

GENERAL INFORMATION DOWNLOAD

Welcome to the Fitness Pro Travel professional exchange team. You have been selected to join an elite group of experts in your field to bring knowledge, experience, quality and creativity to the guests of our special selection of all-inclusive resorts. If you have just purchased a working vacation selection please review and return the final page with the appropriate information completed. We must receive this page from you by mail or fax no less than two months before your travel dates.

When traveling to tropical and temperate zones, there is inherent danger of certain tropical type illnesses such as malaria, yellow fever, and certain types of intestinal disorders such as dysentery (aka: Montezuma's revenge). Check with your local health professional and/or review the CDC website -www.cdc.gov/travel/-

If you cannot travel or need to change the dates, please contact us as soon as possible so we can cover the vacated session. Failure to do this will revoke your chances to travel in the future. There are change/cancellation fees that will be applied for any changes in location or dates. These fees are based upon the amount of notice provided. Visit our "Terms and Conditions" page on the website for further information. Note that any change or cancellation within three months of scheduled session will receive \$0.00 refund or credit.

DOCUMENTATION

1. To travel the Caribbean, you will need a passport. As of January 2007, all travelers must possess a valid passport when traveling to the Caribbean.
2. For Brazil you will need a passport and a tourist visa if you are an American or Canadian citizen. Most other countries are waived from this requirement. You apply for the visa through the Brazilian Consulate in your area. If you are an American citizen contact the Brazilian Embassy at www.brasilemb.org and if you are Canadian contact www.brastoronto.org for Toronto and for Montreal call 514-499-0968.
3. **On the immigration form and the visa application be sure to mark the box for vacation. Do NOT mark business or business/pleasure.** You will be escorted out of the country immediately if you mark business or business/pleasure. It is against the law in most areas for foreigners to seek gainful employment and even though we are not being paid and not breaking the law some gate agents might not see it that way.

YOUR COSTS

1. You are responsible for your airfare. You should purchase your flights as soon as possible to arrive and depart any time on **Sunday**.
2. The administrative fee is charged to you at the time of on-line session purchase. Gift fund may be purchased at checkout for certain properties, or specific gift(s) brought directly to the resort. If bringing specific gifts, you will be given a short list of items when you speak with your contact person before leaving for your stay. These gifts will be valued at \$150 for gifts brought to resort. Contact information will come with your final confirmation. On-line gift fund purchases have a fee of \$100-\$150 depending upon the particular resort. We will work with the resorts to provide gifts with a monthly total pool of monies.

3. Your traveling companion(s) should arrive the same day and time as you and if they are coming later, arrangements will have to be made for transfer service. Excess days before or after your Sunday to Sunday session will have to be scheduled by contacting customer service at our office 859-341-0830.

BEFORE YOU LEAVE you are required to:

1. Make flyers with your picture and a general idea of the classes you will be teaching to take with you. Your completed account provides the facility advanced notice of your skills, biography, and photo. You may find they have already posted your information based on their ability to view your Fitness Pro Travel account basic information. You can let them decide which copy they choose to utilize.
2. Ensure you have received and possess the hard copy resort confirmation sent to you from us through the US Mail service. This confirmation form is the specific document required to present at the resort. Email notices are primarily informational

The resorts are all-inclusive so all of your food, drinks, and resort activities, as well as other amenities are included at no additional cost and you will be staying in the same accommodations as regular paying guests. The positive exchange for you the professional is this all-inclusive setting with normal pricing ranging from \$200 to \$500 per night per person.

ARRIVAL

- Once you arrive at the airport and have passed customs, proceed to ground transportation. You should have your final confirmation letter with you in case they need verification.

Jamaica

Once you arrive at the airport and have passed customs, proceed to ground transportation. A van or bus will take you to your resort. If you are going to Negril you can opt for a charter air service instead of the complimentary van shuttle. Call Timair at 876-952-2516 and ask for the Fit Bodies, Inc. special rate even if traveling for one of our other affiliate exchange providers. You must arrive well before dark to be able to utilize this service.

**Rose Hall Country Club & Spa and Holiday Inn Sunspree do not provide transfer service - use taxi.

**Point Village Resort requires payment for transfer service. Utilize "Tropical Tours" at the airport. Fees are \$40 round trip per adult and \$20 round trip per child.

