

## **KJ Tour Director Program**

### **Terms and Conditions**

The following agreement is hereby entered into by:

Name (Print) : \_\_\_\_\_

Date: \_\_\_\_\_

Hereinafter referred to as "Tour Director" **AND**

**KJ International Corporation DBA KJ International Tours**, hereinafter referred to as "KJ", of 1311 Kapiolani Blvd., Suite 210, Honolulu, Hawaii 96814

\*Tour members/clients refer to travelers in a tour group or traveling members

## **GENERAL TERMS AND CONDITIONS**

Tour Director and KJ agree as follows:

### **1. Release, Indemnity, and Assumption of Risk:**

- This agreement covers all events and occurrences associated but not limited to the pre-trip meeting(s), during travel, meals, lodging, and post-trip report.
- Any concerns about health or ability to participate are the sole responsibility of the Tour Director, and such matters need to be addressed to a physician before deciding to participate.
- Tour Director assumes the risk that unexpected events may occur and result in harm, injury or illness and any property damage/stolen while participating in or observing the activities during travels.
- Tour Director indemnifies KJ for any harm, damage or stolen property associated with the Tour Director's participation, observation, or travel.
- Tour Director consents to the provision of emergency medical treatment to the extent that the treatment is necessary for the medical opinion of the doctor rendering the treatment.

### **2. Personal Information / Photographs / Videos / Audios Release:**

- Tour Director must consent KJ to verify any information provided by the Tour Director such as but not limited to previous employment references, travel history, etc.
- Personal information only within the description provided by the Tour Director, shall be used and shared to the public. Tour Director is required to include any special skills and personal interests that may be relevant for the Tour Director to be traveling with the tour group.
- A brief biography or description, (about 100-130 words) about the Tour Director and needs to be written by the Tour Director to create a personal page to share to the public.
- The Tour Director may be asked by KJ to voluntarily share personal, social media, direct links, and contact information from the tour details page.
- Any personal photos, video/audio recordings from a KJ tour shared by a Tour Director, are granted with full compliance for the use and release by KJ for promotions of the tour

package(s) but not limited to via website, social media, TV commercials, print materials, etc. KJ has the rights to use such content at KJ's discretion.

### **3. KJ Duties and Responsibilities:**

- KJ is the primary producer of all escorted tour packages and platforms of which it is introduced and made available to the public. KJ shall coordinate all reservations, requests made by the client(s), bookings, and payments included in the tour package.
- The Tour Director is not authorized to collect any payments associated with the tour package and reservations made for travels from the clients unless given authorization by KJ.
- KJ is responsible for reservation, bookings, and payment of travel services not limited to flights, hotels, activities, and meals of Tour Director's travel expenses.
- KJ shall facilitate all communication between the clients regarding the tour package and services.
- KJ shall supply local assets such as emergency contacts, guides, drivers to support the Tour Director with travel arrangements made for the tour group.
- KJ shall notify the Tour Director of trip confirmation with a minimum group of travelers at least 30 days before the trip start date. Bookings for Tour Director's flights and hotels are made during the 30 days. In some cases and circumstances, flight carrier and hotel arrangements may NOT be the same as tour members in the group.

### **4. Tour Director Duties and Responsibilities:**

- **Provide travel date(s)** OR date range in which travel is allowed for Tour Director to participate.
  - Change of scheduled travel date is allowed only if there is no confirmed tour group up to 45 days of the trip start date.
  - **Qualified Destinations:** The Tour Director is qualified for duty to the destinations previously traveled by the Tour Director. Layovers are not counted as places of visit.
  - KJ shall provide tour package details for the Tour Director to review and confirm before it is introduced to the public.
- **Training and Review** are mandatory for Tour Director to proceed in accompanying the group designated for travel. Training and Review may take about an hour and video recorded for playback. Video conferencing is available if and when in-person training schedule conflicts.
- **Trip Briefing** is offered to the tour members and will commence within 30 days of trip start date. During Trip Briefing, the Tour Director is allowed to meet with the tour members and become familiar with the group before the trip.
- **Safeguard Information:** Tour Director on duty is provided with information of travelers and cost of services such as activities, and meals provided in the package. The Tour Director is responsible for safeguarding the details and is NOT authorized to share such information provided from KJ.
- **During Trip,** The Tour Director must be punctual and presentable during all scheduled activities. Details included as such:
  - Dress code must be appropriate and presentable during the scheduled activities. Slippers are not allowed during any activities due to safety concerns, and comfortable walking shoes are recommended. Tour Director is required to wear KJ supplied uniforms such as staff vest, or hat during the scheduled activities.
  - Any missed transfers such as flights, ground transfers, train rides for scheduled commute due to Tour Director's delay shall be on the Tour Director's own expense.
  - Compensation may be adjusted if a tour schedule was affected due to Tour Director's delay in meeting with the group on scheduled activities.

