



Dear Braking the Cycle Participant,

Braking the Cycle is coming! We can't wait to welcome you to Boston; we hope you're getting excited, too.

This packet contains a wealth of information, as well as forms that you need to return to us. Please print out this entire document for your reference. Here is what is included:

- **Travel Information**. Options for getting yourself and your bike to Boston, what to do and where to stay once you get there.
- **Travel Reservation Form**. Use this form to reserve bus tickets to Boston, bike shipping, and dinner on Registration Eve.
- **Medical Form and Waiver**. All participants – both riders and crew – must complete and return this form so that we may best take care of you during the ride.
- **Policies and Protocols**. All participants – both riders and crew – must complete and return this form.
- **In Memorium**. Return this form if you wish to commemorate a loved one lost to AIDS.

All forms may be returned to us either by mail or by fax. (Note that for clarity, we urge you to mail – not fax – the memorial names.) Send your forms to us at:

Braking the Cycle c/o Global Impact Productions 127 W. 26 th Street, Suite 402 New York, NY 10001 FAX: 212.807.1853
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The deadline to return all forms is Monday, August 23, 2010. Late fees will apply for travel reservations made after that date.

We urge you to take your bike to a shop for a full tune-up before the end of August to make sure that it is in peak form (like you!) in time for the Ride. This is doubly true if you are experiencing any mechanical problems with your bike or are planning to install any new equipment.

Feel free to call us with any questions at 212.989.1111. We'll see you in Boston!

Sincerely,
Blake, Eric and Steve
The Braking the Cycle Team

TRAVEL INFORMATION



All riders and crew must arrive in Boston, MA for registration on Thursday, September 23rd – crew by 1:00 PM, riders by 5:00 PM. It is your responsibility to get yourself, your bike, and your gear to Boston and to provide lodging for that night. The enclosed Travel Reservation Form will keep it simple. To avoid a \$10 per person late fee, send in your completed form by Monday, August 23rd.

You have made a huge commitment by participating in Braking the Cycle, so we do everything we can to minimize your out-of-pocket expenses.

1. Bike Shipping

We offer bike shipping at cost through McCollister's Trucking Company. McCollister's is a reputable company that has provided bike shipping for many bike rides, large and small, over the years. The cost for this service is \$55.00, payable in advance using the attached Travel Reservation Form. Each bike is insured for up to \$500. **Bike shipping may NOT be reserved on-site on September 22nd.**

On Wednesday, September 22nd, bring your bike to the front of the Lesbian, Gay, Bisexual & Transgender Community Center, 208 West 13th Street (between Seventh and Eighth Avenues), between 8:00 am and 1:00 pm. Your bike will be waiting for you in Boston when you arrive. Please do not disassemble your bike, but do remove water bottles, your bike computer, mounted pump, etc.

2. Travel to Boston for Registration Eve

Travel from New York City

We have chartered buses from New York City to Boston, MA and are selling tickets at cost. These tickets must be purchased in advance. **No tickets will be sold on September 23rd.** If you prefer, a friend may drop you off in Boston. However, your car may not be left on site during the three days of the event. We will e-mail driving directions upon request.

Riders: *NEW THIS YEAR!!!* Buses will depart from Seventh Avenue, between 25th and 26th Streets on Thursday, September 23rd. The bus departs at 12:30 pm. The trip takes approximately 4 hours.

Crew: Vans will depart from the front of the Center, 208 W. 13th Street, on Thursday, September 23rd at 8:30 am. The trip takes approximately 4 hours, plus stopping time on the road for lunch.

Travel from the Northeast Corridor

A number of participants will be traveling to Boston from cities along the Northeast Corridor. We have negotiated a 10% discount through Amtrak for travel from September 19th to 30th. Reservations must be made by phone at 800.USA.RAIL (800.872.7245) to receive the discount. **Use discount code X31B-981 headed to Boston or X30B-981 headed to New York City.** Please note that bicycles are permitted on certain trains; contact Amtrak directly to find a train that will accept your bike. Acela trains are not eligible for this discount.

Note to Boston area participants: This Amtrak discount is also available for your return trip to Boston after the Ride on September 26th or 27th.

