

São Paulo, March 31<sup>th</sup>, 2014.

To the British School of São Paulo - St. Paul's  
Under the care of Mr. Joshua Bolland

Chão Nosso Cultural Field Trips is an enterprise register at EMBRATUR under the number 26.02.5541.10.0001-9 and CNPJ number 73043689/0001-05 brings the proposal to:

**THE CULTURAL FIELD TRIP TO MOSCOW AND ST. PETERSBURG  
FROM OCTOBER 01<sup>st</sup> UNTIL OCTOBER 10<sup>th</sup>, 2014**



**A | Program**

**1<sup>ST</sup> DAY -OCTOBER 01<sup>st</sup>**

- 12h15- Bus departure from School to Guarulhos Internal Airport
- 13h15 - Check in
- 16h15- We will take the flight **BA 246** to Moscow (it will stop at London)

**2<sup>ND</sup> DAY -OCTOBER 02<sup>nd</sup>**

- 15h35- Arrival at Moscow at Moscovo Domodedovo Airport (local time)
- 15h50 - Transfer to hotel by private executive bus
- 16h30 - Check in, room distribution and rest
- 18h30 - Meet at the hotel lobby
- 19h00 - Dinner at hotel
- 20h00 - Walk around the hotel area to recognize location
- 21h00 - Meeting about the next day
- 22h00 - Bed time

**3<sup>RD</sup> DAY -OCTOBER 03<sup>rd</sup>**

- 07h30 - Wake up call/ Bank Time
- 08h00 - Breakfast
- 09h00 - Departure to Kremlin and Armoury Tour
- 09h30 - Visit Kremlin and Armoury Tour
- 12h00 - Lunch
- 13h00 - Departure to Contemporary History Museum
- 13h30 - Guided Visit to Contemporary History Museum
- 17h00 - Return to Hotel
- 19h00 - Dinner at hotel
- 20h30 - Meeting about the next day
- 21h00 - Possible evening activity (not included)
- 23h00 - Bed Time



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## 4<sup>TH</sup> DAY - OCTOBER 04<sup>TH</sup>

07h30 - Wake up call/ Bank Time  
08h00 - Breakfast  
09h30 - Guided visit to Lenin's Mausoleum  
11h00 - Moscow Sightseeing Tour  
12h30 - Lunch time on Old Arbat Street  
13h30 - Departure to Cosmonaut Museum  
14h00 - Guided visit to Cosmonaut Museum  
17h00 - Back to hotel  
19h00 - Dinner near hotel  
20h30 - Meeting about the next day  
21h00 - Possible evening activity (not included)  
23h00 - Bed Time

## 5<sup>TH</sup> DAY - OCTOBER 05<sup>TH</sup>

07h30 - Wake up  
08h00 - Breakfast/finish packing move luggage to a room/ Bank Time - Check out  
09h00 - Guided visit to Moscow Metro  
12h30 - Lunch  
13h30 - Sightseeing  
14h14 - Visit the Cold War Bunker  
18h00 - Dinner near Red Square area  
20h00 - Visit the Red Square  
21h30 - Get the train.  
22h10 - Night train to St. Petersburg

## 6<sup>TH</sup> DAY - OCTOBER 06<sup>TH</sup>

06h00 - Arrive St. Petersburg  
07h00 - Breakfast in town  
08h00 - Transfer to hotel / leave luggage in a room  
09h00 - St. Petersburg sightseeing tour  
12h00 - Lunch on Nevsky Prospekt  
14h00 - Transfer to Hotel  
17h00 - Check in  
19h00 - Dinner at hotel  
20h30 - Meeting about the next day  
21h00 - Bed Time

## 7<sup>TH</sup> DAY - OCTOBER 07<sup>TH</sup>

07h30 - Wake up  
08h00 - Breakfast/ Bank Time  
09h00 - Departure to Peter & Paul Fortress  
10h00 - Prisons Tour  
12h30 - Lunch time in the area  
13h30 - Guided Visit to Yusupov Palace  
17h00 - Back to Hotel  
19h00 - Dinner Time  
20h30 - Meeting about the next day



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21h00 - Possible evening activity (not included)

23h00 - Bed Time

**8<sup>th</sup> DAY -OCTOBER 08<sup>th</sup>**

07h30 -Wake up

08h00 -Breakfast/ Bank Time

09h00 - Departure to Hermitage

10h00 - Visit the Hermitage

12h30 - Lunch time in the area

13h00 - Guided visit to Political History Musuem or Aurora Cruiser or Park

17h00 - Back to Hotel

19h00 - Dinner Time

20h30 - Meeting about the next day

21h00 - Possible evening activity (not included)

