

**Reservation Form - Agency**

**Privacy Statement:** All information is used only by Red Lantern Journeys and contracted tour operators and airlines in planning and booking your client's tour. We do not give or sell your client's information to third parties.

Name of Tour \_\_\_\_\_ Tour Price \_\_\_\_\_

Tour Start Date (mm/dd/yy) \_\_\_\_\_ Tour End Date (mm/dd/yy) \_\_\_\_\_

Home Departure Date (mm/dd/yy) \_\_\_\_\_ Home Return Date (mm/dd/yy) \_\_\_\_\_

Agency Name \_\_\_\_\_

Agent's Name \_\_\_\_\_

ASTA Member # \_\_\_\_\_ IATA(N) # \_\_\_\_\_

Agency Billing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Office Telephone \_\_\_\_\_ Extension \_\_\_\_\_

Agency's Email Address \_\_\_\_\_

Agency's Website \_\_\_\_\_

Agent's Mailing Address \_\_\_\_\_

(If different than Agency's Billing Address)

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Agent's Telephone \_\_\_\_\_

Agent's email address \_\_\_\_\_

How did you learn about Red Lantern Journeys? \_\_\_\_\_ Search Engine \_\_\_\_\_ ASTA \_\_\_\_\_ Magazine/Article

**I have read and accept the Terms and Conditions outlined on the following page:**

\_\_\_\_\_  
**Agent's Signature**\_\_\_\_\_  
**Date**

**NOTE:** Reservation Form must be signed and returned with a \$500 per person deposit to initiate reservations for this tour (full payment is required if less than 75 days before departure). Payments by Agency check in USD or by bank wire transfer are accepted. Contact us for wire transfer instructions.

**WHEN COMPLETED PLEASE DUPLICATE THIS FORM FOR YOUR RECORDS.**

Please print and complete one copy of this page for each traveler:

Traveler's Full Name (as in passport) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Gender \_\_\_\_\_ Occupation \_\_\_\_\_ Marital Status \_\_\_\_\_

Special Dietary Requirements \_\_\_\_\_

Health Concerns \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Nationality of Passport \_\_\_\_\_ Passport Number \_\_\_\_\_

Issue Date (mm/dd/yyyy) \_\_\_\_\_ Expiration Date (mm/dd/yyyy) \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_

Relationship to Traveler \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Room Type: \_\_\_ Single \_\_\_ Double \_\_\_ Triple \_\_\_ Smoking \_\_\_ Non-smoking

Traveler will share a room with \_\_\_\_\_

Red Lantern Journeys respects your relationship with your clients. Unless otherwise requested, all confirmation documentation will be sent to the travel agent who has the responsibility to pass it on to their client(s).



## Terms and Conditions

*Red Lantern Journeys is a Registered Seller of Travel in the State of Washington, number 602422249.*

**Reservations and Payments:** Reservations are initiated on receipt by Red Lantern Journeys of a signed reservation form and a US\$500 deposit per passenger. The balance of payment is due 75 days prior to departure. If a reservation is made within 75 days of the trip departure the entire cost of the trip must be paid at the time of confirmation by Red Lantern Journeys. All reservations are subject to cancellation if all payments are not received by the due date, with full loss of trip deposit. All payments must be made in US dollars.

**Reservation Amendments:** All reservation amendments will be subject to changes in cost of the original itinerary and will be subject to the same cancellation penalties described below.

**Cancellation and Penalties:** All cancellations must be made in writing, signed by the agent, and sent to Red Lantern Journeys. All trips are subject to the following, per person cancellation charges based on the number of days before trip departure that we receive your written cancellation request.

- More than 60 days: Forfeit Deposit.
- From 30 to 60 days: Forfeit 50% of trip cost.
- Less than 30 days: No refund of trip cost.
- No refunds for unused tours or services during your trip.

**Refunds:** All refunds will be processed within 30 days after we receive your letter of cancellation and are calculated as of the day we receive your written request. In the unlikely event that the trip itself is canceled by Red Lantern Journeys prior to commencement of the trip due to circumstances beyond our control, and you are unable to schedule for another time, all moneys are refundable with the exception of your personal trip expenses (e.g. non-refundable "advanced purchase" air tickets). There is no refund for any unused portions of a trip once it has commenced.

**Insurance:** Basic travel insurance that includes medical benefits is included for groups of 10 or more. A comprehensive travel insurance policy including trip cancellation and interruption, baggage, accident, emergency assistance and medical assistance is highly recommended due to the uncertain nature of travel in Asia. Contact your Red Lantern Journeys agent for a policy brochure and price quote.

**Rescue and Medical Assistance:** In the unlikely event of rescue and medical assistance being needed, the participant shall be liable for the entire cost thereof, unless covered by insurance.

