defaults of any company or person engaged in conveying the passenger/s or of any hotel proprietor, personnel or servant otherwise in connection therewith.

The transportation companies concerned are not to be held responsible for any act, omission or event during the time passengers are not on board their conveyances. The Israel Seminar does not assume responsibility for airlines, or hotels overbooking, cancellations, or delays. The Israel Seminar is not responsible for any delay, damages, costs, and injury sustained by a tour participant arising from, caused by, or related to, any circumstances of Force Majeure, including without limitation, fire, war, act of God, weather conditions, civil unrest, acts of criminality or terrorism, strike, governmental action, or any other circumstances beyond our control. When same arises, we will use our efforts or ask our service and accommodation providers to use their efforts to make necessary accommodation with respect to same, as may be reasonable under the circumstances.

The Israel Seminar reserves the right to withdraw any tour or change any touring services or accommodations and to make such alterations as may be found desirable for the proper carrying out of the tours. In the event it becomes necessary or advisable in our or our supplier's discretion to alter the arrangements or the itineraries for the tour participant's comfort, welfare or safety, such alternations can be made without penalty to us or the service provider. The right is reserved to decline to accept or retain any person as a member of any group at any time. The issuance and acceptance by the tour participant of any documents in connection with a tour is considered acceptance by the tour participant of this condition.

Thank you,

**Michelle Lellouche**  
Senior Travel Architect  
Israel Seminar