

TRAVEL REGISTRATION FORM

CLIENT NAME: _____
RESORT/CRUISE: _____
TRAVEL DATE: _____

Payments Processed by **VEP ASSOCIATES PROFESSIONAL SERVICES:** Online or Credit card
ONLINE PAYMENTS: www.veptravel.com **EMAIL:** vprimus@veptravel.com
P.O. Box 103, Jenkintown, Pa. 19046 | OFFICE: (215.224.1404) | FAX: (215.224.1501)

GUEST INFORMATION

Please PRINT your information List name(s) of those sharing accommodations

Name must match Government ID | US Passport

** Requesting an Individual invoice, complete a separate form, list names of roommates **

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (Day) _____ (Evening) _____ (Cell) _____

Email: _____ Email: _____

TRAVEL DETAILS: ALL PRICES ARE PER PERSON

TRAVEL DATES: _____ to _____

Cabin Category Level: Inside _____ Oceanview _____ Balcony _____ Suite _____ Example : Oceanview 6A

Cabin Price: Inside \$ _____ Oceanview \$ _____ Balcony \$ _____ Suite \$ _____ Example : \$ 420.00

Maximum guest per cabin is four (4)

Number of guests in cabin: _____ Adults: _____ Children: _____ Ages: _____, _____, _____

Total Price: \$ _____ **Non-Refundable Deposit per person / per room** \$ _____ by: _____ **Final Payment Date:** _____

* A per person Agency Administration Booking Fee (\$50.00) and or Ticketing Fee (\$25.00) will be charged and added to the balance.

Emergency Contact: Name: _____ Telephone: _____ Relationship: _____

VACATION INSURANCE (Will be added to your package, fees apply) *

Vacation insurance is based on the price charged for your travel package and will be billed separately. The purchase of your airline tickets can also be included in your vacation insurance. Pre departure trip cancellation, Post departure trip interruption, travel delays, medical expenses emergency assistance, baggage protection, 24 hour worldwide assistance service. For details to purchase, go to: www.veptravel.com

TERMS AND CONDITIONS

VEP Associates Professional Services t/a VEP travel, reserves the right to refuse services to anyone. Our prices are normally guaranteed as long as the supplier makes them available to us. All quotes are subject to cancellation within 24 hours, if no deposit is made to hold the reservation in the supplier's system. This travel agency is acting only as an agent for suppliers in selling travel related services, or in accepting reservations or bookings for services that are directly supplied by this agency (such as air and ground transportation, hotel accommodations, bills, cruises, etc) This travel agency, therefore, shall not be responsible for breach of contract or any intentional or careless actions or omissions, on part of such suppliers, which results in any loss, damage, delay, or injury to you or your travel companions or group members.

CANCELLATIONS

(Rooms, Room Nights or Guests) will be charged a \$100.00 processing fee per person from the date of deposit. Refunds (less processing fee) will be granted for cancellations made no more than ten (10) business days from the date of deposit and according to vendor's refund policy. Agency Fees are non-refundable. Traveler must provide a written notice of cancellation in order to process refund.

SIGNATURE: _____

DATE: _____

TERMS AND CONDITIONS STATEMENT, 2-Continued

TRAVELER(S) SHALL HOLD VEP ASSOCIATES TRAVEL HARMLESS AND NOT RESPONSIBLE FOR ANY LIABILITIES INCURRED BY CREDIT CARD HOLDERS FROM ANY CREDIT CARD UNAUTHORIZED USE, FRAUDULENT, UNSCRUPULOUS ACTS COMMITTED BY ANY PERSONS RESULTING FROM THE RELEASING OF CREDIT CARD INFORMATION TO INTERNET COMPANIES OR OFF-LINE SUPPLIERS BY VEP ASSOCIATES TRAVEL OR BY WEBSITE VISITORS TO HOLD, OBTAIN, OR BOOK RESERVATIONS OR PURCHASE TRAVEL-RELATED PRODUCTS. ALL MONEY AND/OR CREDIT CARD INFORMATION GIVEN TO VEP ASSOCIATES TRAVEL TO MAKE OFF-LINE RESERVATIONS IS DIRECTLY PASSED ON TO SUPPLIERS, EXCEPT FOR AGENT COMMISSIONS AND FEES, IF APPLICABLE. VEP ASSOCIATES TRAVEL IS NOT RESPONSIBLE FOR REFUNDS OF ANY MONEY DUE TRAVELER(S) BY ANY TRAVEL SUPPLIER(S) OR FOR INCREASED CHARGES BY ANY SUPPLIER(S). ANY REFUNDS DUE TRAVELER(S) ARE DUE FROM SUPPLIERS AND ANY REFUNDS ISSUED TO TRAVELER(S) FROM SUPPLIERS AND RECEIVED BY VEP ASSOCIATES TRAVEL SHALL BE FORWARDED TO THE CLIENT, LESS ANY FEES OR MONEY OWED TO VEP ASSOCIATES TRAVEL.

