

BORTON OVERSEAS ♦ AFRICA TRIP RESERVATION FORM

Attn: Borton Specialist: _____ US Departure Date: _____

Booking Procedures for your Borton Overseas Africa Journey

✈ To confirm your reservation:

- Complete the required information on pages 2, 3, & 6 of this application form and **return completed form** in its entirety to your agent
- Make a copy the information page of each passport and send with this form** (page containing your photo/info)
- Detail your payment type** for the non-refundable 30% deposit of your total trip cost
- Review your insurance coverage and secure the necessary coverage.** Borton Overseas offers a custom Travelex policy. You can view details from our website or by using the Documents tab of your digital itinerary

✈ After confirmation:

- You will receive a **pre-departure packet** with a personalized briefing booklet loaded with helpful information to prepare for your journey. **Please review this information carefully!**
- 60 Days before departure, **final trip balance due**
- About three weeks before departure you will receive a **final departure packet** to take with you, containing a condensed final instruction itinerary in addition to any relevant airline e-tickets and service confirmations

BORTON OVERSEAS AFRICA TRAVELER INFORMATION FORM

(One form per traveler or couple)

TRAVELER INFORMATION	Traveler #1		Traveler #2	
Name (exactly as in passport)				
Date of Birth (e.g. 03 April 1975)				
Email Address				
Daytime Phone				
Mailing Address				
	City	State	Zip	
Passport #				
Passport Expiration (e.g. 15 Aug 2023)				
Country of Issue (e.g. USA)				
Emergency Contact Name and Relationship				
Emergency Contact Daytime Phone				

HEALTH INFORMATION

Any physical challenges or medical conditions we should be aware of?		
Any dietary restrictions or allergies?		
Any food/drink preferences?		
Passenger weight*		
* Only required for those who are traveling via light inter-camp aircraft		

SPECIAL REQUESTS

I/we prefer: <input type="checkbox"/> 1 bed <input type="checkbox"/> 2 beds		
<input type="checkbox"/> I request a single room. If confirmed, I agree to the single room supplement fee		
List any special interests.		
Are you celebrating a special occasion during this trip? List date.		
Where did you first learn about Borton Overseas?		

TRAVEL INSURANCE

As a participant in our Africa programs, you are **required** to have sufficient insurance for medical and evacuation coverage. Borton Overseas offers a custom policy with *Travellex*. The policy cost is based on your total trip cost. Full policy details can be emailed or viewed from our website. Because these policies are complicated, no representation made by our staff about what is covered constitutes a binding assurance or promise about the insurance.

I/We would like Borton Overseas to quote a full coverage *Custom Travel Secure* policy to include trip cancellation, trip interruption and emergency medical and evacuation coverage.

I/We would like to add "cancel for any reason" option to our full policy. This is available for additional 65% of total base plan rates and must be purchased within 21 days of initial trip payment.

I/We decline travel insurance. I understand proof of adequate insurance is required for participation and I request a Borton Overseas waiver form.

Participation Agreement Form

By signing this document, or otherwise indicating your assent in writing, you agree to the terms and conditions set forth in this document. **Borton Overseas, LLC** (“we” or “us”) is providing the trip described or named in our Reservation Form (the “trip”). These terms and conditions apply to the trip and the program/itinerary for the trip.

1. **RESERVATIONS AND PAYMENTS:** A non-refundable deposit of **30%** of the total trip cost, along with a completed and signed Africa Trip Reservation Form, is required to confirm your trip. Upon receipt of this form and your deposit, we will confirm your trip. **The final balance of your trip cost is due 60 days prior to departure.** If reservations are made within 75 days of departure, the entire amount is required at the time of confirmation. Payments can be made by check or credit card, unless special conditions apply. Payments from anyone residing outside of the USA must be made via bank wire transfer. Details and instructions will be given with invoices. For those residing overseas, additional fees may be required to cover mailing of documents.

