

## HOW TO MAKE A RESERVATION

Call Village Tours to make your reservation and ask any questions you may have about the trip. Your reservation will be confirmed upon receipt of your deposit. Due to stricter FAA security regulations, it is imperative that you pay close attention to this detail: *When making your reservation on any tour that involves a cruise or air travel, please give your name exactly as it appears on your passport or photo ID, whichever is required.*

**Wichita area:** (316) 721-4455  
(Outside Wichita, Toll-Free: 1-800-333-0312)

**Oklahoma City area:** (405) 427-8688  
(Outside Oklahoma City, Toll-Free: 1-800-283-3338)

**Tulsa area:** (918) 739-3673  
(Outside Tulsa, Toll-Free: 1-800-333-0312)

Book On-Line Anytime: [www.villagetours.net](http://www.villagetours.net)

After making your reservation, a credit card may be used to make the required deposit. Or, you may send a check to either office below:

**Village Tours Wichita & Tulsa** (8620 W. 21st St., Wichita, KS 67205)

**Village Tours OKC** (3021 N.E. 50th Street, Oklahoma City, OK 73121)

Tour deposits are required in order to confirm a reservation. Deposit requirements are given in the tour pricing for each tour. Approximately 6-8 weeks prior to the departure date, you will receive your detailed tour itinerary and luggage tags, as well as your final payment statement. The final payment due date will be due 35 to 95 days before the departure date.



Tours including Air and/or cruise travel: When you receive your Village Tours invoice, please check to make sure that the name on your invoice matches the name on your photo ID or passport. *Notify us immediately if the name on your invoice is different from the name on your photo ID or passport.*

## GENERAL INFORMATION

**THE COST OF YOUR TOUR INCLUDES:** All transportation, hotel accommodations, all transfers, cruise fares, luggage handling, all sight-seeing local guides, admissions, entrance fees and meals which are specified on the itineraries. When applicable, port charges may or may not be included. Contact our office for information regarding port charges.

**NOT INCLUDED:** Meals other than those specified in the itineraries, valet/laundry service, room service, personal tips to wait staff and maids, and other items of a personal nature. Cruise fares do not include the cost of shore excursions or on-board gratuities (unless noted otherwise). Negotiated group airfares are subject to change until ticketed and are subject to additional airline charges. Contracted group air space is based out of Wichita, Oklahoma City and/or Tulsa. Air deviations are subject to current airfares and may require an additional deposit and additional cost to the tour price.

**LUGGAGE:** Handling of one piece of luggage (not to exceed height of 28" and weight of 50 pounds) per person is included in the price of the tour. If you bring a carry-on bag, you are solely responsible for handling it at all times. A charge of \$7 per day is charged per bag, if additional luggage is required. On fly tours, additional fees may be charged by the airlines when checking in at the airport and current airport safety regulations may require you to handle all of your own luggage between the motorcoach and airport terminal. Although every effort is made to handle the luggage as carefully as possible, Village Tours & Travel cannot assume liability for loss, damage or breakage of luggage.

**TOUR DIRECTOR:** A professional Tour Director will accompany you for the complete itinerary, and is in full charge of all the details in order to make your vacation more enjoyable. The Tour Director's primary concerns are to make sure that you receive all services as outlined in the itinerary and that you enjoy your vacation. We reserve the right to not send a Director if the reservations do not meet our minimum requirement. However, you will be notified of this decision prior to full payment.

**MOTORCOACH SEATING:** In order to give everyone opportunity for the "best" seats on the coach, you will be asked to rotate seats on a predetermined basis by the Tour Director. Please do not ask for preferential treatment by deviating from the seating arrangements.

**MOTORCOACH RESTROOMS:** The restroom on the motorcoach is there for the convenience of the passengers. However, to insure the traveling enjoyment of all passengers, we request the usage be limited, if possible.

**TOUR ACTIVITY LEVEL RANKING:** How can I be best prepared for the pacing and physical requirements on a Village Tour? The **Tour Activity Level Ranking** is featured on each tour itinerary in a circle. The definition of each activity level is listed below. If you have additional questions regarding a specific tour, please inquire at the time of reservation.

**Level 1:** At a leisurely pace, this tour involves minimal physical activity, such as climbing some stairs, boarding a motorcoach, and walking short distances.

**Level 2:** This tour requires average physical activity. You should be in good health, able to climb stairs and walk reasonable distances, possibly over uneven ground.

**Level 3:** To truly experience the program and destinations, you need to be able to participate in physical activities such as periods of longer walking, walking over uneven terrain, climbing stairs and periods of standing. *Shorter tours of one or two days in length should be considered as Level 1 unless otherwise stated. Sports-related tours should be considered a Level 3.*

**TIPPING:** Tips for luggage porters, bellhops, doormen and wait staff for prepaid meals are included in the price of your tour. The traditional end-of-tour gratuities to the Driver and Tour Director are not included in the tour price. We suggest you enclose gratuities in envelopes and present them individually at the end of the tour. Generally, \$3 per day per traveler for the Driver and \$3 per day per traveler for the Tour Director is appreciated. On all cruises, tipping is not included for the ship staff (unless noted otherwise) and is a matter of individual preference.

**SMOKING POLICY:** Smoking is NOT permitted while on the motorcoach. Rest stops are made so that smoking may take place while off and away from the coach.

**FREQUENT FLYERS:** The airline representative will assist you with this matter when you check-in at the airport.

**DOCUMENTATION:** When traveling outside the United States, it is imperative that you have, in your possession, a valid passport. Tours requiring this documentation will be noted as such. A photo ID must be presented at the airport if you are flying.

**CANCELLATIONS:** We realize that illness and personal problems do occasionally arise and make it impossible to continue your plans. Unless otherwise noted, a full refund of your deposit will be made if you cancel before the final payment date. For cancellations after the date final payment is due, a 10% cancellation fee is assessed plus any nonrefundable expenses incurred for hotels, transportation, or other suppliers utilized on the tour.

**If you have questions about a policy, please call:**  
**(316) 721-4455 or Toll-Free: 1-800-333-0312**

**REFUNDS:** Refunds will be issued no later than 30 days after the tour in question returns. All cancellations must be sent in writing to the Village Tours office near you. We highly recommend purchasing travel insurance to protect your tour monies. No refunds are possible for unused portions of a tour unless arrangements are made prior to departure. If you must cancel enroute, refunds will be whatever net funds Village Tour & Travel can recover from contractors.

**RESPONSIBILITY:** Between tour planning time and the actual tour operation, Village Tours & Travel consistently strive to improve each itinerary. If improvements can be made or unforeseen conditions beyond our control deem necessary changes, we reserve the right to vary itineraries and substitute facilities of equivalent or better value without notice. If substitutions are at a lower cost, a refund will be made at the end of the tour. Village Tours & Travel's liability is limited to a refund of monies received. Village Tours & Travel is not responsible for any act, omission or event during the time passengers are not on board the conveyances used on the tour.

## The Ultimate in Travel Protection for all your destinations

- Trip Cancellation & Interruption coverage
- Medical Evacuation/Repatriation coverage
- Pre-existing condition exclusion waiver

**Travelex** worldwide money  
Insurance Services

This is a partial description of benefits. For a summary of plan details on benefits, coverages, limitations and exclusions of the plan, please refer to the Description of Coverage. California Residents: Travelex CA Agency License #0D10209. Travel Insurance is underwritten by Transamerica Casualty Insurance Company, Columbus, Ohio; NAIC #10952 4.16 1426394