23h00 - Bed Time

**9<sup>TH</sup> DAY -OCTOBER 09<sup>th</sup>**

07h30 - Wake up

08h00 -Breakfast and check out

09h00 - Departure to WWII Memorial and Catherine's Palace

12h00 - WWII Memorial visit

13h00 - Lunch time and departure to airport

16h55 - Departure to London on flight BA 879

17h25 - Arrive on Heathrow - London

21h50 - Departure to Guarulhos on flight BA 247

**10<sup>th</sup> DAY - OCTOBER 10<sup>TH</sup>**

05h20 - Arrive at São Paulo International Airport (Guarulhos)

**B | What's Included In Your Tour Price**

- ✓ Russian visa group invitation and visa support letter
- ✓ British airways Flight São Paulo - London - Moscow
- ✓ British airways flight St Petersburg - London - São Paulo
- ✓ Airport transfers upon arrival and departure with your local guide
- ✓ Experienced local guides in Moscow and St Petersburg for all your excursions
- ✓ Transportation to all scheduled activities by coach fitted with seat belts
- ✓ Coach at your disposal each evening if required
- ✓ Overnight train between Moscow and St Petersburg, 4 berths
- ✓ Additional berths on night train to avoid students sharing with strangers
- ✓ 6 nights accommodation in **twin rooms** for students and in **single rooms** for teachers in 3 or 4 star hotels
- ✓ Hotel registration fee in St Petersburg
- ✓ Breakfasts and dinners daily
- ✓ Free staff places as outlined above

**In Moscow**



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- ✓ Comprehensive guided sightseeing tour of Moscow, including Red Square and other sites
- ✓ Lenin's Mausoleum (closed Mondays and Fridays)
- ✓ Kremlin guided tour, including visit inside 1 cathedral
- ✓ Armoury guided tour
- ✓ Contemporary History Museum guided tour
- ✓ Cold War Bunker guided tour
- ✓ Cosmonaut Museum guided tour
- ✓ Moscow Metro tour

### **In St Petersburg**

- ✓ Comprehensive St Petersburg city sightseeing tour
- ✓ Peter and Paul Fortress guided tour, including Prisons
- ✓ Hermitage guided tour
- ✓ Yusupov Palace guided tour, including Rasputin exhibition
- ✓ Memorial to the Heroic Defenders of Leningrad visit
- ✓ Excursion to village of Pushkin and guided tour of Catherine's Palace

### **C | What's Not Included**

- Visas
- trip cancellation/interruption or baggage insurance
- Lunches
- Gratuities for Tour Manager, local guides and drivers (see section on gratuities below)
- Tickets for evening activities such as ballet, opera, circus, folklore show and sporting events.

### **D | INFORMATION IMPORTANT**

#### **Accommodation**

Students will be roomed in twins. Some hotels will add a rollaway bed to a twin to make a triple if necessary, but other hotels refuse to do this and therefore students may have to stay in singles. Adults will be accommodated in single rooms.

#### **Overnight Train**

Carriages on the overnight train are made up of 9 compartments with 4 beds in each. We will automatically purchase the remaining seats in compartments so that students are not sharing with strangers. The cost of this is included in the quote.

#### **Coach Transportation In Russia**

Coaches are fitted with seat belts. Students should wear the seat belts whenever they are in the coach. The maximum seating capacity per coach is generally around 50 in Russia.

#### **Tour Manager**

A Tour Manager will accompany the group throughout the tour and stay at the same hotels as the group and travel on the overnight train. Tour Managers are an extra pair of hands, available to assist in any way necessary to ensure a smooth travel experience for the group.

#### **Passports**



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Participants must have a valid passport, which does not expire earlier than 6 months after the date of the return from Russia. There should be at least 2 blank pages to allow space for the visa. Any student going on the trip must check their passports and apply for a new one if necessary as soon as possible.

### Visas

Russian visas will be sourced in Sao Paulo. Group invitation and voucher will be provided free of charge. Visa prices vary according to nationality. Visas can take up to 3 weeks to process and your passports will be required for the duration, so please be aware of this when applying.

