



Youth Programs

Group Travel Operations & Reservation Department

Business Hours:

Open Daily: 8:00AM-5:30PM EST.

1-800-YOUTH-15 | www.UniversalOrlandoYouth.com

## 2020 GROUP PROCEDURES

*Fillable PDF forms may be completed and saved using [Adobe Acrobat Reader](#)\**

### STEP 1

#### SAVE YOUTH TICKET ORDER FORM

Before completing, **save** application form (PDF format) to a drive or location on your computer (e.g., Local Disk or desktop)

- The **Save button** provided on form will open a **Save As** dialog box, which allows you to save application to desired location on your computer.
- If viewing form in a built-in PDF viewer (e.g., Chrome, Firefox), **right-click** the PDF and select **Save as** or **Save Page As**.

### STEP 2

#### FILL OUT YOUTH TICKET ORDER FORM

Use [Adobe Acrobat Reader](#) to open the empty PDF form that you saved on your own computer or network.

- Complete the Youth Ticket Order Form and save your data. It is strongly recommended that you periodically save data entered into a form by clicking **File > Save** (or **Save As**) on the Adobe Reader menu bar

### STEP 3

#### SUBMIT YOUTH TICKET ORDER FORM

Email completed Youth Ticket Order Form to [ticketreservations@universalorlando.com](mailto:ticketreservations@universalorlando.com) or fax to **407-224-5954**.

- Your order form must be accompanied by a written request on school/organization **letterhead** that includes the name and signature of the designated contact person
- Completed forms must be received two (2) weeks prior to visit date
- Ticket Reservations will provide a confirmation number and invoice email within five (5) business days
- To check the status of your order, or to make any changes to your order, please call **407-363-8182**

*\*Note: If you do not have [Adobe Acrobat Reader](#), you may also print out the form and fill it out by hand*

### STEP 4

#### PAYMENT METHODS

##### **Advance Payment (Preferred Method)**

Send Payments to: *Universal Orlando*

*Attn: Group Travel Operations*

*8259B Exchange Drive*

*Orlando, FL. 32809*

- Certified mail or tracking number is recommended
- Tickets paid in advance (4 weeks before visit date) are eligible to be sent via FedEx
- Company/Organization credit card or check payments are accepted
- Credit card authorization form must be completed for each credit card purchase and faxed to **407-224-5954**
- Unacceptable Forms of Payment:
  - Personal Checks
  - Purchase Order/Payment Voucher
  - Universal Orlando Gift Cards
  - Third Party Checks
  - Counter Checks or altered checks

##### **On-Site Payment (Group Sales Window):**

- Tickets can be paid and picked up at either:
  - **Universal Studios Florida™** Groups Sales window (between 8am and 4pm), 7 days a week
  - **Universal's Islands of Adventure™** Group Sales window (between 8am and 2pm), 7 days a week
- Please be prepared with your confirmation numbers and a valid photo ID of the pick-up person indicated on the form
- Please allow extra time for your payment to be processed and tickets print



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## 2020 GROUP PROCEDURES

### STEP 5

#### UPON ARRIVAL

##### Parking Information

- **Buses and Motor Coaches:**
  - School charter buses receive 15 complimentary minutes for drop-off/ pick-up
  - All day parking is available in designated areas for an additional fee
  - Daily parking fees: cars, vans and motorcycles are \$25.00\* per vehicle; RV's and trailers are \$30.00\* per vehicle. Parking fees are due at arrival.
- Cars, vans, RV's, trailers & motorcycles should follow the signs to the parking garage toll plaza.
- Theme Parks & Universal CityWalk™ Parking Garage Address: 6000 Universal Boulevard Orlando, FL. 32819  
*\*Prices subject to change*

##### Conduct and Security

- All Universal Orlando Resort™ guests are expected to conduct themselves in a mature and responsible manner during their visit. Any unsafe or disruptive behavior may result in dismissal from the park without a refund. Line jumping is expressly prohibited and may also result in dismissal from the park without a refund. Please discuss this with your group.
- Be aware that Universal Orlando™ staffs uniform and undercover security and will report any illegal activity directly to Orange County Sheriff's Department.
- Coolers are not permitted in our parks. No outside food or drinks may be brought in. All bags, backpacks, or packages are subject to inspection prior to entering our parks.
- All guests are subject to metal detectors upon arrival.