- Tour Director must keep track of the daily schedule and communicate with local guide and driver with any changes that may result due to unforeseen circumstances, weather, and traffic.
- Assisting tour members is a priority. Tour Director is expected to be cordial in finding solutions to any concerns regarding services provided during the trip. Communicating with tour members for feedback is recommended.
- Communication platforms such as KakaoTalk, Line, and WhatsApp is recommended to use for the Tour Director on duty. A pocket WiFi rental is included during the trip and paid for by KJ. If and when WiFi connection does not allow communication between Tour Director and KJ, the Tour Director is granted to use his/her personal phone and KJ will reimburse for long distance call(s) made.
- In circumstances where the quality of service during the tour is affected by unforeseen events (e.g. such as a sudden shortage of an arranged meal by a providing host), the Tour Director may use a discretionary purchase or payment to better serve tour members when seemed appropriate. All purchase or payment made to upkeep quality for the clients must be approved by KJ before any transaction takes place. A receipt of purchase must be kept for records and presented after the trip. KJ company credit card will be given to the Tour Director on duty for making such payments along with petty cash in the amount set by KJ. The number of credit cards is limited, and some purchases may exceed the cash amount provided. In such a case, the Tour Director may need to use his/her credit card to make a payment on behalf of KJ. (See Number 6, Reimbursement for guidelines.)
- Photo/video and journaling on scheduled activities are mandatory for the Tour Director. This is to keep track of all services and events completed. Entries would include tasks completed with/without issues, how issues were resolved, and etc.
- Group photos of tour members must be taken during the trip using a destination as a background. Ideally outdoors, as in-door shots of common areas may not show where the group was.
- Tour Director is required to provide reviews of local guides, drivers, and activities during the trip. A questionnaire shall be provided by KJ for Tour Director to utilize.
- **Trip Report** is a final report after the trip is completed. The report needs to provide a daily photo/video journal and any receipts of approved purchases. KJ shall provide a standardized format for reviews and daily photo/video journal in which the Tour Director can utilize. After the Trip Report, compensations, reimbursements if required, shall be paid by KJ to the Tour Director.

## **5. Compensation**

A Request for Taxpayer Identification Number and Certificate (W-9) Form need to be completed to make payments to the Tour Director. KJ shall provide the Form 1099 at the beginning of the following year to the Tour Director for IRS annual tax return.

- KJ has the right to withhold compensation until the job/trip has been completed and duties by the Tour Director meets the service standards set by KJ. Service standards shall be noted during Training & Review session.
- Special Skills Compensation are designated for Tour Director's that are fluent in the language that is used at the destination(s). An oral exam may be implemented to confirm the Tour Director's knowledge and level. Additional pay for bilingual Tour Director is \$300 per trip.
- Bonus: After a job well done and with tour members' review, Tour Director shall receive additional pay. The amount shall vary at KJ's discretion.

- Commission Earnings: Tour Director is welcome to reserve traveler(s) for any of KJ tour packages. The commission may vary by tour and minimum commission is \$50 per traveler.
- Variations by Countries / Destinations: Japan and Singapore may be adjusted due to higher travel expense for this region. KJ shall note the compensation amount before the trip is offered to the public.
- Variations by Number of Travelers: Most destinations are offered with a minimum of 14 traveling members in a group. However, Japan may require a minimum of 16 travelers for the tour to operate.

Compensation Chart is a basic reference to a payment made to the Tour Director when the job/ trip is completed. Compensation may be adjusted with notice by KJ to the Tour Director when the tour group is set.

Travelers in Group	7-8 Day Tour	9-10 Day Tour	11-12 Day Tour	13-14 Day Tour
14 - 16	\$1,500	\$1,800	\$2,100	\$2,400
17 - 19	\$1,800	\$2,100	\$2,400	\$2,700
20 - 22	\$2,100	\$2,400	\$2,700	\$3,000
23 - 25	\$2,400	\$2,700	\$3,000	\$3,300
26 or more	\$2,600	\$2,900	\$3,200	\$3,500

## 6. Reimbursements

Tour Director may incur expenses on behalf of KJ for purchases and services rendered for the clients in which case, full reimbursement shall be provided. Such reimbursement needs to meet the following guidelines:

- Before any transaction or purchase, the Tour Director need to get approval from KJ.
- The original receipt or photo of the receipt needs to be legible with business name, date of purchase, and the total amount for each transaction.
- The purchase needs to be associated with the trip and strictly for the traveling members.
- Personal expenses, such as shopping, food/beverage beyond allotted budget, and transportation cost on a scheduled FREE DAY in the tour package is an expense paid by the Tour Director. \*Food/Beverage budget is set at \$15 per meal and it is only allotted if a meal is NOT provided in the tour package.

## 7. Cancellation

- KJ has the right to cancel a tour for any reason and is not liable for compensation if the Tour Director did not partake in any of the duties aforementioned.
- A minimum number of travelers are required for Tour Director to travel with the group. Tour Director may have the option to travel with a lesser number of travelers with adjustments to compensation.
- Tour Director may cancel the assigned trip with a minimum of 45 days before trip start date and with no booking such as flights and hotels have been made.
- Tour Director may be liable for any cancellation fee for bookings made if within 30 days of the trip start date of confirmed tour.

**8. Travel Insurance**

- KJ shall pay a Basic Coverage plan for the Tour Director during the trip.
- Tour Director may choose to add more coverage and pay the difference.

Refer to the following table for details Basic Trip Insurance:

<b>Benefit</b>	<b>Benefit amount</b>
Trip Cancellation / Strictly for Sickness and Injury confirmed by a Physician	Up to \$500
Trip Interruption	Up to \$750
Missed Connection / If it was NOT at Tour Director's Delay	\$500, after 3+ hour delay
Trip Delay	\$200 a day, after a 6+ hour delay, up to \$1,000 total maximum
Evacuation and Repatriation of Mortal Remains \$500,000	\$500,000
Emergency Accident and Sickness	\$50,000 max / \$750 max for dental / No deductible
Security Assistance Services	\$100,000
Baggage & Personal Effects - Lost, Stolen or Damaged	\$250 per article, combined limit of \$500 for valuables, \$1,000 total limit
Baggage Delay	\$300, after a 12+ hour delay
Accidental Death and Dismemberment 24-Hour	\$10,000
Worldwide Travel, Business and Concierge Assistance	Included
Pre-existing condition exclusion waiver	Not Included

---

Signature  
Tour Director

---

Signature  
KJ Representative