

# 2018 SCANDINAVIA REQUEST FORM/PASSENGER INFORMATION

**PERSONAL INFORMATION:**

Please list FULL names AS THEY APPEAR IN YOUR PASSPORT and use block letters. A copy of the passport information page must be submitted with your reservation form from each traveler for trips that include air or travel to Russia.

<b>Traveler # 1</b>		
<b>First Name:</b>	<b>Middle:</b>	<b>Last:</b>
Date of birth (MM/DD/YYYY):	Passport #:	Sex: M F
Passport issued (Country):	Passport Expiration:	
<b>Traveler # 2</b>		
<b>First Name:</b>	<b>Middle:</b>	<b>Last:</b>
Date of birth (MM/DD/YYYY):	Passport #:	Sex: M F
Passport issued (Country):	Passport Expiration:	
<b>Addresses listed must be physical locations. No P.O. Boxes please.</b>		
<b>ADDRESS:</b>		
City:	State:	Zip:
Daytime Tel:	Evening Tel:	
Cell:	Email:	

Use another form for additional travelers. Adults must sign for minors.

**TRAVEL INSURANCE**

Travel insurance is highly recommended to protect your travel investment and yourself while you are traveling abroad. The plan is available with and without cancellation coverage – plus emergency medical, evacuation, baggage, 24/7 travel assistance, more. **Please mark below:**

Yes, interested in travel insurance - please send further information \_\_\_\_\_

No, declining travel insurance \_\_\_\_\_

**If you decline purchasing travel insurance from Borton Overseas, please note that you are responsible for any cancellation penalties that may apply (see page 3).**

Please return your completed reservation form to the attention of your Specialist.

**THE SCANDINAVIA SPECIALIST I AM WORKING WITH IS:**

Betina  Nicole  Ana  Andrea  Elspeth  Elisabeth  Amy  Lucas  Linda

**DISCOUNTS: I AM A MEMBER OF SOFN, NORWAY HOUSE, ASI, DAC OR NCC – HERE IS MY MEMBERSHIP NUMBER**

SofN # \_\_\_\_\_ ASI # \_\_\_\_\_  
 DAC \_\_\_\_\_ Norway House \_\_\_\_\_  
 Nordic Culture Club - Chapter name and #: \_\_\_\_\_  
 Any Discount Codes: \_\_\_\_\_

**PAYMENT PROCEDURE AND AUTHORIZATION– Please read our terms and conditions (page three)**

I will pay by check \_\_\_\_\_ (Check payable to *Borton Overseas* & send it to the address below)

I will pay by Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_ Amex \_\_\_\_\_

Card Number:
Exp Date: CVV (3-digit or 4-digit for AMEX):
Name as it appears on the card:
Billing Address (if different than mailing address)
Address:
City: State: Zip:

**Cardholder agrees to perform the obligations set forth by the card holder's agreement with issuer.**

X \_\_\_\_\_

Signature of Cardholder

Date

**ACCEPTANCE OF TERMS - YOUR SIGNATURE IS REQUIRED BEFORE WE CAN PROCEED**

I acknowledge and agree to the Terms & Conditions as outlined by Borton Overseas on page 3 of this document – please initial where indicated on page 3 regarding cancellation policy.

**I also understand that the airline tickets and air tours I am purchasing are subject to supplemental price increases that 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. I acknowledge that I may be charged additional sums by Borton Overseas to offset increased fees, fuel surcharges, taxes, and fluctuations in foreign exchange markets or any combination thereof. I hereby consent to any post-purchase price increases and authorize Borton Overseas to charge my credit card for such additional amounts.**

X \_\_\_\_\_  
 Signature of Traveler #1 (Mandatory) Date

X \_\_\_\_\_  
 Signature of Traveler #2 (Mandatory) Date



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# ADDITIONAL INFORMATION – *FILL IN IF APPLICABLE*

**DO YOU HAVE ANY:**

**Special needs or allergies?**

Traveler #1: YES \_\_\_\_ NO \_\_\_\_ Please describe:

Traveler #2: YES \_\_\_\_ NO \_\_\_\_ Please describe:

**Dietary restrictions?**

Traveler #1: YES \_\_\_\_ NO \_\_\_\_ Please describe:

Traveler #2: YES \_\_\_\_ NO \_\_\_\_ Please describe:

