

# **GTN/CARNIVAL RULES AND PROCEDURES**

## **LUGGAGE TAGS**

Your baggage tags will be ordered when you pre-register on-line prior to your cruise and will have your cabin number printed on them. Please place the luggage tags on your luggage before arriving at the pier. If you are flying, place your luggage tags on prior to checking your luggage at the airport. Depending on your instruments, you may receive separate tags for those instruments. When you arrive at the pier, two things will happen: a Group Travel Network escort will meet your group AND a porter will take your luggage as you unload it from your motor coaches. A tip of \$1.00 per bag is customary and is not included. You will not see your bags again until you arrive at your cabin. The ships porters will place them outside of your door or inside your cabin. Please note: once inside the terminal, the use of cameras, cell phones or any other electronic device in the building will be subject to loss of the device and/or arrest.

Do NOT pack travel documents within checked luggage. Please keep them in hand or easily accessible in a carry-on.

## **CARRY-ON ITEMS**

Although your group will be able to board the ship rather quickly, your luggage may take several hours to arrive in your cabin. With this in mind, we highly suggest that any items needed immediately upon boarding the ship be carried on with each individual. Items you may want to carry on include sunscreen, all electronics (cell phones, cameras, iPods, laptops, etc.), change of clothes (swimsuits, shorts, sandals, comfortable clothing), any required medication, etc.

## **MANDATORY MEETINGS**

Once onboard the ship, there are several MANDATORY meetings that the group must attend. This includes the Lifeboat Drill and the Welcome Aboard Orientation and Debarkation/Awards Ceremony. Specific meeting times and locations will be announced prior to departure.

## **ONBOARD EXPENSE ACCOUNT (Sail & Sign Card)**

**No cash is exchanged on the ship.** All transactions are made with your ship's boarding Sail & Sign pass. This is also your room key! Upon boarding the ship, you may need to put down a cash deposit on your Sail & Sign pass. Students may be required to open the account with a minimum of \$50.00 and adults a minimum of \$100.00.

All minors' Sail & Sign accounts need to be opened by an adult escorting the group. They can impose a folio limit within each of those folios. Each folio will only be able to see their own purchases. Only the adult responsible for the account will be able to see everyone's purchases. During check-in, embarkation personnel will open the account with the chaperone as the responsible party and the minors will have spending privilege. Each minor will apply their monies and folio spending limits will be set.

Carnival does accept credits cards belonging to a non-sailing individual. A copy of the authorization form is located in the "Forms" section of this guide. This form will need to be filled out and printed. At embarkation, the guest will need to present:

- The completed Letter of Authorization for Use of a Credit Card by Third Party/Guest-the signature on the letter of Authorization must match the signature on the back of the credit card.
- A legible copy of the non-sailing individual's credit card with signature (both sides-front and back). It is not required for the guest to carry the physical credit card with them onboard.
- A legible copy of the non-sailing individual's government issued photo ID with signature (example: driver's license).

- If a balance is owed at the end of the trip, this must be settled before the individual can leave the ship. If there is any money left over in the account, the refund will be returned in the same form of payment as was made for the initial deposit. You must go to guest relations prior to leaving the ship to completely settle the account. If cash was used to open the account and you do not go to guest relations to settle the account: an overage greater than \$10.00 will be refunded via check mailed within 7 days after the cruise and overages less than \$10.00 will be donated to St. Jude's Children's Hospital.

## **PRE-REGISTRATION**

- When you receive your booking and cabin number, you can then proceed to pre-registration. To expedite check-in, each member of your group should pre-register online by visiting the Carnival Cruise Line website at [www.carnival.com](http://www.carnival.com). In order to register online, you will need your individual Booking (Reservation) Number displayed on the rooming list and your identification information.
- Minors may not be able to complete the check in process, and that is completely fine. Please complete as much of the check-in process as possible, and the rest will be done upon arrival at the port.

## **Embarkation**

- When you arrive at the port and are ready to go through check in, please group together by cabin. All passengers staying in the same cabin must stand together and check in at the same time.

## **BOTTOMLESS BUBBLES:**

- Soft drinks are not included and can cost \$2.00 - \$3.00 per individual drink. You can purchase a Bottomless Bubble and save some money. Rates vary by length of cruise and can be checked on Carnival's website: [www.carnival.com](http://www.carnival.com).

## **STUDENT RULES:**

- The consumption of alcohol by students throughout the trip is strictly forbidden regardless of the student's age. Each ship has a casino, which is open only while at sea and students are not allowed to gamble regardless of age. These policies are strictly enforced regardless of whether or not the group leaders agree with them. Student safety always comes first.

## **WHAT TO WEAR:**

- Jeans or T-shirts are not allowed in the main dining room at night. During the daytime, dress in the dining room is informal. You must wear shoes in the dining room at all times and sandals are accepted. For evenings, count on 3 basic types of attire:
- Informal/Casual –Ladies: dress pants, casual dresses or skirt and blouse – Men: dress pants, polo shirts, open collar shirt without a tie
- Formal – Ladies: some young ladies wear prom dresses, any dressy Sunday dress or semi-formal or formal dress – Men: suit and tie, dress slacks, sport coat and tie or a tuxedo
- Semi-formal – Dress is similar to formal night but not as quite formal. Men should wear a jacket and tie. Ladies may wear dress pants or summer dresses.
- 5 night cruises include one formal night and the rest casual.

## **24 HOUR MEDICAL SUPERVISION**

- Should any medical attention be required, Carnival has fully licensed doctors and nurses onboard every ship who are available 24 hours a day. A professional fee will be charged for any medical treatments or medications that may be prescribed. Carnival does NOT accept any medical insurance carriers. Once you arrive home, you are responsible to contact your individual company.

## **Onboard Teen Clubs**

- Students can register for the Circle C (12-14 yrs) & Club O2 (15-17 yrs) onboard teen clubs. Students in all-minor cabins cannot register online, however, the registration form can be found in the “Forms” section of this guide. Completion of this form prior to embarkation will streamline the process once onboard. The student will be able to present the completed form upon arrival at their respective teen club. If the students wait until they are onboard, his/her chaperone may fill out and sign the paperwork for him/her instead of a parent. Both sides of the form must be completed with signatures. Carnival is very strict with the teen club ages and will only allow those students within that age range inside of the clubs. That is, no 18 year old students will be permitted inside of these teen clubs.

## **DEBARKATION AND CHECK – OUT PROCEDURES:**

- It is highly recommended that chaperones or cabin captains check all student rooms and cabins upon checkout to be certain that NO items are left behind. Group Travel Network holds no responsibility for any items left behind.
- The night before debarkation, you will be given color-coded baggage tags to place on your baggage and you will be asked to place your baggage outside of the door of your cabin for pick-up by your porter before 10 pm. Be sure NOT to the items you will need for your last day. You will also have a US Customs Debarkation Form that will be filled out at the group debarkation meeting. Please make sure you have this in hand, along with your passport and Sail & Sign pass when leaving the ship.
- The next morning, your luggage will be waiting in the customs hall in that number area. Pick up your bags and proceed when you have been directed to. If you do not see your luggage, please tell your Festivals At Sea Representative and they will help you to locate it. DO NOT LEAVE the customs hall without your luggage. You will not be able to re-enter!