

# Terms and Conditions

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## 1. Cancellation Policy for the Group or Individual

\*Cancellation 60 days or more from departure: Full refund minus your non-refundable deposit and any vendor fees that have been lost due to cancellation

\*Cancellation 59 to 32 days from departure: Full refund minus your non-refundable deposit, up to 25% of your total package price and any vendor fees that have been lost due to cancellation.

\*Cancellation 31 days to the time of your departure: NO REFUND. You will still be responsible for 100% of the package price and any applicable vendor fees.

## 2. Deposit

The deposit on the agreement is non-refundable. It is calculated by the total number paying participants listed on the agreement times the per person deposit listed. Payment must be received within 10 days. Late payments may be subject to the late payment fees.

## 3. Documents Needed From Vendors

Some vendors require additional forms to be completed by the group. The vendor or your travel agent will provide these forms to you. They will also inform you when these forms are due. These forms must be submitted to the agent by the due date provided. If the forms are late or are not submitted, your group may be at risk of losing an attraction, event, specific lodging, and or transportation that the form references. If airfare is being provided for your tour and we do not receive the required airfare roster with each persons names and dates of birth as listed on their government issued id by the due date, the group could lose their reserved airfare.

## 4. Payments

Please make payments according to the payment schedule in your Travel Agreement. The preferred method of payment for each scheduled group payment is in the form of one business check, cashiers check or money order. Credit card payments can be accepted with prior approval from your travel agent. Wire payments will be accepted for payment with prior approval from your travel agent. Individual payments can be arraigned with prior approval from your travel agent but there could be additional fees. Please ask your travel agent for more details. All payments are due in our office by the due date, not postmarked by the due date. If payments are not made in accordance with your travel agreement then any and all reservations could be lost as well as be subject to late payment fees.

## 5. Travel Numbers

Groups must list the correct number of participants on the signed agreement. Groups must also submit a list of participants who have registered for this tour at least 90 days prior to the start of your tour along with any other required travel forms.

## 6. Fewer Participants

If your travel numbers reduce below the price range listed on the agreement, an amendment to the agreement may be sent by your travel agent. Any changes to your agreement are subject to price changes based on your new travel numbers. The group will also be responsible for any vendor fees due to a reduction in travel participants.

## 7. Participants Who Enroll Late

Registration forms, deposits and any scheduled payments listed on the agreement that have preceded the late enrollment, are due in our office within 10 days after receiving notification of the change. Please note that late enrollment doesn't guarantee availability at an attraction(s) due to availability for any late enrollment. Your travel agent will notify you regarding any attractions that are not available once the reservation process has been completed for the late enrollment.

## 8. Agreement Package Price

Transportation suppliers may charge additional fees, such as fuel surcharges or taxes that are beyond our control. Charges from the transportation supplier also could also be assessed if your group requests any itinerary changes prior to or during your groups trip. Any additional charges from the transportation provider will be the groups responsibility. If your package includes airfare, there will likely be baggage fees associated with travel. These fees, unless otherwise stated, are the responsibility of each individual traveler and will be due at the airport at the time of travel. Please keep in mind that baggage fees are normally listed as a one way fee, so if you are flying round trip, you will pay the baggage fee twice, once for the departure flight and once for the return flight. The price for your land package is confirmed after the full non-refundable deposit is received.

## 9. Late Payment Fees

\*10 calendar days past due: additional \$25 per person.

\*20 days past due: additional \$25 late fee per person

\*30 days past due: additional \$100 per person

\*Past due beyond 31 days and each month after: \$200

## 10. Tour Balance

All final payments and remaining tour balance must be paid in full at least 50 days prior to travel. If payment has not been made 20 days prior to travel, the entire trip is subject to cancellation.

## 11. Name Changes (Airline Reservations Only)

Any name changes, depending on the airline, can result in name change fees. Please discuss with your travel agent regarding possible fees associated with any name changes.

## 12. Returned Checks

Any checks returned as a result of insufficient funds will be assessed a \$45 fee per check per attempt to process. If the returned check causes a payment to be late, late charges may also apply.

## 13. Housing Arrangements

Each hotel room reserved for your group will have a maximum of 2 beds unless stated otherwise. Incidentals at the hotel are the group's responsibility and the group leader may be asked to submit a credit card upon check-in to cover any incidentals. Any fees incurred by the group due to room damage, hotel phone usage, pay per view services, etc will be the responsibility of the group.

## 14. Final Official Itinerary and Travel Documents

Your groups final itinerary and any other required travel documents will be sent to the group leader once your groups final balance has been paid and final reservations have been made.

By signing, I acknowledge that I understand and accept all of the above terms and conditions. I agree that I am the designated leader or an authorized representative for my group.

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**Signature**

**Date**