



URBANA INTERNATIONAL LLC
We Bridge the Gap Between Vision and Reality

December 28, 2013

Dear Fellow Travelers,

Urbana International, LLC is hosting a trip to the **Cape Town Jazz Festival in South Africa, March 24th through April 6th 2014**. I have provided some of the requirements below and attached an itinerary of the trip for your convenience. **(No Shots/Vaccinations are required for the trip.)**

The Cost of the Trip is \$3800 per person double occupancy. This includes airfare from JFK to and within South Africa, tours, Jazz Festival Tickets, hotel accommodations, breakfast, ground transfers and transportation, taxes and gratuities. Lunches and dinners are not included (they are cheap in South Africa and you will have variety of great food from which to choose).

If you are interested in attending the Cape Town Jazz Festival please follow the directions below:

1. Please fill out the Booking Registration Form attached to the bottom of this letter and mail it along with a check in the minimum amount of **\$200 (Two Hundred Dollars US)** made payable to **Urbana International, LLC** as a deposit by **January 17, 2014** to:

**Urbana International, LLC
200 Federal Street, Suite 238
Camden, New Jersey 08103**

The deposit is necessary to secure the airfare. **Therefore, the deposit is non-refundable once the seats are secured. Future payments can be made through PayPal or by Check.**

2. Scan and email me a copy of the first page of your passports showing your:
 - a. Full Name
 - b. Date of Birth
 - c. Passport Number
 - d. Issuing Country
 - e. Expiration Date

PLEASE NOTE: A valid passports for this trip requires that:

- (1) It **does not expire** before September 6, 2014; and
- (2) It **MUST** have a minimum of 4 **BLANK PAGES** in it upon departure from the US; or
- (3) If either of the 2 requirements are not met or you do not have a passport you do not have a passport.

3. Email Airline Accommodations
 - a. Special Meal Request
 - b. Special/Disability Accommodation Request
4. Email Any Frequent Flyer Account

**Waterfront Technology Center
200 Federal Street, Suite 238
Camden, New Jersey 08103
267.283.0178**

- a. Airline
- b. Frequent Flyer Account Number

Please email the requested information in 2 through 4 to me at felix.james@urbanaintl.com.

Per Person Payment Schedule:

January 17, 2014	Minimum \$200.00 deposit due
February 5, 2014	50% of Balance due \$1800.00; and Items 2 through 4 above.
February 24, 2014	Balance due \$1800.00

If you have any questions please feel free to email or call me 908.400.3636

Thank you,



Felix James

PLEASE NOTE: Additional information will follow via email.

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Cape Town 2014 Jazz Festival Booking Registration Form
(1st Traveler)

First Name: _____ Last Name: _____

Address

Street: _____, State: _____ Zip Code: _____

Phone Number: (____) _____ - _____ (Best Number to contact you)

Email: _____

(2nd Traveler if needed)

First Name: _____ Last Name: _____

Address

Street: _____, State: _____ Zip Code: _____

Phone Number: (____) _____ - _____ (Best Number to contact you)

Email: _____

(2 people to a form please)

Please mail this form along with your check deposit (minimum of \$200.00 per person) to:

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