



BOARDWALK TRAVEL

Universal Groups

Requirements

- Based off the type of group
- Leisure Groups: must have a group of 10 or more guest rooms or 15 or more tickets. Everyone in the group must have to have the same ticket type
- Youth Groups: if they are outside of Florida, they must have 40 multi-day park to park admission tickets (this includes non-performers as well). If they are from Florida, they must have 40 park-to-park admission tickets (this includes non-performers as well). Youth groups must have a minimum of 20 youth participants

Important Info

- You will need access to Boardwalk Travel at Universal Facebook group and Vax vacation access and training for Universal completed
- Regardless of a leisure group or youth group there are no deviations allowed for pre or post travel of group dates
- Leisure Groups:
 - o Requires \$100/per room deposit
 - o Hotels: can choose from either Universal Hotels or Partner hotels. All parties on in the group must have the same room category
 - o Each group staying at any eligible hotel will receive two complimentary Universal Orlando Resort theme park tickets (tickets must match the rest of the group tickets)
 - o **Payments**: only one form of payment accepted
 - o **Cancellation policy**: 45-90 days the deposit is non-refundable, <45 days the total package is non-refundable
 - o **Commission**:
 - Discounted multi-day theme park tickets – commissionable
 - Discounted hotel rates or best rate – commissionable
- Youth Groups:
 - o Hotels are maintained as a group providing it is 10 or more rooms
 - o Must have 1 chaperone per every 10 youths
 - o Group leader can pick up all room keys for the group
 - o Each group staying at any eligible hotel will receive two complimentary Universal Orlando Resort theme park tickets (tickets must match the rest of the group tickets)
 - o If the group is tax exempt they must have a Florida Tax Exempt ID
 - o **Stars Performance Program Requirements** (*this is operated inside the theme parks; the group will need an official letter from the school in order to move forward with the program and pricing. It also requires a minimum of a 2 day ticket*)
 - Ticket requirements:
 - Stage/marching (outside Florida groups): 40 multi-day park to park admission tickets, including non-performers
 - Stage/marching (Florida groups): 40 park to park admission tickets, including non-performers



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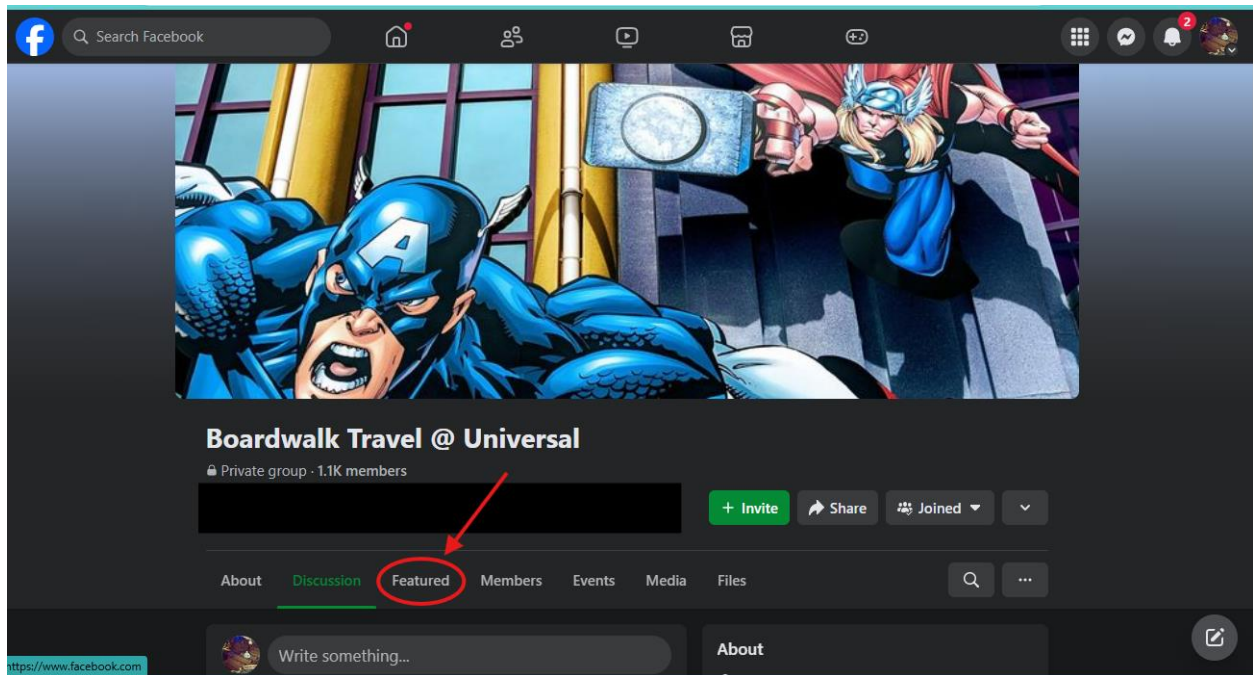
- Minimum participant requirements
 - Dance is Universal
 - 20 minimum
 - Sound Design
 - 40 minimum
- Program fees
 - Stage/Marching performance
 - No program fee
 - Dance is Universal
 - Additional program fee (you will have to inquire from universal about the program fee)
 - Sound Design
 - Additional program fee (you will have to inquire from universal about the program fee)
- Key Application requirements
 - Video Link: can be an old performance video, recent video performance preferred
 - Equipment request: does not have to be exact, an estimate is acceptable
- **Marquee events:** HHN, Rock the Universe (end of January, Friday to Sunday), Grad Bash (end of March/beginning of April), Gradventure (May)
- **Payments:** only one form of payment accepted
- **Commission:**
 - Discounted youth admission pricing – non-commissionable
 - Discounted hotel stays or best rate – commissionable
 - Youth programs – commissionable
- Florida Tax Exempt tickets – non-commissionable