- A fee of \$75 per party may be added to reservations made within 30 days of departure from the USA to cover expedited services and communications.
- A nonrefundable \$200 fee may be requested for a complex custom itinerary request. This fee will be applied toward the final tour invoice.
- A \$50 fee is assessed for each change made once services are confirmed. Any change within 45 days of departure will be treated as a cancellation and rebooking.

2. **CANCELLATION AND REFUND POLICY:** Our cancellation charges are based on the stringent payment policies of our suppliers of local services and therefore represent a reasonable estimate of our loss. Borton Overseas will work to receive refunds for any unused services, but we cannot guarantee refunds, and you will be required to pay the cancellation charges regardless of our success in obtaining any refunds for you. Cancellation charges are expressed as a percentage of your total trip cost (excluding all commercial airfare, which are on separate terms) and depends on the day you cancel and the day of your scheduled departure from your home. The cancellation charge schedule is as follows:

- More than 60 days before departure date..... Loss of deposit
- 59-45 days before departure date Loss of deposit plus 50% of total trip cost
- 44 days or less 100% of total trip cost

We must receive your cancellation notice in writing by email, fax, or overnight courier, and your cancellation date will be the date we receive your notice. Your decision not to participate on the Tour due to State Department warnings or advisories, fear of travel, or the like will be deemed a cancellation. If a flight or other delay for any reason prevents you from joining the Tour on the Tour start date, you will be considered a no-show, and we cannot provide a full or partial refund or credit toward a future Tour. The above fees are in addition to any airline-enforced cancellation fees or unrecoverable fees associated with high season travel. No refund can be made for any tour accommodation, service or feature that you do not utilize or voluntarily change.

FLIGHTS Above cancellation charges are in addition to airline enforced cancellation fees. Airline cancellation charges are on separate terms set forth on the flight confirmation. Commercial airline tickets require full payment upon confirmation.

GORILLA/CHIMP TRACKING PERMITS (if applicable): Primate tracking permits are subject to availability and must be secured and paid in full at the time of booking. Once purchased, primate tracking permits are non-refundable. If your booking is cancelled, the above land cancellation policy applies **in addition to cancellation charges of 100% of the total cost of the primate tracking permits.**

3. **TRIP PROTECTION OFFER AND REQUIREMENT:** All Borton Overseas’ Africa-bound travelers are **required** to provide proof of adequate medical and evacuation insurance. We recommend at least \$500,000 medical evacuation coverage per traveler. Due to strict cancellation fees, we recommend that you cover yourself for trip cancellation/interruption, which is included on full policies (including trip cancellation/interruption). Full policies purchased within 21 days of initial trip will waive the pre-existing medical conditions clause. Please see detailed insurance coverage for further information. **If you decline trip cancellation/interruption coverage, you will personally assume full responsibility for any financial loss associated with your travel arrangements, and you could lose your travel investment and/or have to pay more money to correct the situation.**

4. **COMMERCIAL AIRLINE SERVICE:** Airfare costs and availability are subject to change at any time prior to payment. Even after you have paid, Tours with scheduled air transportation with, to, or from the United States airline are subject to supplemental price increases that may be imposed by the supplier and/or government. By agreeing to these terms and conditions, you consent to any such price increase. Borton Overseas will not change your requested seat assignments on commercial aircrafts without permission. However, airlines often change seat assignments to satisfy their loyalty members or because of equipment changes (aircraft type). Borton Overseas is not notified of these changes in advance, and often clients are not made aware of these changes until they arrive at the airport. Borton Overseas cannot be held responsible for seat assignment changes made by the airline. Frequent flyer programs are private agreements between airlines and passengers. Borton Overseas cannot be held responsible for mileage discrepancies involving airline / loyalty reward programs.