3. Dinner, Thursday, September 23rd

Following Registration Eve, we will offer an optional buffet dinner at the Registration Eve site. This Italian feast is catered by Valerio's Kitchen, run by Braking the Cycle participants Bill, Diane and Billy DaGiau. The cost of the dinner is \$16/person. NOTE: Riders who raise at least \$1,000 by July 25 (or Crew who raise at least \$250 by July 25) are eligible for a complimentary dinner! There are other restaurant options in the area, but your choices are limited within walking distance of the hotel, so we are offering this dinner as a simple and fun option. Friends and family are welcome!

4. Accommodation, Thursday, September 23rd

We have a new host hotel this year: Braking the Cycle has reserved a block of rooms for you at the Doubletree Guest Suites in Boston, MA; we will provide shuttles at designated times to/from the hotel. (Drive time is approximately 10 minutes.) Note that all rooms include a pull-out sofa bed in addition to the king or double beds in your room. Please call the hotel directly to reserve your room in the Braking the Cycle room block, or reserve online at <http://tinyurl.com/reghotel2010>. Make your reservation before August 23rd, as the remaining rooms in our block will be released at that time.

Hotel	Address	Phone	Price (14.5% Tax Additional)
Doubletree Guest Suites	400 Soldiers Field Road, Boston, MA 02134	617.783.0090	1 or 2 guests: \$105 3 guests: \$115 4 guests: \$125

Please contact Blake Strasser at 212.989.1111 x12 or bstrasser@globalimpactpro.com if you want to be matched with a roommate for that evening, and she will do her best to match you up.

Schedule Summary

Wednesday, September 22nd

8:00 am – 1:00 pm. Drop-offs for bike shipping, 208 West 13th Street.

Thursday, September 23rd

8:30 am: Crew vans depart New York City from 208 West 13th Street.

12:30 pm: Rider bus departs New York City from Seventh Avenue between 25th and 26th Streets.

1:00 – 4:00 pm: Crew Registration and Orientation at Reilly Memorial Rink, 355 Chestnut Hill Avenue, Brighton, MA 02135. (Public transit: Green Line to Cleveland Circle Station)

5:00 – 7:00 pm: Rider Registration and Safety Presentation at Reilly Memorial Rink, 355 Chestnut Hill Avenue, Brighton, MA 02135. (Public transit: Green Line to Cleveland Circle Station)

6:00 – 8:30 pm: Dinner at Reilly Rink.

Friday, September 24th

5:15 am: Check out of the hotel. Shuttles and gear drop are available at the front door.

5:30 – 6:30 am: Breakfast at Reilly Memorial Rink, 355 Chestnut Hill Avenue, Brighton, MA.

6:30 am: Opening Ceremony in Chestnut Hill Park adjacent to the rink.

6:45 am: Braking the Cycle begins!

Sunday, September 26th

5:00 – 5:30 pm: Closing Celebration at the Center, 208 West 13th Street. Please invite friends and loved ones.

5:30 – 6:30 pm: Post-ride Victory Party at the Center. Have a post-ride bite to eat and a beer, courtesy of the Brooklyn Brewery!

Questions?

Please call Blake Strasser at Global Impact Productions if you have any questions, at 212.989.1111 x12. You can e-mail her at bstrasser@globalimpactpro.com. Now let's get ready to ride!

BRAKING THE CYCLE



TRAVEL RESERVATION FORM

Mail this form with payment
by **Monday, August 23** to:

Braking the Cycle
127 West 26th Street, Suite 402
New York, NY 10001

Or fax it with credit card payment to 212.807.1853.

Host Hotel. Please contact the host hotel directly before **August 23** to make your reservation. Ask for a room in the Braking the Cycle room block. After August 23, all open rooms in the blocks will be forfeited. Complimentary shuttles will be provided between Registration Eve and the host hotel.

Use this link to make your reservation: <http://tinyurl.com/reghotel2010>.

Hotel	Address	Phone	Price (14.5% Tax Additional)
Doubletree Guest Suites	400 Soldiers Field Road, Boston, MA 02134	617.783.0090	1 or 2 guests: \$105 3 guests: \$115 4 guests: \$125

Bike Shipping

Bring your bike to the Center, 208 West 13th Street in Manhattan, on Wednesday, September 22 from 8:00 AM to 1:00 PM. The truck will park in front of the building.

_____ bikes @ \$55/bike = \$ _____

Travel to Boston

Buses depart from Seventh Avenue, between 25th and 26th Streets in Manhattan on Thursday, September 23. The crew vans depart from the Center, 208 W. 13th Street in Manhattan.

