

TRADE TRAVEL - DOMESTIC 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 _____

Trade Travel Consultant: Tracey O'Connell _____

Tour Departure Date: 19 March, 2022. _____
Tour Name: Ballarat Begonia and Melbourne Flower Show _____

Important – Please use names as reflected on your photo ID 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: _____
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E.g. Qantas, Velocity
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Preferred Name (For Badge): _____

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Signature: _____ Date: _____

TRADE TRAVEL PAYMENT FORM & COVID-19 DISCLAIMER



PASSENGER & TOUR DETAILS:

Passenger 1 Full Name: _____

Passenger 2 Full Name: _____

Tour Details: Ballarat Begonia & Melbourne Flower Show Combo _____

Tour Code: DSC/190322 _____

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/DSC190322**

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 booking form.

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 \$200.00 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 TO YOUR BOOKING

Any changes to your booking once the deposit has been received may incur amendment fees. Please check these details when requesting changes.

CANCELLATION OF YOUR BOOKING & INSURANCE

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 from the tour.

Deposit is non refundable from the 17 December, 2021.

Final payments are non refundable from 14 January, 2022.

REFUND PROCESSING FEE

Please note there will be a \$25 fee applicable for all refunds to cover costs of processing the payment. This fee is applicable on all cancellations received for all Tour/Holiday bookings.

CHANGES TO THE TOUR ITINERARY

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.

RESPONSIBILITY

Trade Travel does not accept liability for failure on the part of third party 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.

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 minus the refund fee. 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.

DONALD SIMPSON COMMUNITY CENTRE SPECIAL CONDITIONS

The Donald Simpson Community Centre reserves the right, with absolute discretion, to exclude 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.

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.