



Group & Meeting Travel

Meeting Conference Discount Terms & Conditions

Ticketing/General information

- Electronic ticketing is required.
- Tickets may be purchased through the agency of record, or by calling the local American Airlines reservations number. In the U.S., call Meeting Services at 1-800-433-1790. A Service Charge, which is subject to change, may apply when ticketing through American Airlines.
- Under the Secure Flight program, the Transportation Security Administration (TSA) requires American Airlines to collect Secure Flight Passenger Data (SFPD). This includes a passenger's full name (as it appears on their government-issued ID they plan to travel with), date of birth, gender and TSA-issued Redress Number (if applicable). AAdvantage members are strongly encouraged to save their SFPD to their account profile by going to aa.com/MyAccount. For more information about the Secure Flight program, visit aa.com/secure-flight or www.tsa.gov/secureflight. Ticketing Agency is responsible for adding all Secure Flight Passenger Data.
- AADVANTAGE members may accrue mileage on MCD fares.
- AADVANTAGE upgrades are allowed after ticketing, subject to the rules of the AAdvantage program.
- Access TRAVEL.STATE.GOV on the internet for travel advisories.

Agency reservation/Booking requirements

- MCD ticketing may be done through contracted travel agency, aa.com, or by calling American's Meeting Services Desk at 800-433-1790
- For Sabre ticketing, the following format should be applied:

WPAC*AHALXX#PV#UAXXXXXX (account code is AHALXX and UA entry appends the AN number to the tour box, disregard the "A" in the AN number)
- Non sabre agencies must contact the GDS help desk for formats to auto-price

Discount Information

- Not valid in conjunction with any other discount
- Carrier imposed surcharges are applicable

- Not valid on block space agreements
- Valid 9 or less traveling to a common destination
- Discount may vary depending on group specifics
- When booking on aa.com discount only applies to AA/AE operated flights
- When booking through an agency or MSD, AA* flights are eligible
- OA prime flights are not eligible
- All tickets purchased will inherit published fare rules

Contractor/Agency agrees

- Tickets issued against this agreement constitute an understanding of the terms and conditions.
- To inform passengers that all taxes and charges are the responsibility of passenger, and will be collected at time of ticketing or departure.
- All checked, excess, oversized and/or overweight baggage and equipment charges apply. Certain aircraft limitations may apply.
- Contractor/Agency assumes full responsibility for disclosing and obtaining customer acceptance for any agency handling or processing charges added at time of ticketing.

Advertising

Copies of all promotional material prepared by Contractor or by Official Travel Agency must be approved in writing by American Airlines prior to use of the material.

Discount amounts and codes may only be published/advertised in forums targeting attendees or potential attendees. Meetings, conferences, or events that are not open to public registration and attendance should not be published on any websites or other forums that can be viewed by the general public

Contract information

- American Airlines reserves the right to change equipment or schedules and Contractor shall release and waive any claim against American regarding cancellation or schedule change. American shall attempt to re-accommodate passengers on another American Airlines flight. American will follow standard industry policies for re-accommodation after ticketing.
- Contractor or official agency must keep the financial terms of this agreement confidential.
- American Airlines reserves the right to cancel this agreement immediately upon any breach of this agreement by the Contractor and the fares offered will no longer be available to members of the group covered herein.
- This agreement, together with any attachment(s) will be governed by the laws of the state of Texas, supersedes all prior oral or written representations, constituting the entire understanding of all parties. Any legal action arising in whole or in part out of this agreement shall be filed and adjudicated only in the state or federal courts located in Fort Worth, Texas.

- American shall not be liable to perform under this agreement when such failure is caused by a cessation in American Airline's service to the contracted destination city or by circumstances beyond its reasonable control including, but not limited to accidents, strikes, walkouts, or other labor disturbances, weather, acts of God, public enemies, war or acts of any government authority.
- Travel is valid on American Airlines and American Eagle service. Air transportation provided is subject to the transporting carrier's contract of carriage rules and tariff in effect on date of travel. All terms of this contract apply to American and American Eagle service unless otherwise stated.
- Any disputes related to this agreement must be filed within 60 days from the last day of travel.