5. **RATES AND FARES:** All rates and fares are those in effect at time of printing and are subject to change without notice. While every effort is made to avoid unnecessary price changes, due to the volatility of the foreign currencies we work with, all prices are subject to change. Your invoices will reflect the most current exchange rate. The services of any ARC or IATA air carrier may be used. Published airfares are handled separately from your program and the terms of flights are stated with the reservation details. Any tour-included internal airfares are subject to unexpected supplemental price increases which may be imposed after the date of purchase. Post-purchase price increases may be applied due to additional costs imposed by a supplier or government. Destination countries increase their VAT taxes, park fees and conservation fees from time to time. Any such increases are beyond our control and will be applied to your total due at the time of final payment. Prices are also subject to increase due to currency fluctuations. Some governments charge departure taxes and/or fees. These fees are the responsibility of each passenger traveling to the designated country and are not included unless stated. All Borton travelers must acknowledge that you may be charged additional sums by Borton Overseas to cover additional airline fees, fuel surcharges, taxes, and fluctuations in foreign exchange rates or any combination thereof. Acceptance of our terms is your consent to any post-purchase price increases and upon notification, Borton Overseas authorization to charge your card for such additional fees.

6. **LIGHT AIRCRAFT FEES:** For all light aircraft and charter aircraft transfers on your upcoming trip, expect incremental fuel surcharges based on the time spent flying and the price of oil at the time you make final payment. If applicable, the surcharges will be applied to your total due at the time of final payment.

7. **BAGGAGE:** Baggage is at owner's risk throughout the trip. Airlines, buses, vans and other modes of transportation may all have weight and size restrictions on luggage. It is your responsibility to comply with all baggage restrictions. Each person will be allowed to bring 1 medium soft bag and 1 small carry-on (or camera bag) if on safari. For inter-camp flights within Africa, baggage must not exceed 33-44lbs. per person, including all carry-ons. Charter or small inter-camp flights require soft bags (no wheels, frames) that can be manipulated into small baggage compartments. Any excess baggage charges must be settled directly with the airlines. Borton Overseas will not be responsible for extra charges associated with excess baggage. Restrictions differ with every itinerary. Please contact your agent about the specific baggage limits for your itinerary.

8. **PASSPORTS, VISAS, and OTHER ENTRY REQUIREMENTS:** International travel requires a passport valid 6 months beyond your intended return travel date. You will also need to have two consecutive blank visa pages within your passport per country visited. Some destinations require that visas be obtained prior to travel; information will be included in your pre-departure packet. Non-U.S. citizens should consult the appropriate consulates or call Borton Overseas for assistance. Each traveler is responsible for having correct entry and travel documents. **Minors (under 18yrs) may require additional documentation or risk denied boarding** – check with your Agent for requirements specific to your itinerary. Some nations require proof of vaccinations for all travelers. Allow plenty of time to secure necessary documents and contact your agent with questions. Borton Overseas cannot be held liable for invalid or lack of proper travel documents.

9. **OPERATOR CANCELLATION OR SUBSTITUTION OF LAND ARRANGEMENTS:** We will make commercially reasonable efforts to keep the Tour as it has been published or sent to you; however, the final Tour may vary due to availability and factors beyond our control. We may in our sole discretion substitute services such as hotels or goods of similar quality for any services or goods. If a Tour is cancelled, our liability is limited to a full refund of your payments, and we will not be liable for any other costs, damages, or refunds of any kind for any loss, delay, inconvenience, disappointment, or expense whatsoever in such circumstances. If for reasons beyond our control, a Tour in progress must be interrupted or cancelled, we will in good faith consider refunding a portion of the price depending on our actual costs incurred compared to the Tour as it has been published or sent to you.

