



Group Reservations: 1-800-433-5368
Monday - Friday, 8:00 a.m. - 6:30 p.m. CST

Group Travel Agreement for METHACTON HS BASEBALL

Address:

METHACTON HIGH SCHOOL
1005 KRIEBEL MILL RD
EAGLEVILLE, PA 19403

Confirmation Number: ICZ4EH

Deposit Due: \$814.00 on 11/11/2011

Number of Seats Booked: 25

Email Address: PSPIEWAK@METHACTON.ORG

HOW TO COMPLETE YOUR GROUP RESERVATION:

Thank you for choosing Southwest Airlines for your Group Travel needs. Now that you have booked your flight(s), please complete the following three steps to secure your fare and finalize your reservation.

Step 1: Read this Travel Agreement and the enclosed Group Travel Policies.

Call Group Reservations immediately if you have any questions about your itinerary or fares.

Step 2: Submit Deposit and a copy of this signed Travel Agreement. (Instructions on enclosed Group Travel Policies)

Deposit Amount: \$814.00

Due Date: Nov 11, 2011 (NO EXTENSIONS)

Step 3: Submit Final Payment and Passenger Names. (Instructions on enclosed Group Travel Policies)

Final Payment Amount: \$7,321.00

Due Date: Feb 16, 2012 (NO EXTENSIONS)

Please Note: Your Group Reservation will cancel without notice if the above due dates are not met. Southwest Airlines is not responsible for delayed, lost, or misdirected mail, e-mails, or faxes.

Group Tickets are flight and date specific and cannot be used or exchanged for travel on other flights.

FLIGHT ITINERARY:

Date	Flight #	City Pair	Time	Stops
1-Apr-2012	390	PHL/MCO	930P-1155P	Nonstop
6-Apr-2012	525	MCO/PHL	600P-825P	Nonstop

PER-PERSON FARES:

Quantity	Travel Date	From	To	Fare Basis	One-Way Fare & Tax	PFC*	Security Fee*	Total One-Way
25	1 Apr 2012	PHL	MCO	MYAUGNR2	\$117.70	\$4.50	\$2.50	\$124.70
7	6 Apr 2012	MCO	PHL	WYA7GNR2	\$175.70	\$4.50	\$2.50	\$182.70
18	6 Apr 2012	MCO	PHL	HYA7GNR2	\$200.70	\$4.50	\$2.50	\$207.70
Group Total Price*:								\$8,135.00

*Includes Passenger Facility Charges (PFCs) and government-imposed September 11th Security Fees in effect as of the date of this Agreement. Fares are subject to new PFCs and any applicable taxes or fees that may be imposed or changed prior to ticket purchase.

PER-PERSON FARE RULES:

MYAUGNR2 Nonrefundable once purchased; no upgrade, downgrade, standby or changes/exchanges allowed.

WYA7GNR2 Nonrefundable once purchased; no upgrade, downgrade, standby or changes/exchanges allowed.

HYA7GNR2 Nonrefundable once purchased; no upgrade, downgrade, standby or changes/exchanges allowed.

SIGN & KEEP A COPY FOR YOUR RECORDS:

I have read and agree to the terms and conditions specified in the Southwest Airlines Group Travel Policies and Travel Agreement.

NAME: _____

SIGNATURE: _____ DATE: _____

Southwest Airlines Group Travel Policies

This document contains our Group Travel Policies as well as step-by-step instructions on how to complete your Group Reservation. **Please note: You will receive paper tickets via second-day air mail after final payment is received.**

Deposit and Final Payment amounts can be verified by e-mailing GroupTravel@wnco.com or by calling 214-792-4658.

Step 1: Read the enclosed Travel Agreement and the following Group Travel Policies.

**Step 2: Submit Deposit WITH a copy of signed Travel Agreement.
(Credit Cards are NOT accepted for Deposits)**

– *How to Submit Deposit & Travel Agreement:*

(Mail to one of the following addresses)

For U.S. Mail:

(Allow 15 Business Days to Arrive)

Southwest Airlines
P.O. Box 97617
Dallas, TX 75397

For Trackable Delivery Services:

(Recommended if Due Date is Near)

SWA Group LockBox 97617
TX1-0006
14800 Frye Rd
Fort Worth, TX 76155

– *Forms of Payment for Deposit:*

(Make Checks & Money Orders payable to Southwest Airlines)

Accepted:

-Cashier's Check
-Money Order
-Approved Travel Agency Check

Not Accepted:

-Credit Cards
-Ticketless Travel Credits
-Rapid Rewards Awards
-Personal, Business, or Organization Checks

– *Deposit Policies:*

- Deposits are refundable up until final payment due date (unless otherwise noted at time of booking).
- Deposits cannot be applied toward other Group or individual travel reservations.

**Step 3: Submit Final Payment in full and Passenger Names. ← Both items due on same date.
(Tickets cannot be issued until we have received both items)**

– *How to Submit Final Payment:*

- If paying by Credit Card, you have two options:
 - 1) If you have already submitted a complete name list, you may call 214-792-4658 to pay over the phone.
 - 2) You may fax a completed Letter of Authorization (LOA) to 214-792-4793. (The LOA will be e-mailed to you 30 days before your final payment is due.)
- If paying by Check or Money Order, please make payable to Southwest Airlines, and include your confirmation number. Mail to one of the addresses noted above.

