

HOW TO MAKE A RESERVATION

You may make a reservation online, in person, or over the phone at our Wichita, Oklahoma City or Tulsa location. Your reservation will be confirmed upon receipt of your deposit; deposits are required in order to confirm a reservation. Deposit requirements are given in the tour pricing for each tour. A credit card may be used to make the required deposit, or you may mail a check to a Village Travel office. Approximately 6-8 weeks prior to the departure date, you will receive a detailed tour itinerary, luggage tags, and your final payment statement. The final payment due date will be listed on the invoice (35 to 95 days prior to departure date).

Tours including air and/or cruise travel: Due to strict FAA security regulations, it is imperative that you *give your name exactly as it appears on your passport or photo ID* when making a reservation that involves a cruise or air travel. When you receive your invoice, please 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.* Go by another name? Call to request that it be added to your file.

Book online anytime at www.govillagetravel.com

Wichita area: 316.721.4455

Outside Wichita, Toll-Free: 1.800.333.0312
4255 N. Ridge Road, Wichita, KS 67205

Oklahoma City: 405.427.8688

Outside Oklahoma City, Toll-Free: 1.800.283.3338
3021 N.E. 50th Street, Oklahoma City, OK 73121

Tulsa: 918.739.3673

Outside Tulsa, Toll-Free: 1.800.333.0312
19414 E. Admiral Place, Catoosa, OK 74015

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 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.

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) and is a matter of individual preference.

TOUR ACTIVITY LEVEL RANKING: How can I be best prepared for the pace 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 longer periods of walking, over uneven terrain, climbing stairs and periods of standing.

One day tours should be considered as Level 1 unless otherwise stated. Sports-related tours should be considered a Level 3.

SMOKING & WEAPONS ARE PROHIBITED

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.

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.

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.

AIR TRANSPORTATION: We do our best to allow all departure cities to connect at a common point. Our Tour Director will depart from the most logical Village location and meet up with the rest of group as early as the flight schedules allow.

LATE BOOKING FEE: Our tour bookings are finalized with our vendors at the final payment due date. There are some tours that we can still add passengers to, if there is availability. In these situations, we must receive full payment with your reservation and may require a late booking fee of \$25, per person to re-confirm reservations with our vendors.

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.

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 Travel office near you. No refunds are possible for unused portions of a tour unless arrangements are made prior to departure. If you must cancel en route, refunds will be whatever net funds Village Travel can recover from contractors. One day tours are non-refundable.

RESPONSIBILITY: Between tour planning time and the actual tour operation, Village 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 Travel's liability is limited to a refund of monies received. Village Travel is not responsible for any act, omission or event during the time passengers are not on board the conveyances used on the tour.

Ultimate in Travel Protection



Travelex
INSURANCE SERVICES

**PROTECT
YOURSELF.
GET A QUOTE
FROM VILLAGE
TRAVEL.**

TRAVEL INSURANCE: Village Travel recommends that you purchase a travel protection plan to help protect you and your travel investment against the unexpected. For your convenience, we offer a travel protection plan provided by Travelex Insurance Services. Please Note: To be eligible for the waiver of pre-existing medical condition exclusion, the protection plan must be purchased within 21 days from the time you make your initial trip deposit, full trip cost must be insured, and you must be medically fit to travel at time of plan purchase. The plan cannot be purchased after final payment.

For more information, review the enclosed brochure and/or visit our website www.villagetours.net/travel-protection/. By remitting payment for insurance I acknowledge that I have read and understand the Policy, and the Fraud warning, disclaimers, and important consumer information notices (found in the enclosed brochure).

This is a brief description of benefits. To view/download the Policy, including the full coverage terms and details, including limitations and exclusions, go to: <http://policy.travelexinsurance.com/346A-0719>. Travelex Insurance Services, Inc. CA Agency License #0D10209. Travel Insurance is underwritten by Berkshire Hathaway Specialty Insurance Company; NAIC #22276. PMS

IF YOU HAVE QUESTIONS ABOUT A POLICY, PLEASE CALL: 316.721.4455 or 1.800.333.0312