

TRADE TRAVEL - INTERNATIONAL PASSENGER BOOKING FORM



This Passenger Booking Form is to be completed by each individual passenger.
Please print your details clearly using **BLOCK LETTERS**.

RESERVATION FORM & BOOKING CONDITIONS

Date: _____ Tour Departure Date: _____
Club Name: _____ Tour Name: _____

TOUR PASSENGER DETAILS: *Please include a photocopy of your Passport with this Booking Form.*

Important - Please use legal names and information as reflected on your passport to complete the following:

Title: _____	First Name: _____	Title: _____	First Name: _____
Preferred Name (For Badge): _____		Preferred Name (For Badge): _____	
Last Name: _____		Last Name: _____	
Do you require a Trade Travel Name Badge: <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you require a Trade Travel Name Badge: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address: _____		Address: _____	
Town/City: _____		Town/City: _____	
State: _____	Post Code: _____	State: _____	Post Code: _____
Phone: _____	Mobile: _____	Phone: _____	Mobile: _____
Email Address: _____		Email Address: _____	
Frequent Flyer Program: _____		Frequent Flyer Program: _____	
E.g. Qantas, Velocity		E.g. Qantas, Velocity	
Frequent Flyer No.: _____		Frequent Flyer No.: _____	
Rooming Type: <input type="checkbox"/> Double <input type="checkbox"/> Twin		Rooming Type: <input type="checkbox"/> Double <input type="checkbox"/> Twin	
<input type="checkbox"/> Single Supplement		<input type="checkbox"/> Single Supplement	
Sharing With: _____		Sharing With: _____	

SPECIAL REQUIREMENTS:

Dietary/Allergies (e.g. Gluten Free): _____
Medical (e.g. Sleep Apnea): _____

Medical conditions that could affect your ability to participate in the tour must be advised.

Special Requests (not guaranteed): e.g. Ground Floor _____

Can you climb stairs? Yes / No
Can you get into and out of a boat, train or bus? Yes / No
Can you climb into a bath? Yes / No

PASSPORT INFORMATION:

Passport No.: _____ Country of Issue: _____
Date of Issue: _____ Date of Expiry: _____
Date of Birth: _____

NEXT OF KIN - EMERGENCY CONTACT:

Name: _____ Relationship: _____
Address: _____
Contact Details: _____

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NEXT OF KIN - EMERGENCY CONTACT:

Name: _____ Relationship: _____
Address: _____
Contact Details: _____

Please sign below to acknowledge that you have read, understood, and accepted the **Trade Travel** terms & conditions.

Signature: _____ Date: _____ Signature: _____ Date: _____

PLEASE POST YOUR COMPLETED FORM TO TRADE TRAVEL

Victoria: PO Box 1137 Mildura VIC 3502 | **Queensland:** PO Box 1715 Noosaville BC QLD 4566

Freecall: 1800 034 439 | **Fax:** 03 5022 7993 | **E-mail:** groups@tradetravel.com

Website: www.tradetravel.com.au | **ABN:** 91 061 591 375

TRADE TRAVEL PASSENGER PAYMENT FORM



PASSENGER & TOUR DETAILS:

Passenger 1 Full Name: _____

Passenger 2 Full Name: _____

Tour Details: _____

PAYMENT DETAILS:

Would you like your receipt emailed: Yes No

Payment Type

Deposit Full Payment

Payment Method Direct to Trade Travel

Cash Amount \$ _____

Cheque Amount \$ _____

Cheque No: _____

Direct Deposit Amount \$ _____

Date Deposited: _____

NAB BSB No: 084 917 Account No: 86382 1525

Account Name: Trade Travel Client Trust Account

*** Please use your name & tour destination as the reference e.g. Jones - Norfolk Island**

Credit Card Amount \$ _____

Visa (incurs a 1% surcharge)

MasterCard (incurs a 1% surcharge)

Amex (incurs a 1.85% surcharge)

(Please note: We do not accept Diners Club Card)

TO HELP PROTECT YOUR SECURITY!

If you wish to pay using your credit card please tick the appropriate box above and advise amount.

Once we receive your payment form we will give you a call and process your credit card payment over the phone.