**Physical limitations?**

Traveler #1: YES \_\_\_\_ NO \_\_\_\_ Please describe:

Traveler #2: YES \_\_\_\_ NO \_\_\_\_ Please describe:

**SEATING REQUESTS FOR FLIGHTS:**

Seat preference: \_\_\_\_\_

*Seat requests can't be guaranteed; we'll do our best to accommodate you.*

Traveler #1 Frequent flier # (specify airline): \_\_\_\_\_

Traveler #2 Frequent flier # (specify airline): \_\_\_\_\_

**ACCOMMODATIONS – ALL ACCOMMODATIONS ARE NON-SMOKING:**

Twin Beds \_\_\_\_\_ (2 beds in one room)

Double bed \_\_\_\_\_ (Queen/King are not usual, but may be available)

Triple \_\_\_\_\_ (the extra bed is a roll-away or pullout couch.)

*Bed types cannot be guaranteed; we'll do our best to accommodate you.*

**CAR RENTAL – ONLY APPLICABLE IF YOU ARE RENTING A CAR:**

Name of main driver: \_\_\_\_\_

Driver's License number and state: \_\_\_\_\_

**WHERE DID YOU FIRST LEARN ABOUT BORTON OVERSEAS? WE REALLY WANT TO KNOW!**

Referred by friend \_\_\_\_\_

Travel Agent \_\_\_\_\_

Have used services before \_\_\_\_\_

Brochure \_\_\_\_\_

Internet \_\_\_\_\_

Other \_\_\_\_\_

**WOULD YOU LIKE TO SIGN UP FOR OUR QUARTERLY E-NEWSLETTER AND DISCOUNT OFFERS?**

YES

NO

# 2018 SCANDINAVIA TERMS AND CONDITIONS

**Please read completely and retain a copy of all pages of this form for your records.**

**INDEPENDENT TOUR PLANNING SERVICES** For clients who would like to design their own itinerary (CUSTOM travel arrangements, i.e. detailed trip planning that involves products, services and areas outside our website content), we request a non-refundable deposit of \$200 (per booking) before we can get started. This fee will be applied to the booking at time of final payment. Requests must be submitted in writing before any quote will be provided.

**PRICES** *Package prices are based on exchange rates at the time of booking and are subject to change without notice.* Package prices are based on guaranteed, advanced bookings at Borton Overseas' contract rate with each supplier (i.e. hotels); seasonal and occupancy variations may occur. Borton Overseas is not responsible for any such price variance. The quoted cost represents a complete package price and an itemization of individual components cost will not be rendered. The right is reserved to substitute hotel property and location when necessary due to availability, from those described on the website or in the quoted itinerary.

**BOOKING OF TRAVEL ARRANGEMENTS** A reservation form must be completed, signed, and returned to your Scandinavia Specialist before any bookings can be made. The reservation form must be signed by all travelers 18 years and older. Parents/Guardians must sign for minor travelers. Reservations for minors traveling alone are not accepted.

**PACKAGE PRICE INCLUDES** When specified, Transatlantic airfare from the east coast (airfares are available from many US cities – please inquire when booking), accommodations with private bath or shower unless specified, hotel taxes, service charges and transportation as described in the itinerary, meals as specified (B=Breakfast, L=Lunch, LP=Lunch pack, D=Dinner). Inquire as to more specific tour inclusions with your Borton Overseas Scandinavia Specialist.

**NOT INCLUDED** Air transportation unless specified, passport fees, any visa fees, all items of personal nature including laundry, wine, liquor, room service, beverages, meals not specified in itinerary, or items not included in the tour, local transfers to/from hotels unless specified, luggage handling (except at hotels on escorted tours), tips for drivers, guides and hotel staff. Clients are responsible for any charges required due to voluntary itinerary changes.

**DEPOSITS AND PAYMENT** An initial deposit may be required at time services are requested. Otherwise, a deposit of 50% of the tour cost is required to confirm your booking. If reservations are made within 60 days of departure, the entire amount must be submitted when travel arrangements are confirmed. Some services may not be available with less than 30 days advance booking. A rush fee may be applied to bookings within 60 days.