**Ritz-Carlton also does not provide transfer service. Check in at the Ritz-Carlton area in airport to schedule transfers which are \$40 per person round trip.

(Montego Bay, Airport)

Bahamas

Once you arrive at the airport and have passed customs, proceed to ground transportation. (Nassau, Airport)

Curacao

Once you arrive at the airport and have passed customs, proceed to ground transportation. (Willemstad, Airport)

Brazil

Breezes Costa do Sauipe - When you arrive in Salvador there is a VIP waiting area for Costa do Sauipe guests and you will be called when the shuttle is ready to leave. (Salvador, Airport)

Dominican Republic

Transfers to and from the resort are available for both Breezes Puerto Plata and Barcelo Punta Cana.

Mexico

Transfers from the airport are not included for any guests at the El Dorado. Transfers may be arranged via web site: Lomas Travel www.lomas-travel.com They run approximately \$43.00 each way for bus, private car is also available for additional charge.

UPON ARRIVAL AT THE RESORT

1. Check in with your contact person immediately. If you cannot locate them please leave a message including your room number.
2. There is a very slight chance that you will be asked to move off property to sleep during your visit. This is VERY RARE and is avoided at all costs, but if it does happen you will be at an adjacent property or provided transportation whenever needed. All your activities, meals, etc will still be at your appointed hotel.
3. You will not be providing your specialty services the day you arrive.
4. You will meet your contact person or the entertainment director first thing Monday morning. If you did not purchase the "gift fund" or the particular resort does not participate in the fund, you can deliver the gift at that time.
5. Be involved. You are considered staff even though you are staying in the guest quarters. You are a star. Join in the games and activities as often as you can to help spark interest and meet potential participants. You will also gain the respect of the resort management and staff.
6. Keep in mind the value of your accommodations as well as the value other guests have paid full price for. You are staying at resorts that cost the average consumer anywhere from \$200 per person to over \$500 per person per night.
7. Be professional while providing your service and act only within your scope of practice. After that... Enjoy your vacation.

CUSTOMER HOSPITALITY

You will be evaluated during your stay on the following important aspects of service. The hotel management will prepare the evaluation and provide Fitness **Pro** Travel with the results.

Your conduct and that of your guest(s) is expected to be professional and in compliance to the guidelines of this document as well as the terms and conditions as posted on the Fitness Pro Travel website. Failure to show up for a scheduled class, or act in accordance to these guidelines will result in banishment from the program and possible invoice from the hotel for full payment at the regular rack rate.

- Punctuality – be early and stay at least 20 minutes if no one shows
- Performance – judged by guest comment cards and/or resort pro's
- Appearance – dress professionally during class time or gym time
- Safety – be aware of the guest and the multilevel abilities
- Involvement – get involved with hotel activities
- Staff interaction – follow directions, work well with staff
- Guest interaction – get to know the guests, promote yourself, Fitness **Pro** Travel, and the resort
- Number of participants – You are a portion of the entertainment staff providing service to the resort's paying guests. Classes will be conducted whether there is one person in attendance or capacity for a safe program in the resort setting provided.

GROUP FITNESS and YOGA INSTRUCTORS

1. Get the schedule from your contact person as soon as possible. You may change the format to suit your class style but the class times are not to be changed.
2. Familiarize yourself with the fitness area, stereo and equipment.
3. Arrive at the class location 10 minutes before and stay until 20 minutes after the start time if no one shows up to take the class.
4. Prepare to teach a multi-level class, since your participants tend to be everything from someone who has never exercised, to the person who is always in the front row of her class. Keep it simple, safe and fun.
5. Promote your own classes and you must teach even if one person shows up to take the class. Check the activities board or handout to be sure the classes are listed.
6. You will teach a maximum of 3 hours per day.
7. The heat, humidity, dehydration from drinking and sunbathing can create problems if the intensity levels are too high. Be prepared to take your usual intensity levels down a few notches.
8. Be prepared to teach AQUA class (less yoga inst). You do not need to be certified in aqua fitness to teach this format. You may teach in or out of the water and facilities that offer aqua at their nude pool are optional, depending upon the instructors comfort level. You may teach this class with your suit on.
9. Yoga Instructors for nearly all resorts are interchangeable with Pilates Instructors. Therefore a professional with a Pilates certification can purchase any listed Yoga sessions. Except: The El Dorado Seaside ONLY accepts instructors with a Yoga certification.