10. **FORCE MAJEURE:** We and our Suppliers assume no responsibility for any personal injury, property damage, or other loss, accident, delay, inconvenience, or irregularity which may be occasioned by reason of any matter beyond our or our Suppliers' exclusive control including but not limited to a delay or cancellation of a flight that causes you to miss all or any portion of the Tour, acts of God, acts of government, war, terrorist acts, riots, disaster, weather extremes, or strikes. We have no special knowledge regarding the financial condition of the Suppliers, unsafe conditions, health hazards, weather hazards, or climate extremes at locations to which you may travel. For information concerning possible dangers at destinations, we recommend contacting the Travel Warnings Section of the U.S. State Department at 202-647-5225 or www.travel.state.gov and click on "Travel Warnings." For medical information, we recommend contacting the Centers for Disease Control at 877-FYI-TRIP or www.cdc.gov/travel.

11. **MISCELLANEOUS:** You hereby consent to our use of pictures or video of you in our marketing materials without compensation. Facsimile transmission of any signed document shall be deemed delivery of an original. At our request, you shall promptly provide an original document as well. If there are any conflicts between this Travel Reservation Form and your program/itinerary, this Travel Reservation Form shall apply. We reserve the right to decline to do business with anyone on a non-discriminatory basis.


12. **TRAVELERS NEEDING SPECIAL ASSISTANCE:** We will make reasonable efforts to accommodate the needs of our travelers; however, travelers needing special assistance for their personal needs must notify us at the time of booking for a determination of what assistance we can reasonably provide. In cases where we cannot accommodate a traveler's special needs, persons requiring this assistance must be accompanied by a companion who will be responsible for independently providing the needed assistance. We regret that we cannot provide special individual assistance to travelers with special needs for ordinary daily activities, such as walking, dining, etc. and other special needs. In no instance will we or our Suppliers physically lift or assist participants on to or off transportation vehicles.

13. **MEDICAL PROXY:** If you are unable to authorize your own medical attention and treatment, you authorize Borton Overseas or its subcontractors or agents to authorize medical attention and treatment on your behalf. You agree to hold harmless and release Borton Overseas from any liability for medical attention authorized by them, their subcontractors or agents on your behalf. Borton Overseas assumes no liability regarding provision of medical care or evacuation services. Any of our staff or subcontractors who may provide or seek emergency medical care on your behalf may not have had formal medical or first aid training and are acting only as a Good Samaritan.

14. **ASSUMPTION OF RISKS AND RELEASE:** You understand and acknowledge that, if you participate in activities during your trip, certain risks and dangers may arise, including, but not limited to, the risk of accidents in remote places without access to medical facilities, transportation, or means of rapid evacuation and assistance; the hazards of traveling in unsafe or politically unstable areas or under unsafe conditions; the dangers of civil disturbances, war, extortion, kidnapping, and terrorist activities; Tour activities that may involve increased risks including, but not limited to, primate trekking and walking safaris; game drives in 4WD and/or open-sided vehicles, dangers and risks inherent in activities in underdeveloped countries; high altitude travel/hiking; dangers of local law enforcement activity; attacks or bites by animals, pests, or insects; quarantine; epidemics; injury or death while on activities sponsored by lodging facilities or third parties; sickness; lack of appropriate medical care; or criminal activity. YOU DO HEREBY EXPRESSLY ASSUME ALL OF THESE RISKS AND DANGERS, AND YOU DO HEREBY EXPRESSLY AGREE TO FOREVER RELEASE, DISCHARGE AND HOLD US AND OUR AGENTS, EMPLOYEES, OFFICERS, DIRECTORS, ASSOCIATES, AFFILIATED COMPANIES, GUIDES, GROUP LEADERS, AND SUBCONTRACTORS HARMLESS AGAINST ANY AND ALL LIABILITY, ACTIONS, CAUSES OF ACTIONS, SUITS, CLAIMS, AND DEMANDS OF ANY AND EVERY KIND AND NATURE WHATSOEVER WHICH YOU NOW HAVE OR WHICH MAY HEREAFTER ARISE OUT OF OR IN CONNECTION WITH YOUR TRIP OR PARTICIPATION IN ANY ACTIVITIES IN WHICH YOU PARTICIPATE.