VEP ASSOCIATES TRAVEL'S RESPONSIBILITY AND OBLIGATIONS TO A CLIENT BOOKING OFF-LINE ARE LIMITED TO MAKING EVERY EFFORT TO FIND REASONABLE PRICING PER THE CLIENT'S TRAVEL REQUEST, MAKING APPROVED RESERVATIONS FOR CLIENTS -- INCLUDING FORWARDING TIMELY PAYMENTS TO SUPPLIERS VIA CHECK OR CLIENT CREDIT CARD INFORMATION PROVIDED BY CLIENT TO SUPPLIERS, INFORMING CLIENTS OF ANY PRE-OR-POST DEPARTURE RESERVATION CHANGES MADE KNOWN TO VEP ASSOCIATES TRAVEL BY SUPPLIERS, CHECKING TRAVEL DOCUMENTS BEFORE THEY ARE ISSUED TO CLIENTS, AND FORWARDING TRAVEL DOCUMENTS RECEIVED BY SUPPLIERS TO CLIENTS IN A TIMELY MANNER, ASSISTANCE WITH ANY TRAVELER(S) REQUESTS FOR ADDITIONAL INFORMATION NOT OUTLINED IN THESE TERMS AND CONDITIONS CONCERNING (BUT NOT LIMITED TO) DESTINATION INFORMATION, COUNTRY ENTRY REQUIREMENTS, SUPPLIER TERMS AND CONDITIONS, DOCUMENTS NEEDED FOR TRAVEL. VEP ASSOCIATES TRAVEL SHALL BE HELD HARMLESS AND NOT RESPONSIBLE FOR ANY AND ALL INTERNET BOOKINGS MADE BY VEP ASSOCIATES TRAVEL OR BY VISITORS TO THE www.veptravel.com WEBSITE. ALL PURCHASES MADE THROUGH ONLINE COMPANIES/PROVIDERS ON THE VEP ASSOCIATES TRAVEL WEBSITE ARE DEEMED TO BE TRANSACTIONS BETWEEN THE PURCHASER AND SUPPLIER/PROVIDER. PURCHASERS ARE DEEMED BY THE INTERNET SUPPLIERS/PROVIDERS AS THE CLIENTS OF THE SUPPLIER. ANY DISPUTES MUST BE MADE DIRECTLY TO THE SUPPLIER AND NOT VEP ASSOCIATES TRAVEL.

IT IS THE POLICY OF VEP ASSOCIATES TRAVEL TO ONLY MAKE OFFLINE RESERVATIONS FOR CLIENTS WHO AGREE TO AND SIGN THESE TERMS AND CONDITIONS AND WHO, IF APPLICABLE, HAVE COMPLETED AND SIGNED A CREDIT AUTHORIZATION FORM. PERSONS MAKING ONLINE PURCHASES MAY CONSIDER THEMSELVES DULY INFORMED.

TRANSACTION FEES: The following fees for off-line reservations may be applied in addition to the purchase of air/sea/land transportation services and vacation packages. **Consultation Fee (Not being implemented at this time):** Normal rate is \$ 50.00 per hour, and may be applicable toward the purchase of travel reservations); **Modification to Hotel/Car Rental/Rail/Tours/Vacation Packages after Booking** \$ 50.00 per incident, per person; **Cancellation Fee:** \$ 100.00 per person; **Long Distance Calls (not being implemented at this time)** \$ 1.25 per minute for domestic \$ 1.75 per minute for International. **Faxed Information (not being implemented at this time)** \$ 1.25; **Express Mail/Shipping (if applicable)** \$ 30.00 per shipment for One Day \$20.00 per shipment for Two Day; **Processing of Tourist Cards/Passports/Visas/Travel Vouchers/Frequent Flyer Travel/Coupons, etc.** \$ 40.00 per person, if applicable.

Note: Rates are subject to change. Charges from VEP Associates Travel will appear on your credit card in the amounts designated above, but will not be charged without notification to you and without approval by you.

SUPPLIER FEES AND POLICIES:

Airline charges for Re-Ticketing/Re-issue of Tickets; Airline Cancellation Fees Escort for Minor Child Traveling Alone, Baggage Policies, etc.: if you need assistance or do not have Internet access, please request information from VEP Associates Travel.

Hotel/Resort Cancellation Deadlines vary, depending upon the supplier. Credit card information must be given to the hotel/resort at time of booking as a guarantee. Hotel or Resort charges for "No Shows/No Cancellation by Deadline" usually result in your credit card being charged for 1 night plus tax by the hotel/resort. Deadlines will be supplied at the time of quote or automatically with the preliminary itinerary.

Rental Car Possible charge for "No Show/No Cancellation" on pre-booked rentals is usually 1 day plus tax and is charged by the car rental company.