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How to book a group for Universal

1. This is different from our other supplier group bookings; you will want to make sure you already have access to the Boardwalk Travel @ Universal Facebook Group. When you are on the group page you will look for the “featured” section and select this.





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2. Once in the featured section of the page you will look for the “link” post. Once you locate this you will click the link (the link will open in a new window)

Al Johnston
Admin · January 29, 2023 · 🌐

LINKS

All links for key Universal sites and our group forms have been consolidated into one place.

<https://linktr.ee/Johnst5561>

#marketing

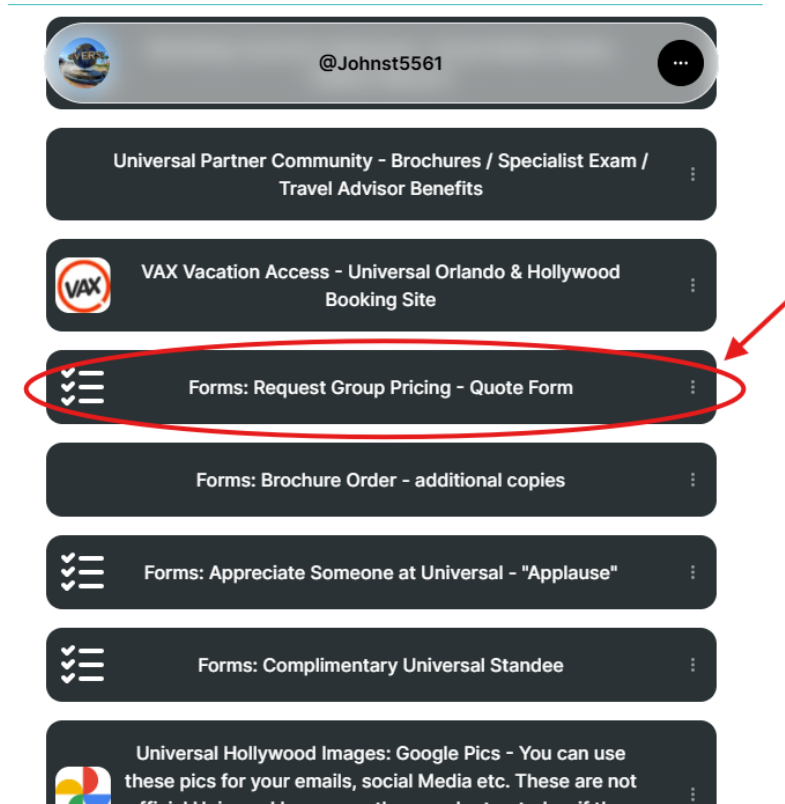
See more

LINKTR.EE
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3. Once you are on the link tree page, you will scroll down to where it says “forms: request group pricing – quote form”. This is where you will submit your request for group pricing. The link will take you to a google doc where you will fill out the form and submit it.



4. When filling out the form you will want to fill it out in its entirety. The Travel Agency Name will always be Boardwalk Travel Agency and you want to make sure that you enter your Agency Vax Login Account # (this is the ID # you use when logging in).



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5. Once you fill out the form the request will then be sent to AI, you should receive the quote within 72 hours.
 - Quotes are only ***VALID FOR 14 DAYS***
 - All quotes are subject to change until the deposit is applied
 - The contrast can be requested within 14 days
 - *** **ALL AGENTS MUST SEND ANY CONTRACTS THEY RECEIVE TO CONTACT@BOARDWALKTRAVELAGENCY.COM PRIOR TO SIGNING ANY CONTRACT**
 - Signed contracts must be accompanied by the \$100/per room deposit
 - Rooming list and final payment are due to Universal 45 days prior to travel
 - Group tickets can be mailed with advanced noticed or can be picked up at the Group Sales Window at Universal Studios

Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel @ Universal Facebook Group
- Boardwalk Travel Agency Groups email: groups@boardwalktravelagency.com
- Universal Partner Community Universal Parks and Resorts training