CREW VAN: (8:30 AM departure) _____ tickets @ \$45/ticket = \$ _____

RIDER BUS: (12:30 PM departure) _____ tickets @ \$45/ticket = \$ _____

Registration Eve Buffet Dinner

At Reilly Rink, immediately following Registration Eve activities on Thursday, September 23. (Riders who raise over \$1,000 – or crew raising over \$250 – by July 25 receive your dinner free. If this is you, please write “1” for the number of people and “\$0” for the cost.)

_____ people @ \$16/person = \$ _____

Total Amount Enclosed

= \$ _____

Your Name: _____

Rider/Crew Number: _____

Also Reserving For (optional): _____

Rider/Crew Number: _____

Your Daytime Phone Number: (_____) _____ - _____

My check for the above amount, payable to LGBT Center, is enclosed.

Please bill my: VISA MC AMEX Discover

Account Number _____

Exp. Mo/Yr _____/_____

Signature _____

Security Code: _____

Cancellation/Late Fees:

A fee of \$20.00 will be assessed for all cancellations and changes. **You must reserve by Monday, August 23.** After that date, we will assess an additional fee of \$10.00 per person and tickets will be issued on a space-available basis only.



CONFIDENTIAL EMERGENCY MEDICAL INFORMATION

Receipt of this document by Global Impact Productions is mandatory for all Riders and Crew. Mail this form in the envelope provided no later than Monday, August 23, 2010 to:

Braking the Cycle
c/o Global Impact Productions
127 West 26th Street, Suite 402
New York, NY 10001

Emergency Contact Name: _____ Relationship: _____ Phone: DAY () _____ EVE () _____	Primary Physician(s) Name: _____ Phone: _____ Name: _____ Phone: () _____	Insurance Information Company: _____ Policy #: _____ Group #: _____ Phone: () _____
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Last Name: _____	First Name: _____	DOB: _____
Address: _____	Cell Phone: () _____	
City: _____	State: _____	Zip: _____
	Age: _____	Weight: _____

1. Medical and Mental Health History (or attach a sheet) _____

2. a) List any medications you are taking _____

Attach a sheet if needed

b) Do any of these medications require refrigeration? Yes No If Yes, which? _____

I do not currently take medications

3. Allergies Environmental _____ Food _____
 Medication _____ Other _____
 No known allergies

4. Is there anyone on Braking the Cycle whom we may contact if you become injured or ill?
Yes: Rider/Crew #: _____ Name: _____ No

5. Will you have any special medical needs while on Braking the Cycle? Yes (please describe below) No

I hereby release the above information to Braking the Cycle and Global Impact Productions, and any other medical personnel who may need to care for me while on the Event.

Signature: _____ Date: _____

Last Name: _____

First Name: _____

Rider/Crew #: _____



MEDICAL WAIVER

All participants, please read this:

WAIVER OF NEGLIGENCE & COMPLETE RELEASE OF LIABILITY

I wish to participate in Braking the Cycle which I understand to be a three-day, 285-mile non-competitive donation bicycle ride and related events. I understand that in participating in Braking the Cycle I will be using public streets and facilities where many hazards exist and I am aware of and appreciate the risks which may result. I am also aware that accidents occur during such activities and that I may be seriously injured or killed as a result. I am voluntarily participating in this event with knowledge of the dangers involved and I agree to accept any and all risks of injury or death.

In consideration for being permitted to participate in Braking the Cycle, I agree to assume all risks and to release and hold harmless the Lesbian and Gay Community Services Center Inc. dba the Lesbian, Gay, Bisexual & Transgender Community Center (“the Center”); Global Impact Productions dba Global Impact Tours Inc., Braking the Cycle, all Braking the Cycle Medical Team members, sponsors, officials, participating clubs, communities, organizations and all other government or public entities (and all of their respective officers, directors, agents, employees and members) who, through negligence, carelessness or any other cause, might otherwise be liable to me.

I intend by this Waiver and Release to release, in advance, and to waive my rights and discharge all of the persons and entities mentioned above, from any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, as a result of my participation in Braking the Cycle, even though that liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective property or equipment owned, maintained or controlled by them or because of their possible liability without fault. I understand and agree that this Waiver and Release is binding on my heirs, assigns and legal representatives.