**CHANGES & CANCELLATIONS** All cancellations must be received in writing. A \$25 fee will be assessed for each change made once services are confirmed. Full refund, less a per person penalty of 10% of the total package price, will be made if cancellation is received in writing no later than 60 days prior to departure from origin city. Cancellation notice received less than 60 days prior to departure from origin city will be assessed the following fees: 59-30 days: 25% of tour cost per person, 29-7 days: 50% of tour cost per person, 6-0 days: no refund of tour cost. Changes made less than 30 days prior to departure will be assessed the \$25 change fee plus the \$30 rush fee and an express mail charge. Clients will be responsible for any charges required due to voluntary deviations at the request of the traveler.

Airline tickets and some suppliers have their own cancellation and change penalties; all of the above fees are in addition to any airline enforced cancellation fees or other unrecoverable fees from suppliers. No refund can be made for any tour accommodation, services or feature that the traveler does not utilize or voluntarily changes; if you cancel while tour is in progress, there will be no refund for unused portions.

**Please initial that you have read and agree to the cancellation and change policies:**

Traveler #1 \_\_\_\_\_ Traveler #2 \_\_\_\_\_

**TRAVEL INSURANCE** Borton Overseas highly recommends travel insurance to protect you against loss due to cancellation, illness or accident. As this is an important component of your trip, an optional travel protection plan with Traveler is available and will be in addition to your initial deposit. This policy includes cancellation/trip interruption, medical, baggage and other features. Please contact Borton Overseas or your travel agent for further details, or visit our website for more information.

**PASSPORTS/VISAS/TRAVEL DOCUMENTATION** Entry Requirements for US Citizens vary by country; non-US Citizens should consult the appropriate consulates for information on passport validity, visas, and other necessary requirements for the countries to be visited on your trip. *It is the clients' sole responsibility to verify travel documentation is correct and up-to-date.* **For up-to-date entry requirement information for all travelers, please visit website: <http://travel.state.gov>**

**TRIP DOCUMENTS** Travel documents will be sent out approximately 3 weeks prior to departure from the US. Normal delivery will be US mail; if requesting express mail charges will be an additional \$15. Travel documents will not be sent out until this signed reservation form has been received by Borton Overseas, and trip is paid in full. Replacement documents are subject to a minimum \$50 re-issuance fee.

**BAGGAGE** Please consult your Borton Overseas Scandinavia Specialist, travel agent or your airline for specific airline baggage restrictions on international flights.

**E-NEWSLETTER SIGNUP** By checking yes you agree to receive Borton Overseas' quarterly E-Newsletter and other special offers throughout the year. You can choose to un-subscribe at any time. Your personal information will not be sold or distributed.

**FREQUENT FLIER NUMBERS** If applicable, frequent flier numbers must be supplied to us along with your reservation. Passengers are responsible for reconfirming their number with the airline upon check-in for flights. Therefore, passengers should retain the passenger receipt of their ticket, plus all boarding passes for flown segments, in the event they do not receive mileage credit from the airline. Please contact the appropriate airline for current rules and restrictions.

**RESPONSIBILITY & RELEASE OF LIABILITY** Borton Overseas acts only as agent for the contractors providing transportation, accommodations or other services. All tickets and vouchers are issued subject to any and all terms and conditions under which transportation, accommodations and other services are offered or provided and constitute the sole contract between the supplier and the tour member. Borton Overseas shall not be responsible in any way for loss, injury or damage arising from an Act of God, Acts of Governments or de facto authority, war, civil unrest, any kind of hostilities, strikes, theft, sickness, quarantine, immigrations or customs regulations, hijacking, acts of terrorism, breakdown, delay, cancellation, error, omissions or any other cause beyond our control. Borton Overseas reserves the right, without any advanced notice, to make changes or cancellations, in part or in whole, as circumstances dictate; this may include changes in lodges/hotels/camps and in the itinerary. Borton Overseas is released of liability for consequences of the personal activities of any passenger, who, as a consenting adult, is deemed personally responsible for decisions concerning conditions of health, safety, fitness for any activity in which the passenger participates. Borton Overseas is not responsible for omissions in prices and programs.

*Any deposit for a package offered by Borton Overseas shows acceptance and acknowledgement of prices, exclusions, conditions and responsibilities as stated above and releases Borton Overseas and all of its agents and representatives from any and all liability, actions, causes of actions, suits, debts, demands that you may have in connections with your participation in a Borton Overseas trip or activity.*

## ACCEPTANCE OF TERMS

**Signature on page 1 of this document acknowledges acceptance of Borton Overseas terms and conditions as outlined on this page.**



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