### STEP 6

#### AFTER DEPARTURE

##### Refunds

- **Refunds are not available at the ticket booths.**
- Unused admission tickets are able to be refunded within 72 hours of your visit date.
  - Unused admission tickets must be returned with a copy of the receipt and a letter explaining the reason for the refund. In terms of multi-day tickets, no refunds will be given for unused days.
  - Mail Refunds to: *Universal Orlando*  
*Attn: Sonya Gauer, T-4*  
*1000 Universal Studios Plaza*  
*Orlando, FL. 32819*
  - Certified mail or tracking number is recommended
  - Refunds will be applied via check or credit card dependent on original method of payment
  - Please allow 6-8 weeks to process refunds

##### FOR MORE INFORMATION

- **Youth Group Sales and Youth Programs:** 1-800-YOUTH-15 (1-800-968-8415), (407) 363-8182 or [www.UniversalOrlandoYouth.com](http://www.UniversalOrlandoYouth.com)
- **Blue Man Group-** Nightly Performances. For more information, contact Group Sales at (407) 224-3313 or [BlueManGroup@universalorlando.com](mailto:BlueManGroup@universalorlando.com). Hours of Operation: 9:00am- 6:00pm, Monday-Friday
- **Hollywood Drive-In Golf-** Hours of Operation: 9:00am-2:00am, 7 days a week. For more information, call (407) 802-4848

# College Groups Ticket Order Form

[www.universalorlandoyouth.com](http://www.universalorlandoyouth.com) • 1-800-YOUTH-15

If your group is participating in a STARS Performance Program or a Universal Studies Program, please see the STARS Performance Program/Universal Studies Ticket Order Form.



## Youth Programs

Prices are valid January 1, 2020 - December 31, 2020  
Order Form not valid for groups visiting after December 31, 2020  
Blockout dates apply to select ticket types

### TICKET ORDER REQUIREMENTS

- Rates apply to groups of 15 or more youths. Rates are subject to change.
- Advanced reservations are required. A minimum of 2 weeks for pick-up ticket orders and 4 weeks for prepaid mail-out orders is requested.
- Your order form must be accompanied by a request on school/organization letterhead that includes the name and signature of the designated contact person as well as a copy of your valid Florida Consumer's Certificate of Exemption, if applicable.
- **Ticket Reservations will provide a confirmation number and invoice email within five (5) business days. Your reservation is not confirmed until you receive a confirmation number. To check the status of your order, or to make any changes to your order, please email [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com).**

### GROUP INFORMATION

SCHOOL/ORGANIZATION NAME \_\_\_\_\_ DATE OF VISIT \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ CONTACT EMAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAY PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX \_\_\_\_\_

TAX EXEMPT IN THE STATE OF FLORIDA?:      Yes      No

Florida law states that each admission charge is taxable unless the transaction is specifically exempt. The applicable sales tax rate is currently 6.5 percent and subject to change under Florida law. To qualify for tax exemption, you must attach a copy of your valid Florida Consumer's Certificate of Exemption and the total must be paid with an organizational check or organizational credit card only. The name imprinted on the check or credit/debit card must clearly match the Florida Consumer's Certificate of Exemption. Certificates of Exemption issued by any state other than Florida will not be accepted. If paying by credit card with tax exempt status, please fax an enlarged and lightened copy of the credit card matching the exemption certificate with your order form to 407-224-5954.

### TICKET PICK-UP METHOD PLEASE SELECT ONE (1) OPTION

If no pick-up method is chosen, order will default to pick-up at Group Sales Window under the Contact Name on this Order Form.