### Latest Travel Advice

For the latest travel advice from the Foreign and Commonwealth Office please visit [www.fco.gov.uk](http://www.fco.gov.uk)

For up-to-date information on healthcare abroad, see [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers)

### Gratuity Guideline

We ask that students recognize the service they receive from their Tour Manager, local guides and drivers by tipping them appropriately. As an approximate guideline they should allow, per person per day, £0.50-£1.00 for your driver, £1-£3 for your guide and £2-£4 for your Tour Manager.

### Special Requests

We will always do our best to accommodate any special requests and you should notify us of them on the booking form, or in writing as soon as they are known. However it may not always be possible and there may be additional costs involved.

## E | Price and installments

GBP 3.550,00 (Three thousand five hundred and fifty pounds) per pupil paying for a minimum of 12 pupils until 24 pupils.

GBP 3.200,00 (Two thousand pounds) per pupil paying for a minimum of 25 until 34 pupils.

Boarding taxes: GBP 150,00 (to be pay in the first installment - that is today's price)

There is a minimum of 10 and maximum of 25 pupils for this quote.

## F | Ways of payment and inscription:

All payments must be pay by INVOICE issue by ChãoNosso to the **RESPONSIBLE FOR PAYING**.

The family responsible for the pupil must choose a **RESPONSIBLE FOR PAYMENT** and fulfill the following information:

- Full Name
- CPF
- E-mail
- Address
- Residential phone
- Cell phone
- Work phone
- Payment option (single payment or 5 installments)

The invoice will be send to the e-mail above.

The ratio Real/ Sterling will be defined on the day we send the invoice to the responsible for payment. We use the BANK RENDIMENTO ([www.cotacaoontime.com.br](http://www.cotacaoontime.com.br)) for the GBP value reference (because is the bank we use to transfer the money to our suppliers).

**F.1. In one installment of GBP 3.450,00 (GBP 100,00 of discount in the total price)**

- April 28<sup>th</sup>, 2014

**F.2. In 5 installments of GBP 710,00 without interest on the days:**

- April 28<sup>th</sup>, 2014.
- May 28<sup>th</sup>, 2014.
- June 28<sup>th</sup>, 2014.
- July 28<sup>th</sup>, 2014.
- August 28<sup>th</sup>, 2014.

**G | Obligations of St. Paul's School and Parents**

- Copy of the Authorization to travel signed by both Guardians and notarized for those under 18.
- Russian Visa, each family is responsible for taking the visa at the Russian Embassy.
- Complete list of pupils and teachers with first and last name.
- Date of birth of each participant.
- Passport number of each participant and a valid date.
- CPF number of the participant or the guardian(for insurance purpose).

**H | Contracted Party's Duties (Chão Nosso)**

- To provide all details about the itinerary as well as to make feasible all the services and activities outlined and required by the Contracting Party and featured in the Work Proposal.
- To inform the Contracting Party of adjustments and possible changes caused by acts of God.
- To supply the Medical Record and Trip Authorization forms as well any other authorization forms that may be required.
- To supply the arrangement of rooms and beds to accommodate the participants.
- To inform the School of all students who have actually boarded soon after the departure.
- To inform the School, at the departure time, about the final program and the telephone numbers of the place where the group will be throughout the event.

**I | General conditions**

- The services have been reserved.
- Chão Nosso Viagens Culturais e Turismo Limited states that it acts as a commission agent between passengers and suppliers (transport companies, hotels, restaurants, ships and other agent of rendering services) and cannot be hold responsible for any flaws or mistakes made by them. We also state that, in case of any inconvenient caused by flaws related to the suppliers hired by us, we will do everything in our power to assure that the trip will be carried out within the best quality standards.
- Chão Nosso Viagens Culturais e Turismo Limited reserve the right to change the itinerary and the program due to nature reason, acts of God or anything else that may put the passengers safety at risk. Customers will be informed of the changes provided there is reasonable time.
- Prices are subject to change without previous warning before closing the deal



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- When applicable, prices are subject to availability in the respective airfare classes.

## **J | Cancellation and refund**

Cancellation and refund fees are submitted to the specific conditions of suppliers or to resolution act n°. 161 of August 9<sup>th</sup> 1985 of EMBRATUR (as listed below):

- Refund of 90% for cancellations up to 31 days before the beginning the trip.
- Refund of 80% for cancellations between 21 and 30 days before the beginning the trip.
- Refund of 50% for cancellations between 07 and 20 days before the beginning the trip.
- No refund will be possible for cancellations made less than 07 days before the beginning of the trip.

Each cancellation case will be evaluated individually.