– *Forms of Payment for Final Payment:*

Accepted:

-Credit Card
-Cashier's Check
-Money Order
-Approved Travel Agency Check

Not Accepted:

-Ticketless Travel Credits
-Rapid Rewards Awards
-Personal, Business, or Organization Checks

– *Final Payment Policies:*

- We are unable to accept multiple forms of payment. If you have a daily limit on your credit or debit card, please ensure your bank has released the funds prior to submitting your final payment.

- Deposits are refundable if your Group cancels by the final payment due date. Itinerary changes are not allowed.
- *How to Submit Passenger Names:*
 - You have two options to submit names:
 - 1) Option 1 (Recommended): Fill out the Excel Name Template customized for your reservation, and email it to GroupTravel@wnco.com. (Your customized Excel Name Template will be e-mailed to you 30 days before your Final Payment due date.)
 - 2) Option 2: If you do not have Excel, you may e-mail GroupTravel@wnco.com using this order and format:
 - Passenger's Rapid Rewards Number, Last Name, First Name, Middle Name, Suffix, Birth Month, Birth Date, Birth Year, Gender, Redress Number (if applicable)
 - **Format Example: 4848080, Doe, John, Thomas, Sr, 6, 20, 1987, M**
- *Passenger Name Policies:*
 - The Transportation Security Administration (TSA) has implemented a new program called Secure Flight which is intended to enhance the security of commercial air travel. Under Secure Flight, **airlines are now required to ask traveling passengers for their full legal name as it appears on the government-issued photo ID they intend to travel with, along with their date of birth, gender and redress number (if applicable).**
 - Please note: Passengers will not receive a boarding pass or be able to travel until the appropriate data is collected. To learn more, please go to...
http://southwest.com/travel_center/tsa_secureflight.html.
 - All seat reservations for which names are not provided by the Final Due Date will be cancelled.

Other Group Travel Policies

Passenger Name Change Policies

- Request name changes by calling Group Reservations during business hours at 1-800-433-5368 up to 72 hours prior to departure.
- Present Group Tickets for which names are to be changed at the Southwest Airlines Ticket Counter on the first day of travel.
- Arrive at the airport at least two (2) hours before scheduled departure to allow sufficient time for ticket name changes.

Group Increase/Decrease Policies

Before Ticketing: Call Group Reservations during business hours at 1-800-433-5368.

- **Increases:** Fares may vary for additions to the Group and are based on availability of seats.
- **Decreases:** If you reduce to fewer than 10 people, your guaranteed Group fares and the Travel Agreement will be cancelled.
 - Those still planning to travel should book their individual reservations on southwest.com or by calling 1-800-435-9792. Fares may be higher based on availability of seats.

After Ticketing:

- **Increases:** Once your Group is ticketed, we cannot increase the number of Group Travelers.
 - Individual reservations can be made on **southwest.com** or by calling 1-800-435-9792. Fares may be higher based on availability of seats.
- **Decreases:** Once Group Tickets are purchased, specific refund and other restrictions may apply, as stated in the Travel Agreement under Per-Person Fare Rules and on the face of the tickets.

Online Checkin for Groups

- Boarding positions may be reserved in advance for your Group by checking in at southwest.com/groups within 24 hours prior to departure.
- Each Customer is required to individually present their paper ticket at the Ticket Counter or curbside (where available) in order to obtain a boarding pass. If you do not present your paper ticket upon checking in, you will be required to purchase a new ticket at the available and applicable fare.
- Learn more at southwest.com/groups

Miscellaneous Policies

- Ticketless Travel is not yet available for Group Travel. Group Travelers will receive paper tickets, which must be presented on the day of travel. If you do not present your paper ticket upon checking in, you will be required to purchase a new ticket at the available and applicable fare.
- Transportation provided under the Travel Agreement is subject to the terms and conditions of the Southwest Airlines *Contract of Carriage*.
- Check southwest.com or call Group Reservations at 1-800-433-5368 for current airport and policy information.
- Baggage limitations, checkin times, and airport policies are subject to change at any time.
- EarlyBird Check-in™ and Express Bag Drop are not eligible for Group itineraries.

Changes to Rapid Reward Credits Policies

As a valued Southwest Airlines Group Travel Program Customer, we wanted to make you aware of a change to the Group Travel Program.

Effective **December 31, 2010**, the Southwest Airlines Group Travel Program will discontinue offering Rapid Rewards credit for Group Travel itineraries. Members traveling as part of a Group Travel itinerary booked prior to **December 31, 2010** will earn Rapid Rewards credit; however, Rapid Rewards credit will not be issued for Group Travel itineraries booked after **December 31, 2010**.

Despite this change, there are still many ways to earn as a Rapid Rewards Member, both in the air and on the ground! Just visit southwest.com for information about Rapid Rewards.

We apologize for any inconvenience and look forward to seeing you onboard soon!

We know you have a choice in flying, and we appreciate your choosing Southwest Airlines for your Group Travel needs.