



Terms and Conditions

I. Scope

- a. This document outlines the agreement between Travel Engineering Agency, LLC (the Agency) and (the Client) in regards to the travel and/or activities described in the attached itinerary (Itinerary) and subsequent addendums or changes to the Itinerary.
- b. By making a booking for this event on the Agency website, the Client is agreeing to these terms and conditions.
- c. Addendums or changes to the Itinerary are subject to these Terms and Conditions unless otherwise stated. This includes agreements made via email or text messages.

II. Agent for Suppliers

- a. The Agency acts as a sales agent for any airline, hotel, car-rental company, tour operator, cruise line, or other service provider named in the Itinerary or confirmation ("Suppliers"). The Agency is not responsible for the acts or omissions of the Suppliers or their failure to adhere to their own schedules, provide services or refunds, financial default, or failure to honor future trip credits. The Agency has no special knowledge regarding the financial condition of the Suppliers and no liability for recommending a trip credit in lieu of a refund.
- b. The Client(s) understand that agreements with Suppliers are subject to the terms and conditions of the individual Suppliers.
- c. The Agency and Client(s) agree to communicate changes initiated by Suppliers with the other party as needed. The Agency will assist the Client(s) with adjusting the Itinerary as needed due to Supplier-initiated changes. The Agency is not responsible for additional costs or fees resulting from Supplier-initiated changes.

III. Risks of Travel and Release

- a. The Agency assumes no liability for injury, death, damage, loss, theft, accident, loss or damage of personal property, or delay resulting from any negligent or willful act or omission of any Supplier.
- b. The Agency assumes no responsibility for and shall not be liable for the acts or omissions of any party not under Agency control, any acts of God, unsafe conditions, terrorism, health hazards including pandemics, illnesses, weather hazards, or the suitability for a disabled person of any portion of any



trip. The Agency has no special knowledge of dangers during travel or at destinations. The Agency suggests obtaining information regarding potential hazards from the U.S. State Department and Center for Disease Control at www.travel.state.gov and www.cdc.gov/travel, respectively.

- c. It is the personal decision of the Client(s) to travel. The Client is expressly assuming all risks and dangers associated with travel and agrees to forever release, discharge, and hold the Agency, its owner, and its employees harmless against any and all liability, actions, causes of actions, suits, claims, and demands of any and every kind and nature whatsoever which you now have or which may hereafter arise out of or in connection with these risks and dangers.
- d. Client(s) accept the responsibility for being in states of physical and mental health capable of completing the activities outlined in the Itinerary. The Agency is not responsible for any fees or costs associated with the inability of the Client(s) to complete any portion of the Itinerary due to physical or mental health.

IV. Foreign Entry Rules

- a. The Client(s) assume full and complete responsibility for checking and verifying any and all passport, visa, or other entry requirements, including health and immunization requirements, of the travel destination and connection points, and all conditions regarding health, safety, security, political stability, and labor or civil unrest at such destinations.
- b. Many countries require passports to be valid for six (6) months or more after the date of entry. Some countries do not admit persons convicted of a crime. Some countries require both parents' consent for minors to travel.

V. Payments and Fees

- a. The Client(s) agrees to pay the fees outlined in the Itinerary directly to the Agency as outlined in the Itinerary.
- b. It is recommended to use a credit card for purchases, in order to exercise rights under the Fair Credit Billing Act if services are not received.
- c. Except in cases of fraud, the Client(s) agree to not file any dispute with the bank or credit card company used by the Client(s) to avoid or violate any booking terms and conditions of the Agency or Suppliers, including cancellations or changes to the Itinerary for reasons beyond the control of the Agency or Suppliers.



- d. If the Client(s) attempt to chargeback, reverse, or recollect a previously authorized trip payment, the Agency reserves the right to collect all additional costs, fees, and expenses associated with the chargeback, reversal, or recollection, including attorney fees.

VI. Incidental Fees

- a. The Agency is not responsible for fees or other expenses incurred by the Client(s) during the travel, including, but not limited to, room service charges, parking, meals, and entertainment.
- b. The Client(s) accepts responsibility for any damages or fees assessed by suppliers due to the actions of the Client(s). Examples include, but are not limited to, damages to a hotel room or excess cleaning fees.

VII. Cancellation

- a. The booking components are cancellable as described in the attached Itinerary. The Client(s) are responsible for any funds lost due to late cancellation.

VIII. Itinerary Changes

- a. The Agency will assist the Client(s) with changes to the Itinerary initiated by the Client(s).
- b. Costs associated with Itinerary changes are the responsibility of the Client(s).

IX. Supplier Price Changes

- a. The Agency is not responsible for price increases initiated by Suppliers or other third parties.
- b. In the event of price decreases initiated by Suppliers, the Agency will attempt to rebook at the lower price. The Agency does not guarantee any refunds or successful rebooking.

X. Claims Deadline and Exclusive Jurisdiction

- a. The Client(s) agrees to present any claims against the Agency within thirty (30) days following the final date of travel and to file suit within one (1) year of the final date of travel as outlined in the Itinerary.



Attachment A: Itinerary

The itinerary consists of the following:

- I. Hotel
 - a. A one-night stay at the Hampton Inn Indianapolis Downtown, located at 105 S Meridian Street, Indianapolis, IN 46225.
 - i. Dates of stay (12/27/2025-12/28/2025)
 - ii. Room type: 1 King Bed or 2 Queen Beds
 - iii. Rate \$116 per room, inclusive of taxes and fees. \$120 if payment is made by credit card.
 - iv. Reservations may cancelled by 12/01/2025 for a full refund, minus any credit card processing fees. On 12/02/2025 and thereafter, no refund will be given.