15. **RESPONSIBILITY/LIABILITIES:** We act only in the capacity of agent for the suppliers of the travel services named in your itinerary or otherwise providing services or goods in connection with the Tour (the "Suppliers"), such as airlines, hotels and other lodging providers, local hosts, sightseeing tour operators, bus lines, car rental companies, driving services, restaurants, and providers of entertainment. We assume no responsibility for any personal injury, property damage, or other loss, accident, delay, inconvenience, overbooking, default, strikes, or irregularity which may be occasioned by reason of any act or omission of any of the Suppliers or airlines providing flights to or from your Tour. You assume full and complete responsibility for all risks of travel and for complying with all laws of the country in the Itinerary. You are also responsible for respecting the authority and following the directions of any and all guides during a Tour. We may exclude you from participating in all or any part of the Tour if, in our sole discretion, your condition or behavior renders you unfit for the Tour or unfit for continuation once the Tour has begun. Unfitness may include, without limitation, any behavior that, regardless of its cause, is inappropriate or offensive or interferes with the delivery of Tour services or may constitute a hazard or embarrassment. In such case, our liability shall be strictly limited to refund of the recoverable cost of any unused portion of the Tour. At the sole discretion of Borton Overseas, or their agents, suppliers or group leaders, any passenger partaking in illegal activity of any kind may result in expulsion from the trip without any refund of unused tour arrangements. Should you decide not to participate in certain parts of the Tour or use certain goods included in the Tour, no refunds will be made for those unused parts of the Tour or goods. You agree to indemnify and hold us harmless from and against any costs, damages, losses, or liabilities arising out of your or your companions' actions or omissions.

By signing below, I hereby agree to the terms of this Participant Agreement on behalf of myself and the traveling members of my party on whose behalf I am paying. If my party includes a person under 18yrs, then I represent that I am that person's parent or legal guardian. I agree not to initiate a chargeback or refund request that is not authorized by this Agreement and to pay any and all legal fees incurred by Borton Overseas in disputing any such claim for refund.

 **X** _____
Signature

X _____
Date

Copies of each travelers' passport must be sent with this form

Flight Request Form

Please complete this form and send in if you would like Borton Overseas to book flights for you. Please let your agent know of any special requests or circumstances beyond this form. There is a \$60 per person ticketing fee for booking international flights with us. There may be a fee for internal flights, dependent on location and airline.

NOTE: Please read important information on reverse pertaining to your booking!

TRAVELER INFORMATION	Traveler #1		Traveler #2	
Name (<i>exactly as in passport</i>)				
Date of Birth (<i>e.g. 03 April 1975</i>)				
Gender	MALE	FEMALE	MALE	FEMALE
Passport #				
Passport Expiration (<i>e.g. 15 Nov 2020</i>)				
Country of Issue (<i>e.g. USA</i>)				
Frequent Flyer #				
Known Traveler # (<i>Global Entry / TSA Pre ✓</i>)				
Redress #				
Airline Seat Preferences		WINDOW		WINDOW
		MIDDLE		MIDDLE
		AISLE		AISLE
Airline Class Preferences		FIRST CLASS		FIRST CLASS
		BUSINESS CLASS		BUSINESS CLASS
		PREMIUM ECONOMY		PREMIUM ECONOMY
		ECONOMY		ECONOMY
Originating Airport				
Preferred Airline				
Comments / Special Requests				

Important notes about your air reservation and purchase:

Tickets have not been issued yet. Final details and terms of your reservation are sent separately. Fares are not guaranteed until purchased and tickets are written. **Carefully review all details of your itinerary and your name(s) for accuracy.** Notify your agent within 24 hours regarding any changes, or to advise if we can proceed with purchasing and issuing your ticket(s). If we do not hear from you within 24 hours, the reservation may automatically cancel, and it will be subject to rebooking and possibly an increase in airfare. Once the ticket(s) have been issued, they are non-refundable and there are restrictions and penalties for changes.

