

TRADE TRAVEL - NORFOLK ISLAND PASSENGER BOOKING FORM

PLEASE POST YOUR COMPLETED
FORM TO TRADE TRAVEL
VIC: PO Box 1137 Mildura VIC 3502
QLD: PO Box 1715 Noosaville BC QLD 4566



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

RESERVATION FORM & BOOKING CONDITIONS

Date: _____

Club Name: Trade Travel Public - ex Sydney _____

Trade Travel Consultant: Michelle Chapman

Tour Departure Date: 8th October 2021 _____

Tour Name: Norfolk Island Experience _____

Please include a photocopy of your Passport with this Booking Form. This is the preferred means of documentation however, photographic identification may be acceptable for Australian Citizens - Refer to Page 3.

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

TOUR PASSENGER DETAILS:

Title: _____ First Name: _____

Last Name: _____

Address: _____

Town/City: _____

State: _____ Post Code: _____

Phone: _____

Mobile: _____

Email Address: _____

Date of Birth: _____

Frequent Flyer Program: _____

E.g. Qantas, Velocity

Frequent Flyer No.: _____

Rooming Type: Double Twin
 Single Supplement

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

EMERGENCY CONTACT (NOT TRAVELLING ON TOUR):

Name: _____

Address: _____

Contact Details: _____

Relationship: _____

NAME BADGES:

Do you already have a Trade Travel Name Badge? Yes / No

Preferred Name (For Badge): _____

Please Note: It is a requirement to wear your Trade Travel badge on tour.

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

Signature: _____ Date: _____

TOUR PASSENGER DETAILS:

Title: _____ First Name: _____

Last Name: _____

Address: _____

Town/City: _____

State: _____ Post Code: _____

Phone: _____

Mobile: _____

Email Address: _____

Date of Birth: _____

Frequent Flyer Program: _____

E.g. Qantas, Velocity

Frequent Flyer No.: _____

Rooming Type: Double Twin
 Single Supplement

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

EMERGENCY CONTACT (NOT TRAVELLING ON TOUR):

Name: _____

Address: _____

Contact Details: _____

Relationship: _____

NAME BADGES:

Do you already have a Trade Travel Name Badge? Yes / No

Preferred Name (For Badge): _____

Please Note: It is a requirement to wear your Trade Travel badge on tour.

Signature: _____ Date: _____

TRADE TRAVEL PAYMENT FORM & COVID-19 DISCLAIMER



PASSENGER & TOUR DETAILS:

Passenger 1 Full Name: _____

Passenger 2 Full Name: _____

Tour Details: Norfolk Island Experience _____

Tour Code: TTP081021 _____

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 surname & tour code as the reference: SURNAME/TTP081021**

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.

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.

Passenger 1

Signature: _____ Date: _____

Passenger 2

Signature: _____ Date: _____

COVID-19 TRAVEL DISCLAIMER (Please read the COVID-19 Impact Disclosure details below.)

Until a vaccine is available, the Australian Government cannot provide any guarantee against the spread of COVID-19. Trade Travel understands this and can only provide assurances that we will do all we can to manage the situation and follow the guidelines set by the relevant Industry bodies and the Health Department. If you wish to travel with Trade Travel and its suppliers, you will need to complete and sign the waiver below and return to our office with your final payment.

Trade Travel and all Suppliers cannot be held liable for any transmission of COVID-19 from passenger to passenger whilst on tour. All passengers booked on a tour with Trade Travel must read and agree to the above notification and sign below and return to our office along with your completed booking form.

I/WE _____ agree to travel on the Tour with Trade Travel on my own accord and understand the risks in relation to COVID-19 transmission and will not hold the Company or any of its suppliers liable for anything relating to COVID-19.

Passenger 1

Signature: _____ Date: _____

Passenger 2

Signature: _____ Date: _____

Please contact this office if any further clarification on the above details is needed - Trade Travel 1800 034 439.

By supplying your email address you agree to receive future offers direct from Trade Travel.

The information you provide will be collected, managed and used in accordance with the Trade Travel Privacy Policy.

PLEASE POST YOUR COMPLETED FORM TO TRADE TRAVEL

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

Freecall: 1800 034 439 | **E-mail:** bookings@tradetravel.com

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

TERMS & CONDITIONS & COVID-19 IMPACT DISCLOSURE

Please read & retain this page for your own records.