PERSONAL TRAINERS

1. You will be asked to be in the gym for consultations, assistance, and general training. The scheduled times are advertised on activities sheets and boards but you will want to promote yourself as well.
2. You can work out when no one is in the gym during your scheduled time on duty but be sure to help those who need assistance at any time during the session.
3. Notify staff personnel of any needed supplies such as towels, water or cups. Please help to keep the gym clean and organized.
4. It is also your responsibility to be certain guests are following the gym rules and should ask them to leave if they are not properly clothed (sneakers, shirt, shorts/pants) or destructive to equipment. Rules are posted on the gym walls for verification.

TENNIS/SQUASH INSTRUCTORS

1. Qualified tennis instructors will be USPTA certified teaching pro's or college/high school coaches with a minimum of 5 years or more experience. Our tennis professionals work a maximum of 3 hours per day, normally split between an 8:00am session and a 4:00pm session.
2. All tennis pros take to the resort 1 case of new unopened balls along with 1 racquet per week. Gift fund purchase is not an option with this specialty.
3. The tennis pro is encouraged to meet with the guests at the beginning of the week and set up clinics or lessons depending on the number of participants that will be playing. Each resort has a resident staff pro, with our visiting pro filling in where needed.

MASSAGE THERAPIST / HAIR STYLISTS / NAIL TECHNICIANS

1. Qualified practitioners will be licensed in their specialty, with a minimum of 5 years practical experience.
2. Practitioners should be versed in more than one specialty technique. Techniques practiced should be added to your account bio.
3. You will be asked to educate the licensed staff at the resort. Cumulative hours will not exceed 20 total for the week. Sessions may be conducted for a maximum of 3 hours per day or two full days, leaving the remainder of the week as free time.
4. These programs are not regularly offered with our resorts, but are requested from time to time. We will contact those in our database with details as requests are made.

GENERAL INFORMATION

The sun is intense in these parts of the world so be sure to include sunscreen, hats, beach shoes and sunglasses when you pack your bag.

Casual clothing is in order for most of the day and evening. Some properties require gentlemen to wear a jacket for dinner and trousers at some of the fine dining restaurants at the resorts. Check with your contact about theme nights.

Food and water is safe to consume everywhere. In Brazil they provide unlimited bottled water for you so do not drink the tap water. It is safe to drink in the other Caribbean resorts.

You are not encouraged to travel alone outside the security of the resorts, especially ladies. The Costa do Sauipe area is secure outside of the resort. This is not to say it is unsafe and dangerous just take the usual precautions you would in any foreign country.

You are a guest so enjoy yourself. Be professional during your class or session, work with the schedule presented to you, but the remainder of the time, relax and take advantage of the fun that can be had at the resorts.

Additional information on Brazil: The native language is Portuguese and a translation book would be helpful. The management staff does speak English and several other staff that has nametags with the American flag also speaks English. The staff is always quick to provide a translator when needed. You should change your money when you arrive in Brazil. Voltage is 220. The hotel can provide converters and there is a hairdryer in the rooms.

The Fitness Pro Travel utilizes automatic responders and web based contact generation technology for the benefit of you, the pro, the resort, as well as ourselves. If you have not received the response email following your account creation or after a working vacation order, please check your spam folder as AOL, Yahoo, and others will recognize web based email generation as spam until you designate an address not to be. We encourage you to designate email from our site (info@fitnessprotravel.com) as non spam.

Make it a Great Day!
Fitness **Pro** Travel
Fit Bodies, Inc.
Fit to Travel
Teams

FLIGHT INFORMATION

Name: _____ FPT Order # _____

Date: _____

Location: _____

Arrival Carrier _____

Arrival Flight Number _____

Arrival date and time _____

Arrival Airport _____

Guest Name(s) & Ages _____

Departure Carrier _____

Departure Flight Number _____

Departure Airport _____

Departure date and time _____

Please send copies of itinerary or tickets with this form.

Mail to:

Fitness Pro Travel
PO Box 17225, Covington, KY 41017
Fax: 859-341-2956
email: info@fitnessprotravel.com