Card member acknowledges receipt of goods and/or services and the terms and conditions of this program or consolidator airfare and agrees to perform the obligations set forth by the card member's agreement with the issuer. Advising us to proceed with ticket purchase acknowledges you have read and understand the terms of your ticket purchase as detailed with your flight itinerary and sent to you separately from this form.

X _____
(Signature of card member)

X _____
Date

IMPORTANT DETAILS ABOUT YOUR AIRLINE RESERVATION REQUEST:

- Your reservation:** all fares/flights are subject to availability at time of booking and not guaranteed until they have been purchased and tickets have been written. Any quote provided will clearly state if your flights are being held for you. Once booked, we will email the confirmation which needs to be reviewed for accuracy and fare terms and approved by you before purchase. Your names and birthdates will be entered as you indicate to us on your trip form. These should match **exactly** as they appear in your passports. Once reservations are confirmed, the airlines do NOT allow any changes to the name spelling.
- Once tickets are purchased, any change or cancellation** of the ticket may result in a penalty up to 100 percent and will be subject to an increase in fare, reissue fees and further restrictions per airline rules.
- All tickets are non-transferable**
- Frequent flyer mileage** accrual is subject to airline policy and not guaranteed. Airline mileage accrual terms change frequently, and most airlines no longer give full mileage credit for discounted or group fares! Contact the airline for complete details. Due to ever-changing mileage programs, Borton Overseas does not book award tickets, award upgrades or missing mileage. During your journey, verify with each check-in agent that your frequent flyer number is in their reservation system. Jot your number on your e-ticket receipt and retain your e-ticket receipt and original boarding passes to follow up with the airline to obtain missing mileage credit.
- Seat Assignments:** Borton Overseas will book standard seat assignments where possible. Any request for seating that requires additional fees or special requests must be booked by the traveler directly with the airline.
- Required Documents:** your itinerary requires a valid passport which will not expire within 6 months of your return home. You will need at least 2 blank visa pages per country you intend to visit. These pages cannot be labeled endorsement, amendment or inside back cover. **Visas may be required.** In many cases you can purchase these upon arrival at the airport. Should you need assistance, Borton Overseas recommends Duke's Visa Service. You can view requirements from the following link: <http://www.dukesvisa.com/> **It is the sole responsibility of the traveler to have correct travel documents for your journey.**
- Yellow Fever Vaccination Certificate:** Required if arriving from or having passed through a country with risk of transmission and ≥ 1 year of age, including transit in an airport located in a country with risk of YFV transmission. Refer to the CDC website for current requirements or contact your travel clinic. This vaccination must be administered at least 10 days prior to arrival. An official waiver is required if advised not to have the injection.
- Luggage:** each airline has varied policies regarding luggage allowance. These are subject to change without notice. Be aware that if your itinerary includes flights on small aircraft within Africa – your maximum luggage allowance will reflect the most restrictive flight on your itinerary. In most cases, this means 33-44lbs maximum per person including hand/carry-ons. Small aircraft require checked bags be soft duffel style bags. Please contact your agent for your specific luggage allowance.
- Disinsection:** Although few countries now require that aircraft be disinsected, most countries reserve the right to do so, and, as such, could impose a disinsection requirement on your flights. This may include the application of an aerosol spray while passengers are on board. Most likely flights to/from Seychelles, Madagascar, Mauritius and South Africa. West Africa flights are subject to this as well. Visit: <http://airconsumer.dot.gov/spray.htm>
- Hazardous Materials:** Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: paints, lighter fluid, fireworks, tear gases, oxygen bottles and radiopharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information visit TSA's webpage www.tsa.gov/traveler-information
- Reconfirm all flights** directly with the airline within 72hrs of departure.
- Airport check-in** requirements –
 - 90 minutes prior for domestic and regional flights, 3 hours prior for international flights