**Documentation:** A passport, valid for at least 6 months after your return, is required. Tickets for most internal flights, train travel, and hotel vouchers will be delivered upon arrival by the local tour operator handling your tour. Travel documents, including visas, and compliance with customs regulations are the responsibility of the client. Red Lantern Journeys, its owners, agents, and employees cannot be held liable for clients not having proper passports, visas, and other travel documents.

**Health Requirements:** By forwarding the trip deposit and signed reservation form, the passenger certifies that he/she does not knowingly have any physical or other condition of disability that would create a risk for himself/herself or other trip participants. Any required inoculations must be recorded by the client's health practitioner on a valid vaccination certificate which the client must carry in his/her possession during the trip. You should check with your health care provider for up-to-date requirements and personal recommendations for the countries you are traveling in.

**Tour Costs:** Tour price includes all features listed in individual itineraries. All tour costs are based on all known costs and rates of exchange at the time of booking and any significant changes beyond the control of Red Lantern Journeys will be passed on to the clients. An increase in tour costs shall not be sufficient grounds for any refund paid for the tour.

**Airfares:** Airfares are subject to change without notice prior to ticketing. Red Lantern Journeys is not responsible for any airline schedule and airfare changes, cancellations, overbooking or damage of loss of baggage and property. All claims for any loss or injury suffered on any airline must be made directly with the airline involved. Air schedule changes may necessitate additional nights being added to your tour. These schedule changes are beyond the control of Red Lantern Journeys and any resulting additional costs must be borne by the client.

**Items excluded in the Tour Price:** Airport departure taxes where levied, passport and visa fees, excess baggage charges, medical and evacuation costs unless covered by insurance, all items of a personal nature such as laundry, beverages (alcoholic, soft drinks, bottled water), client communication expenses, room service, optional excursions, or deviations from the scheduled tour, meals not included in the itinerary, and gratuities for the drivers, guides, and porters. If any tour is delayed due to weather or road conditions, flight delays, illness, or other contingency over which Red Lantern Journeys or its agents or contracted tour operators have no control, the cost incurred by such delay is not included in the tour cost.

**Alteration of Tours:** Red Lantern Journeys reserves the right to alter, amend or completely cancel the whole or portion of a trip itinerary as necessary if, in the opinion of Red Lantern Journeys or its service providers, such alterations or amendments are necessary for the safety of the group. There will be no refunds or credits for amendment to the trip itinerary. Furthermore, Red Lantern Journeys reserves the right to substitute accommodations of similar category. Red Lantern Journeys reserves the right to cancel any group or fixed itinerary trip due to inadequate sign up which could make the trip economically unfeasible for us to operate. In such case, a full refund of the land cost will be given, but Red Lantern Journeys is not responsible for expenses incurred by the client in preparation for the trip. A trip cancellation for insufficient sign up would normally occur at least 30 days before departure. Airlines impose stiff penalties for changes (including name changes) once tickets are issued. Please ensure that your full name as it appears on your passport is used when making your reservation.

**Responsibility:** Red Lantern Journeys, its owners, agents, and employees act only as agents for the client with respect to services provided, including, but not limited to, hotels, restaurants, sightseeing, and all forms of transportation. All tour services are provided by independent contractors who are not owned or controlled by Red Lantern Journeys. Red Lantern Journeys assumes no responsibility or liability for injury, death, damage, loss, accident, delay or change in air or other service, irregularity, inconvenience or additional expenses which may be occasioned directly or indirectly by either reason or defect of any vehicle, act of war, insurrection, revolt, government restrictions and regulations, or other civil uprisings or disturbances, military action, quarantines, strikes, weather sickness, wars, theft, pilferage, force majeure, wild animals, failure of any means of conveyance to arrive or depart as scheduled overbooking, travel advisories, discrepancies or changes in transit, hotel and other services over which it has no control, or any act of God occurring in either the country of origin, destination or through passage, or for any reason whatsoever, or through the acts or default of any company or the persons engaged in conveying the passengers or in carrying out the arrangements of the tours. All such losses or additional expenses will be the sole responsibility of the member of the tour as the rates are provided for the arrangements only at the time stated. Red Lantern Journeys may not be held responsible for any loss or damage to luggage before, during, or after the tour program. On advancement of deposit to Red Lantern Journeys, the depositor agrees to be bound by the above terms and conditions. Red Lantern Journeys reserves the right to accept or decline any individual from participating on any of our tour programs for any reason. Red Lantern Journeys will not discriminate against any individual because of race, religion, sex, sexual preference, or nationality.

**Airline Responsibility:** The sole and exclusive responsibility and liability of any airline shall be in accordance with and as limited by the contract of carriage in the passenger's ticket, the applicable tariffs and the provisions of the Warsaw Convention. The passage contract in use by the airlines concerned, when issued, shall constitute the sole contract between the airlines and such purchasers of these tours and/or passenger. Such conveyance, etc., is subject to the laws of the countries involved. Red Lantern Journeys is not responsible for additional hotel nights, transportation, or meals not specified in itineraries, which may be required en route, prior to or following a trip, caused by airline schedule changes or overbooking.