SCHOOL GROUP TOUR BOOKING FORM

NAILE Education Program
November 12, 14, 15 & 18-21, 2013
Kentucky Exposition Center
Louisville, KY

Please print or type. Please read School Group Tour Booking Information sheet before completing.
DEADLINE: October 25, 2013

Contact Teacher ________________________________________________________________

Teacher(s) ________________________________________________________________
(please include first and last names of all teachers that will be participating in the field trip)

School ________________________________________________________________

School Mailing Address ________________________________________________________

City, State, ZIP ____________________________ County _________________________

School Telephone ( ) ____________________________ FAX ( ) ________________________

E-mail ____________________________________________ Cell Phone ( ) ______________
(In case of questions regarding the tour and in the event that a child gets separated from your group, we like to have a number where the contact teacher can be reached on the day of the trip.)

Date Tour Requested – 1st Choice __________________ 2nd Choice __________________
(Dates Available: November 12th, 14th, 15th, 18th, 19th, 20th, 21st)

Number of Students ___________ Grade(s) of students __________________
Number of Teachers/Chaperones ___________ (Required adult:student ratio is at least 1:8)

Time of arrival to Freedom Hall bus drop-off point (EDT) _________________________
How many buses will your school bring? __________________________
Will the buses be staying on the grounds? Yes________ No________
Departure/bus pick-up time (EDT) __________________________

Will your group be eating lunch while at the NAILE? Yes__________ No________
Indicate if you have a preferred lunch time here:____________________________

How did you hear about the NAILE Education Program? Previous visits_______ Web site_______
Word of mouth_________ School/district newsletter/publication_________ Other_________
If publication or other, please specify:
SCHOOL GROUP BOOKING INFO

NAILE Education Program

November 12, 14, 15 & 18-21, 2013
Kentucky Exposition Center
Louisville, KY

Please read the following before completing the Booking Form. Return the Form only, keeping this information sheet for future reference.

1. NAILE field trip tours take place November 12, 14, 15 and 18-21, 2013. You must mail or fax the Booking Form or book online by October 25, 2013. After October 25th, call or email to determine best late purchase options.

2. Standard tour starting times are 9:00, 9:30, 10:00, 10:30, 11:00, 11:30, Noon and 12:30 (EST). If your group is larger than 40 students, they will be split into two groups and will leave for an escorted visit to the cattle barn area at 5-10 minute intervals. For example, if your school brings 80 students, the first group of 40 leaves at 9:00, and the next group of 40 leaves between 9:05 and 9:10.

3. Tour dates and times are assigned on a first-come, first-served basis according to receipt of your reservation form and payment. Should your requested date and time be fully booked when we receive your form, you will be notified as to available, alternative times via email.

4. Discount admission fees apply to school groups booked and confirmed in advance only. This discounted admission is $2.00 per student, teachers or chaperones accompanying your group. Any additional guests are subject to regular gate admission charges.

5. If a check does not accompany your Booking Form, you will be invoiced for the total admission fees for your group. Please Note: An additional $8 parking fee per vehicle must be paid at KEC gates the day of your visit and should not be included in your pre-payment check.

6. A maximum number of school tour tickets will be sold on each field trip day, to provide the best experience possible for all participating students. We will make every effort to accommodate your request, but please be sure to include your 1st and 2nd Choice on the Booking Form. For first choice of days, please book early, the earlier you return the form the more likely you will be to receive your 1st Choice.

7. Please make sure that the email address that you have included on your booking form is current and functioning. All correspondence will be handled through email communication, excluding your tickets and planning packet. Receipt of your Booking Form will be acknowledged as soon as possible, and you will be tentatively booked for your tour at this time.

8. Tickets will be mailed in mid-October. A planning packet with maps, school group rules, schedules, information and curriculum materials (if you request them in printed form) will also be sent at this time.

9. The NAILE is a large place with large crowds. Please schedule as many chaperones as possible. Plan to divide the group into smaller groups of 5-10 students accompanied by at least one adult when taking the self-guided part of your trip. Some specially scheduled activities may allow the entire group to attend at one time; others may accommodate smaller groups only.

10. Guides will escort your school group through the cattle barns and to Freedom Hall. Your visit through the educational exhibits, show rings and South Wing barn areas is self-guided, so that you can tour and visit at your own pace.

Your contact: Bryan Blair
NAILE Education Program
P.O. Box 36367
Louisville, KY 40233
Telephone: (502) 367-5212
Fax: (502) 367-5259
Email: bblair@ksfb.ky.gov
Website: www.livestockexpo.org