PLEASE TICK HERE IF:

You would like to receive a new Trade Travel Bag: Yes No

You would like to receive a new Trade Travel Luggage Tag: Yes No

PASSENGER DECLARATION:

By completion and return of this form, I hereby verify all the above details are true and correct to the best of my knowledge and forward my payment details for the arrangements of my tour.

Signature: _____ Date: _____

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GROUP TERMS & CONDITIONS

Please retain this page for your own records.



HOW TO CONFIRM YOUR PLACE ON THE TOUR

A \$1000.00 deposit will be required for this tour by nominated deposit date. Payment of your deposit and the signed booking form will secure your place on the tour and you will receive confirmation in writing. The balance of your tour is payable 90 days prior to your tours departure. For bookings made within 90 days, full payment is required immediately. If payment is not received by the due date, Trade Travel reserves the right to cancel your place on the tour and you will incur cancellation fees.

CHANGES TO YOUR BOOKING

Any changes to your booking once the deposit has been received will incur an amendment fee of \$75.00. Bookings changed within 90 days of departure will be subject to the \$75.00 fee plus any additional charges levied by airlines, hotels, ground operators.

CANCELLATION OF YOUR BOOKING

The reservations we make on your behalf or groups behalf are subject to cancellation fees from airlines, hotels, attractions, and cruise companies etc, making it necessary to enforce strict cancellation policies. If you cancel a reservation prior to the departure of your tour the following cancellation fees will apply:

All monies paid are refundable 150 days or more prior to departure date.

149 days or less 100% cancellation fee will apply.

Please note we strongly recommend you take out adequate travel insurance to cover you against these cancellation fees in the unfortunate event that you have to cancel your participation on the tour.

INCLUDED IN YOUR TOUR PRICE

All travel, accommodation, sightseeing and meals as specified in your itinerary and on your confirmation letter.

NOT INCLUDED IN YOUR PRICE

Optional touring, items of a personal nature including travel insurance, excess baggage, laundry drinks, and personal phone calls. No airlines taxes or visa fees are included. Some cruise levies are not included.

PRICE

All holiday prices are based on rates (including foreign exchange rates & taxes) known at time of printing. Prices are subject to increase without notice. If such rates change prior to final payment date passengers will be advised of new tour price accordingly. Government / Airport tax increases and currency fluctuations are beyond Trade Travel's control.

PASSPORTS

A valid passport is required for each person traveling on this tour. Your passport must be valid for at least 6 months from your intended date of return.

INSURANCE

We strongly recommend that you take out travel insurance to cover against illness or accident, cancellation, loss of luggage, etc. Contact Trade Travel for a free quote.

SINGLE TRAVELLERS

For single travellers willing to twin share, we will endeavour to match you with a travelling companion however if we are unable to provide a companion for you to share with then a single supplement will apply. Unfortunately our hotel, cruise & rail suppliers do not accept forced singles so we are bound to charge all single rooms a supplement.

CHANGES TO THE TOUR ITINERARY

Trade Travel reserves the right to alter or omit any part of the itinerary or change of reservation, features and/or means of conveyance without notice. Trade Travel reserves the right to cancel the tour should it not reach minimum numbers and clients will be notified prior to departure should this occur.

RESPONSIBILITY

Trade Travel does not accept liability for failure on the part of transportation companies, hotel contractors and other principles whose responsibility is confined to their own operations. All ticket coupons and orders are furnished and issued subject in all respects to those terms and conditions under which the means of transportation or other services provided thereby are offered or supplied by owners, operators, public carriers, management agents or agents.

CONFIRMATION LETTER TERMS & CONDITIONS

These terms and conditions are provided at the time of promotion, however your Confirmation Letter will override any Terms and Conditions raised on this booking form. Please refer to your Confirmation Letter for the most up-to-date booking conditions, change fees and cancellation fees, as these will be applied as necessary.

DONALD SIMPSON COMMUNITY CENTRE SPECIAL CONDITIONS

The Donald Simpson Community Centre reserves the right, at its absolute discretion, to exclude from or terminate a tour without refund of, anyone who:

- (a) Is unable to cope with the requirements of any aspect of the tour or requires services or facilities which are not available.
- (b) Engages or has engaged in undesirable behaviour or who interferes with the enjoyment or jeopardises the safety or comfort of other tour participants.