Tour Company/Vacation Package Supplier Policies and Terms/Conditions vary between suppliers. Information will be supplied at the time of quote or automatically when the preliminary itinerary is sent to you.

NOTE:

- Air bookings** may have flight restrictions: a change in carrier, flight, time, routing could result in penalty fees and an increase in fare cost.
- Lost or stolen tickets** requiring a ticket reissue will result in re-ticket fees and the cost of new tickets. If tickets are found and returned to airline, a refund may be issued for cost of tickets.
- If you arrive at an airline ticketing or passenger check in counter with your **confirmed ticket/passenger receipt** and find that the airline shows no reservation for you, do not leave the counter. If the status box located in middle of tickets, next to date shows "OK" for your flights, the airline must accommodate you on the flight, find you a substitute flight or pay you denied boarding compensation. If necessary, speak to a supervisor.
- Hotel rooms** are usually booked on a guaranteed payment basis with your credit card being used as a guarantee. If you change or cancel your plans without notifying the hotel by their cancellation deadline, you will incur penalty fees.
- Car reservations** sometimes require prepayment or a credit card guarantee. If the reservation is not cancelled by the cancellation deadline, you will incur penalty fees. Car reservations require a major credit card (not debit) at time of pickup.
- Tours/packages:** Cost can change without notice due to international currency fluctuations, tariff changes, or increase in operational cost. Group packages are based upon a minimum number of passengers. If the number of passengers falls below minimum required a surcharge and increase in rates may be imposed upon all remaining passengers. Cancellation fees will apply to persons who cancel.

TERMS AND CONDITIONS STATEMENT - 3-Continued

TRAVEL INSURANCE: Travel insurance is strongly recommended for all travelers, payable with their first deposit/payment to obtain coverage for pre-existing conditions for themselves/travel companions/family members (travel insurance is mandatory for all group travelers) to cover unforeseen travel issues such as cancellations, interruptions, delays, lost/stolen/damaged travel documents, medical expenses, emergency medical transportation. Certain conditions/restrictions may apply to coverage's; **VEP Associates Travel is not responsible for underwriting decisions on claims made by traveler(s) to the insurance company.** Travel Safe Insurance details can be found at www.veptravel.com. If you need help navigating the site or do not have Internet access, please request a brochure from VEP Associates Travel.

This contract shall be **governed by the laws of the Pennsylvania**. Any disputes will be heard by the appropriate federal and/or state courts located in Philadelphia, PA. If the court's decision falls in favor of VEP Associates Travel, all legal costs will be paid by disputer.

BY SIGNING BELOW, THE SIGNOR ACKNOWLEDGES THAT HE/SHE UNDERSTANDS AND ACCEPTS THESE TERMS AND CONDITIONS AND VERIFIES THAT HE/SHE IS ACTING AS A REPRESENTATIVE FOR HIM/HER SELF AND FOR ALL TRAVEL COMPANIONS AND HAS THE LEGAL RIGHT AND AUTHORITY TO SIGN FOR HIM/HER SELF AND FOR ALL TRAVEL COMPANIONS. VEP ASSOCIATES TRAVEL SHALL BE HELD HARMLESS AND NOT RESPONSIBLE FOR ANY RESULTING DISPUTES OR ACTIONS TAKEN BY FELLOW TRAVELERS ARISING DUE TO THE SIGNOR AGREEING TO AND SIGNING THIS CONTRACT. ANY DISPUTES OR RESULTING ACTIONS ARE BETWEEN THE SIGNOR AND TRAVELING COMPANION(S). SIGNOR ACKNOWLEDGES AND AGREES THAT IT IS HIS/HER RESPONSIBILITY TO INFORM COMPANION TRAVELER(S) OF THESE TERMS AND CONDITIONS AND TO GIVE THEM A SIGNED COPY SHOWING THE TERMS AND CONDITIONS TO WHICH THEY SHALL BE BOUND.

VEP ASSOCIATES TRAVEL IS NOT RESPONSIBLE FOR ISSUING SEPARATE TERMS AND CONDITIONS TO EACH TRAVELER BOOKED/LISTED UNDER ONE RESERVATION.

VERIFICATION OF TERMS AND CONDITIONS

Please check one:

_____ I, as for myself and my traveling companions, it is understood that travel insurance, will be added to my package based on pricing of Travel Safe's "Classic policy" and payable at the time of booking.

_____ I, as for myself and my traveling companions, it is understand that travel insurance WILL NOT be added to my package and do not want to purchase travel insurance.

I, the undersigned, have read and understand all the terms and conditions and agree with them.

Please check that you read and understand

_____Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft. If you do not understand these restrictions, contact your airline or go to http://www.faa.gov/about/initiatives/hazmat_safety

Signature (Client) **Printed Name** **Date**

VEP Associates Travel / VEP Associates Professional Services
Please sign and fax this form to VEP Associates Travel at 215-224-1501
or email to : agents@veptravel.com