HOW TO CONFIRM YOUR PLACE ON THE TOUR

A \$0.00 deposit will be required for this tour by nominated date, along with a signed booking form. After this you will receive a confirmation letter in writing. Please refer to your confirmation letter for payment deadlines. If payment is not received by the due date, Trade Travel reserves the right to cancel your place on the tour and you may incur cancellation fees.

CHANGES/CANCELLATION OF YOUR BOOKING & INSURANCE

Any changes to your booking once the deposit has been received may incur amendment fees. Please check these details when requesting changes. The reservations we make on your behalf or groups behalf are subject to cancellation fees from all Suppliers, 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: We strongly recommend that you take out travel insurance to cover you against illness or accident, cancellation fees, loss of luggage, etc. in the unfortunate event that you have to cancel.

Any unused portion of monies paid are refundable 90 days or more prior to departure date.

89 days or less prior to departure 100% cancellation fee will apply.

CHANGES TO THE TOUR ITINERARY/RESPONSIBILITY

Trade Travel reserves the right to alter, change or omit the itinerary as necessary. 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. Trade Travel does not accept liability for failure on the part of Suppliers whose responsibility is confined to their own operations.

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.

PASSPORTS & ENTRY REQUIREMENTS

All passengers travelling to Norfolk Island must travel with either a Valid Passport or Valid ID, along with a Norfolk Island Entry pass - please refer to your Confirmation letter for further details.

TOUR BOOKINGS

All tours and bookings made with Trade Travel are monitored and updates are sent to our clients based on their departure date. Restrictions are changing regularly and it is important we adhere to the Government health authority advice and we are confident all our suppliers are committed to these guidelines.

PAYMENTS AND BOOKINGS - BOOK WITH CONFIDENCE

All payments made to Trade Travel are held in Trust and are protected by our Consumer Protection Insurance, this way we can give our clients the Peace of Mind that all funds are held safely. Trade Travel will endeavour not to disperse any client's money to any supplier until we believe the tour is going to proceed and it is safe to do so.

Trade Travel has currently suspended the requirement of Deposit Payments from clients for all our tours in the foreseeable future. Tours can be booked with a completed Booking Form at this stage and when the tour is confirmed to proceed, we will then request Full and Final Payment from the client.

REFUNDS/SUPPLIER CREDITS - PEACE OF MIND

Trade Travel will provide 100% refund to all our clients where possible. If the tour is cancelled due to COVID-19 and there has been no cancellation or credits retained by suppliers, our passengers will receive a full refund. In the event the supplier has been paid and they are not offering a refund, we will refund in full minus the outlaid funds only. Trade Travel will not charge a cancellation fee on any booking affected by COVID-19 disruptions. We hope this gives our customers Peace of Mind when booking.

AIRLINES/TOUR OPERATORS AND PARTNERS

Many tours include the use of Airlines, Coach Companies, Motels, Restaurants and Attractions. All suppliers are taking initiative for the future to continue to provide a valuable service with COVID-19 as part of our normal. Our office will work closely with our partners to assist them in every way for the safety of our clients for them to travel safely.

TRADE TRAVEL TOUR HOST

Trade Travel will ensure that each tour is escorted by a tour host where required and will assist the group on a day to day basis. This may include: temperature checks daily of all passengers, monitoring physical distancing where possible - seat allocations and making sure cleanliness of coach is maintained throughout the tour with the use of Hand Sanitiser, Face Masks, regular hand washing etc. Staggered dining times and attraction visits for groups may apply and be necessary.

COVIDSAFE APP

We recommend all our passengers download the COVIDSafe App before travelling on our tours. COVIDSafe is a new tool to help speed up how the health department can notify people who may have been exposed to COVID-19, so the health system can protect you, your family and friends.

OUR COMMITMENT

Trade Travel will continue to follow the advice of all relevant authorities as the situation develops. For the well-being of our clients, we ask you to respect these guidelines, as well as personal hygiene and stay at home if you are unwell. For more information on COVID-19 visit the website www.health.gov.au or contact the **Helpline on 1800 020 080**.