#### MAIL DELIVERY

Highly recommended to eliminate delays in your park experience. Advance payment required.

FedEx Ground (No Charge)

Overnight (\$10 +tax = \$10.65)

OR

#### IN-PERSON PICK-UP

Pick-up person must present the confirmation number, form of payment and a valid driver's license as identification.

Universal Studios Florida™ (Open from 8am-4pm)

Universal's Islands of Adventure™ (Open from 8am-2pm)

NAME OF PICK-UP PERSON \_\_\_\_\_

Please email both pages of the completed order form, company/organization letterhead & copy of Florida Consumer's Certificate of Exemption (if applicable) to [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com)

**TICKET ORDER** Multiday tickets must be used within a 7 day period. No refunds will be given for unused days. Not valid for separately ticketed special events.

**PARK-TO-PARK TICKETS:** Explore Universal Studios Florida™ and Universal's Islands of Adventure™ on the same day. This ticket is not valid for Universal's Volcano Bay™.

Ticket Type	Price Per Person	Quantity:	Amount
2-Park 2-Day Park-to-Park College	\$140 (+tax \$149.10)		
2-Park 1-Day Park-to-Park College	\$114 (+tax \$121.41)		

**BASE TICKETS:** Explore either Universal Studios Florida™ or Islands of Adventure™; One Park, Per Day. Base Tickets are not valid for Universal's Volcano Bay™.

Ticket Type	Price Per Person	Quantity:	Amount
1-Park 1-Day Base College	\$81 (+tax \$86.27)		

**ENHANCEMENTS**

**YOUTH PROGRAMS UNIVERSAL DINING CARD**

Valid for one (1) Quick Service combo meal (one entree platter, one combo extra + one non-alcoholic beverage) at participating restaurants in Universal Studios Florida, Universal's Islands of Adventure, and Universal's Volcano Bay OR one (1) meal and one (1) soft drink beverage from a select menu at participating Universal CityWalk locations. The Youth Programs Universal Dining Card is a one-time use, is not reloadable and will not be replaced if lost, stolen or destroyed. Participating locations are subject to change without notice and venue operating hours may vary by location. Youth Programs Universal Dining Card pricing is subject to change without notice.

	Rates	Quantity	Meals Per Card	Amount
Youth Programs Universal Dining Card	\$17.50 + tax (\$18.64) each			

**UNIVERSAL EXPRESS™\*\* SKIP THE REGULAR LINES FOR ONE (1) DAY**

Pricing varies based on desired date and time of submission. For specific pricing and information, please visit [UniversalOrlando.com](http://UniversalOrlando.com).

	Unlimited Express		Date Requested	Quantity
Universal's Islands of Adventure™ only	Yes	No		
Universal Studios Florida™ only	Yes	No		
2-Park Express (Islands of Adventure and Universal Studios™)	Yes	No		

**PARKING ONLY FOR PRE-PAID MAIL DELIVERY ORDERS**

Parking fees must be paid upon arrival if not prepaid and are subject to change without notice.

		Quantity	Amount
Bus Parking (Per Bus)	\$28.16 + tax (\$30.00)		
Regular Self-Parking (Per Car)	\$23.47+ tax (\$25.00)		

Please email both pages of the completed order form, company/organization letterhead & copy of Florida Consumer's Certificate of Exemption (if applicable) to [TicketReservations@UniversalOrlando.com](mailto:TicketReservations@UniversalOrlando.com)

\*\*Valid theme park admission required. Not valid at Pteranodon Flyers™ at Universal's Islands of Adventure and separately ticketed events. Universal Express ride access at Universal Studios Florida and Islands of Adventure is a separate queue with a shorter wait time at participating attractions. Subject to availability. Available during normal theme park operating hours only. Additional restrictions may apply and benefits are subject to change without notice. Hollywood Drive-In Golf and associated logos are trademarks of Adventure Golf Design & Development, Inc. © 2019 BMP. Universal elements and all related indicia TM & © 2019 Universal Studios. All rights reserved.