

# TRADE TRAVEL - NORFOLK ISLAND 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 - Ex Syd**

Trade Travel Consultant: **Donna Eaton**  
Tour Departure Date: **Sunday 6 October 2024**  
Tour Name: **Norfolk Island - Capt. Cook's Landing 250th**

***Please include a photocopy of your Passport with this Booking Form. This is the preferred means of documentation however, photographic identification may be acceptable for Australian Citizens - Refer to Page 3.***

**Important - Please use legal names and information as reflected on your passport 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:

Medical Allergies Only (e.g. Nut/Seafood): \_\_\_\_\_

Medical (e.g. Sleep Apnea): \_\_\_\_\_

Do you use a Walking Aid? If so, please advise what type. \_\_\_\_\_

***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: \_\_\_\_\_  
Frequent Flyer Program: \_\_\_\_\_  
E.g. Qantas, Velocity  
Frequent Flyer No.: \_\_\_\_\_  
Rooming Type:  Double  Twin  
 Single Supplement

Sharing With: \_\_\_\_\_

### SPECIAL REQUIREMENTS:

Medical Allergies Only (e.g. Nut/Seafood): \_\_\_\_\_

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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.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TRADE TRAVEL PAYMENT FORM & COVID-19 DISCLAIMER



## PASSENGER & TOUR DETAILS:

Passenger 1 Full Name: \_\_\_\_\_

Passenger 2 Full Name: \_\_\_\_\_

Tour Details: **Norfolk Island - Capt. Cook's Landing 250th**      Consultant: **Donna Eaton**

Tour Code: **TTP/051024**

## 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/ TTP051024**

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.

## COVID-19 VACCINE POLICY

The safety and well-being of our passengers is paramount. It is no longer a requirement to be vaccinated to travel on a tour with Trade Travel. However please note some suppliers may still request for proof of vaccination, so please ensure you carry your up to date Covid Certificate with you at all times to avoid any issues.

## OUR COMMITMENT

For the well-being of our clients, we ask you to respect the above guidelines. We also advise any passenger who is unwell should not proceed on tour. For more information on COVID-19 visit the website [www.health.gov.au](http://www.health.gov.au) or contact the Helpline on 1800 020 080.

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.

**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 EMAIL OR 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](mailto:bookings@tradetravel.com) | **Website:** [www.tradetravel.com.au](http://www.tradetravel.com.au) | **ABN:** 91 061 591 375

# TERMS & CONDITIONS

Please read & retain this page for your own records.



## **HOW TO CONFIRM YOUR PLACE ON THE TOUR**

A \$500.00 deposit will be required for this tour by nominated date, along with 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/CANCELLATION OF YOUR BOOKING & INSURANCE**

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

**Deposit of \$100 is non-refundable at time of booking.**

**Deposit of \$500 is non-refundable from Friday 3 May, 2024.**

**All payments from Friday 7 June, 100% cancellation fee will apply.**

## **REFUND PROCESSING FEE**

Please note there will be a \$50.00 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/RESPONSIBILITY**

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. Trade Travel does not accept liability for failure on the part of Suppliers whose responsibility is confined to their own operations.

## **CONFIRMATION LETTER TERMS & CONDITIONS**

These terms and conditions are provided at the time of promotion/booking, 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.

## **PASSPORTS & ENTRY REQUIREMENTS**

All passengers travelling to Norfolk Island must travel with either a Valid Passport or Valid ID.

## **COVID 19 ENTRY TO NORFOLK ISLAND**

Please see this link below for more information:

<http://www.norfolkisland.gov.nf/covid-19-advice-norfolk-island>

We will advise if there any changes prior to your departure, but currently this is the most up to date information. Please carry your own supply of RAT tests with you as they are limited (and expensive!) on the Island.

## **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.

## **ROOM REQUESTS:**

Please note Trade Travel cannot provide a 100% guarantee for room requests – we will endeavour to cater for them as best as possible but these are at the discretion of the Resort/Motel only and certain requests are not always available, such as ground floor, and not all properties offer a lift service. Assistance will be provided where needed for luggage delivered to rooms if on higher levels.

## **TOUR GUIDES/AIRLINES/TOUR OPERATORS AND PARTNERS**

Many of our tours include the use of Airlines, Tour Companies, Hotels, Restaurants and Attractions. All suppliers are taking initiative for the future 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. 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. Trade Travel will ensure that each tour is escorted by a tour host where required and will assist the group on a day to day basis.

## **FITNESS LEVEL ON TOUR**

In order to get the most from our tours, it is recommended all passengers have a reasonable level of fitness. If unsure it is important that they speak to their Doctor regarding all travel factors before a booking is made. Tours must operate in a timely manner and it is important passengers understand delays can cause items to be removed from the itinerary which can affect the enjoyment of the tour for others. It is encouraged you carefully study the itinerary to assess your capability of participating & contact our office if you have any questions regarding the itinerary.