

## IMPORTANT TOUR INFORMATION FOR

*Kay Parker Tour & Travel Inc.*

### RESERVATIONS AND PAYMENTS

**Extended Tours** - telephone reservations accepted, and the required deposit is due in our office in 10 days. Your canceled check is your receipt. Balance is expected by due date. No notification is sent. Luggage tags and final itinerary sent 10 - 14 days prior to departure.

**One day Tours** - telephone reservations are accepted. Payment must be received as designated in the Tour Literature. Your canceled check is your receipt.

On all tours - PLEASE ARRIVE 15 MINUTES PRIOR TO DEPARTURE TIME - we will not wait after scheduled departure time.

**NOTE - RESERVATIONS WITHOUT DEPOSIT ARE AUTOMATICALLY CANCELED.**

### CANCELLATIONS

We do reserve the right to cancel published tours, although we make every effort to run one as planned. Tour cancellations disappoint our clients; we realize your anticipation of taking a vacation at a given time to a given destination. We personally invest time, energy, and capital into each tour, and we certainly want to avoid tour cancellations. There is a cutoff date imposed on us by motels and other tour component factions. By alerting our clients to the cancellation situation, we believe understanding will aid everyone. In the event that we cancel the tour full refunds of deposits and all payments will be made.

**YOUR EARLY RESERVATION WILL HELP US DETERMINE THE VIABILITY OF THE TOUR. OFTEN WE HAVE CANCELED A TOUR ONLY TO HAVE PEOPLE CALL AT A LATER DATE TO REGISTER.**

### CANCELLATION BY CUSTOMER TERMS

Please see the terms on the Tour Literature.

**TRIP CANCELLATION INSURANCE IS STRONGLY RECOMMENDED ON MULTI-DAY TOURS.**

### TRIP INTERRUPTION

In the event you are not able to complete the tour after departure, due to illness or family illness - we cannot guarantee refund of unused portions of the tour, unless trip cancellation insurance has been purchased.

### SMOKING /ALCOHOLIC BEVERAGES

Out of consideration to all our tour participants we do not allow smoking or consumption of alcoholic beverages on the motorcoach (this includes the rest room). And no beverages that appear to be alcoholic (example NA beer or wine).

### SEAT ASSIGNMENTS - ON EXTENDED TOURS

Departure seats are assigned as deposits or payments are made; seats are then rotated daily to enable passengers to sit in various locations throughout the motorcoach, and to become acquainted with fellow travelers.

One day trip seats are assigned as payments are received. No rotation on one day trips.

### TRIP DIRECTOR

A qualified Tour Director does accompany every tour. Her responsibilities include handling all details of the trip (passenger count, stops, baggage, all tour cost payments, room assignments, motel check in and key distribution, handling of admission tickets, taking care of emergency or other situations that arise). Her performance of these duties ensues a smooth running tour, allowing passengers to relax and enjoy themselves. Often she conducts games or quizzes to pass the time. Our tour

directors' tour assignments are so diversified that it is not possible to have a thorough knowledge of every area visited; they are not tour guides and should not be expected to provide background material for every locale. Tours sold as sightseeing tours include hiring of local knowledgeable tour guides for this purpose.

### GRATUITIES

Luggage handling and meal service gratuities are included on tours that indicate these services are part of the tour. Maid gratuities are not included unless specified. A gratuity for the motorcoach driver is included in the tour fare (unless otherwise specified). In the event you feel that he has gone above the call of duty, it is appropriate to reward him on an individual basis. The gratuity for our company tour hostess has NOT been included in the tour fare. Tour participants are encouraged to present her gratuity to her on an individual basis.

### TOUR PARTICIPATION

We encourage participation in our tours by handicapped and/or disabled persons; but they must be accompanied by an able companion. Our tour director is responsible for the comfort, safety and enjoyment of the entire group and must be free to devote equal attention to each tour patron.

### ROOMMATES

Often we have requests to secure travel partners for folks interested in a given tour. We will not arbitrarily place single travelers together, but we will provide names and telephone numbers of people looking for travel partners to each party. When the parties mutually agree to travel together, it often becomes the start of many shared tour ventures.

### TRIPLE AND QUAD POLICY

It must be understood that if three or four people are registered to participate in a tour together, and one or more of the party cancels, the remaining tour participant(s) are expected to pay the applicable rate if the cancellation is not filled. Example: Quad Occ. - one person cancels - triple rate applies to each person. Quad Occ. - two people cancel - Double Occ. rate applies to each person, and so on.

**TRIP CANCELLATION INSURANCE COVERS THIS SITUATION. THE REMAINING PARTY DOES NOT HAVE TO PAY THE INCREASED COST.**

### RESPONSIBILITY

Kay Parker Tour & Travel Inc. and the group sponsoring a given tour do not assume responsibility for damage, loss, delay, injury, or accident due to any act of default of any company or person engaged in providing transportation, lodging, sightseeing, or other services that constitute a tour. KPT&T Inc. and sponsoring group are not liable for refund in the unlikely event of bankruptcy by tour suppliers involved in our tours. Kay Parker Tour & Travel Inc. reserves the right to make any necessary changes in the tour. When adverse weather conditions or any Act of God forces a cancellation of a given tour ... refund to clients will amount the whatever funds can be recovered from tour suppliers. Example - sometimes tickets are non-refundable to us. In this situation we cannot make refund to you for this portion of the tour.

### RESPONSIBILITY CLAUSE

Kay Parker Tour & Travel Inc. and the group sponsoring a given tour shall not be liable for death, injury, illness, damage, delay or other loss detriment to person or property of whatsoever kind suffered by tour participant and caused by an Act of God, war or warlike operations, civil commotions, labor trouble, government interference, perils of sea, fire thefts or any other crime by any person (including terrorist activities).