I am physically capable of participating in Braking the Cycle, and my medical care provider has approved my participation. If I am aware of or under treatment for any physical infirmity, ailment or illness, my medical care provider knows of and has approved my participation in Braking the Cycle. If I have been diagnosed with any psychological conditions, my mental health provider knows of and has approved my participation in Braking the Cycle. I acknowledge that I, and I alone, am solely responsible for my personal health and safety and the personal property I bring with me. I acknowledge that the medical insurance information I have provided on the Medical Form is current and complete. I accept full responsibility for any costs incurred for medical treatment due to incorrect, outdated, or falsified insurance information. I will read the Braking the Cycle description and rules for participation in Braking the Cycle and I will abide by all rules and regulations established by the Braking the Cycle organizers and personnel as well as the bicycling codes of Massachusetts, Rhode Island, Connecticut, and New York State.

I understand that my name, photograph, voice, video and film image, or likeness may be used by the Center, Global Impact Tours Inc., Black Watch Productions, their licensees, affiliates and employees. I consent to and authorize, in advance, such use and waive my rights of privacy I have in connection therewith.

I have carefully read this Waiver and Release and fully understand its contents. I certify that I am at least 18 years of age at time of registration. I am aware that this is a RELEASE OF LIABILITY and a contract between me and the persons and entities mentioned above and all of their respective officers, director, employees, agents and representatives and I sign it of my own free will.

**THIS IS AN IMPORTANT LEGAL DOCUMENT.
READ IT CAREFULLY BEFORE SIGNING BELOW.**

Print name

Rider/Crew number

Signature

Date



Policies and Protocols

The policies and protocols below have been established to maximize the safety and enjoyment of Braking the Cycle (“the Ride”) for all participants. Please sign and return this form to the Braking the Cycle office by Monday, August 23, 2010.

1. I understand that I must obey all laws, including traffic laws, during Braking the Cycle. I will follow ride participation instructions from all Ride personnel, including Global Impact Productions staff, staff of the Lesbian, Gay, Bisexual and Transgender Community Center, and volunteer crew members. Medical personnel and bicycle technicians may suspend my right to ride or crew if they deem my physical condition, or my bicycle’s condition, unfit to continue.
2. I am required to attend an official Safety Presentation in Boston on Registration Eve on Thursday, September 23, 2010 before participating in the Ride, and will abide by the policies and procedures described.
3. While on my bike, I will:
 - a. Wear a helmet, properly fastened on my head, at all times
 - b. Refrain from using headphones or earphones
 - c. Refrain from using a cell phone, smart phone or other handheld device.
4. Consumption of alcoholic beverages is strictly prohibited beginning on Thursday evening, September 23 and continuing until the end of the Closing Ceremony on September 26. Possession or use of illegal drugs or unauthorized transfer of prescription medication is similarly prohibited.
5. The success of the Ride is based upon the principle of mutual respect among all participants. In that spirit, I may not antagonize, harass, or jeopardize the safety of any Ride personnel, including Global Impact Productions staff, staff of the Lesbian, Gay, Bisexual and Transgender Community Center, riders and/or volunteer crew members.

Failure to abide by these policies and protocols will result in disciplinary action that may include, at Braking the Cycle staff’s discretion, my expulsion from the Ride.

I have read, understand, and agree to the above.

Print name _____ Rider/crew number _____

Signature _____ Date _____



Dear Braking the Cycle Participant:

As you know, one of the beautiful aspects of Braking the Cycle is its small size. It's a very personal event. We would like to give you the opportunity to personalize the ride even more by commemorating the people in whose names you are riding.

If you would like to publicly memorialize the friends and loved ones you have lost to HIV/AIDS, please print their names legibly on the sheet below and then write them, as if you were signing their names. If you need more space, please use a separate, unlined white sheet of paper. Even if you sent us names last year, please print the names here again. Mail this form back to us no later than August 23rd. Due to production constraints, names received after this date cannot be included. PLEASE DO NOT FAX THE SIGNATURES.

We hope that the memorial we will create together will give added meaning to Braking the Cycle for you. We look forward to welcoming you to Boston in a few weeks.

Best regards,
The Braking the Cycle Team

Legibly Printed Name

Signed (Script) Name

1.

2.

3.

Leave at least 1/2" of white space around each name. *Please return this sheet by August 23 for inclusion on this year's ride.*