American Airlines Group & Meeting Travel

Phone: (800) 221-2255

e-mail: Sales.MCD@aa.com

Hours: 8A.M. - 7P.M. Central Time/Monday-Friday

MEETING AND CONFERENCE CONTRACT

Issue Date: February 20, 2019

Revision Number: 1

Customer Information:

AMY CHEATHAM

AMER SOC TRIAL CONSULTANTS

206 SOUTH SIXTH STREET

SPRINGFIELD, IL 62701

Email: acheatham@firminc.com

Phone: 217-553-1456

Thank you for selecting American Airlines for your Meeting and Conference booking. We appreciate your business.

American Airlines, Inc. agrees to offer you the discount for travel as described in this Agreement with the understanding that the meeting or conference you will be attending will have 40 or more attendees.

Your first reservation or ticket issuance using this agreement shall be deemed your consent to be bound by the terms and conditions of this agreement. Terms and Conditions applicable to this agreement are attached.

Group Name	: AMER SOC TRIAL CONSULTANTS	Auth. Number	: A4969GE
Contract ID	: HLC2002190835	Contract Type	: Discount
Meeting Dates	: 02Jun19-13Jun19	Group Size	: 60
		Association	: AMER SOC TRIAL CONSULTANTS

Meeting Planners and members of the group, traveling together or individually to an event, should contact American Airlines Meeting Services Desk at **1-800-433-1790** for assistance with reservations and ticket purchase.

Meeting Information:

MEETING DATES	GRP	DESTINATION	AUTH. NUMBER		
02Jun19-13Jun19	60	STL-ST LOUIS INTL	A4969GE		

Discount Fare Information:

SERVICE:	AA/oneworld Only
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ORIG:	Various
DISCOUNT OFF:	6% off published fares (excluding basic economy and non-discountable fares)
BOOKING INVENTORY:	Published fares
ADVANCE PURCHASE:	Published fare rules apply
FB CODE:	Published fare/AHAL06
GDS:	Sabre

The discount can be booked on-line at www.aa.com for AA/AE flights only, without a ticketing charge, allow at least 1 business hour for AA.com loading. Use the Authorization Number noted above **without the preceding A** as the AA.com Promotion Code. May not apply to some contracts.

Special Conditions:

Please advise if the group will be traveling with band instruments, medical equipment, wheelchairs or sports equipment. We encourage you to visit our web page www.aa.com/baggage for checked, excess, oversized, sports items and/or overweight baggage and equipment charges that apply. Certain aircraft limitations and box/baggage embargoes may apply.

Contact Avis 1-800-331-1600 (refer to AWD# B136001) or Budget at 1-800-842-5628 refer to (BCD# U001650) to reserve your car at a discounted rate. Or, log on to www.avis.com/aagroups or www.budget.com/aagroups. If calling from outside the US, please call 1-918-624-4301.

Ticketing Instructions:

For questions regarding Ticketing, please call Meeting Services at 1-800-433-1790. For all other questions, please contact Sales.MCD@aa.com.

Travel Agent is responsible for manually adding the Authorization Number in the tour code box of each ticket. Ticket designator must be appended to the fare basis code to prevent receiving a debit memo. Debit memos will also apply if the booking is outside of the listed markets or meeting dates.

The dollar value of the ticket must appear on all coupons.

Tickets must be issued in the currency of the country of origin.

The published fare endorsement must appear in the endorsement box, and must be issued on American Airlines (001) ticket stock.

For ten or more travelers on a specific flight, space must be blocked by AA Group & Meeting Travel and is subject to a deposit. Noncompliance is subject to space cancellation.

Ticket Refunds / Exchanges / Cancellation:

For percentage off applicable fares all tariff rules apply.

BY: L BRADFORD