



# 2018 BOOKING AGREEMENT FORM

This form may be faxed to 609-655-1622 or e-mailed directly to your ScanAm Specialist

## ScanAm World Tours

Scandinavian American World Tours, Inc. • 108 N. Main Street, Cranbury NJ 08512 USA  
Phone: 609-655-1600 or 800-545-2204 • www.scandinaviantravel.com

ATTN: \_\_\_\_\_

Inquiry/ Reservation #: \_\_\_\_\_

Client's Hometown Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Lead Passenger Full Name as on Passport: \_\_\_\_\_  
Family Name (Surname) First (Given) Name Middle

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone #: \_\_\_\_\_ Contact # While Traveling: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Passport #: \_\_\_\_\_  
Month Day Year

Issuing Country \*: \_\_\_\_\_ Expiration Date\*: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

2. Full Name as on Passport: \_\_\_\_\_  
Family Name (Surname) First (Given) Name Middle

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Passport #: \_\_\_\_\_  
Month Day Year

Issuing Country \*: \_\_\_\_\_ Expiration Date\*: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

3. Full Name as on Passport: \_\_\_\_\_  
Family Name (Surname) First (Given) Name Middle

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Passport #: \_\_\_\_\_  
Month Day Year

Issuing Country \*: \_\_\_\_\_ Expiration Date\*: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

4. Full Name as on Passport: \_\_\_\_\_  
Family Name (Surname) First (Given) Name Middle

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M / F Passport #: \_\_\_\_\_  
Month Day Year

Issuing Country \*: \_\_\_\_\_ Expiration Date\*: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

### Travel Insurance:

Due to high cancellation penalties, Travel Insurance is strongly recommended! Our cancellation policy can be found on page 2. Please visit our website where you can purchase insurance with Travel Guard: <http://www.scandinaviantravel.com/plan-your-visit/travel-tips-insurance>

- Yes, I plan to purchase Travel Insurance through Travel Guard
- I will purchase Travel Insurance on my own.
- No, I decline to purchase Travel Insurance

*I give ScanAm World Tours Inc., authorization to charge the below credit card for the amount listed. I also acknowledge that I have read and agree to the Terms and Conditions listed on page 2.*

X \_\_\_\_\_

CARD #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ (3-digits on back of VI/MC/DI or 4-digits on front of AX)

Amount: \$ \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please Note: If documents are being sent to more than one address, a handling fee of \$25 will be charged for each additional set.**

Additional Passengers can be listed on a separate sheet  
\* = Passport Information is required for escorted tours, air and cruise reservations.

## 2018 TERMS AND CONDITIONS FOR ESCORTED & INDEPENDENT TOURS

### GENERAL CONDITIONS:

**TOUR PRICES:** Where quoted in US dollars, the amount is based on today's exchange rate and VAT tax and is subject to change if exchange rates fluctuate or VAT tax levels are increased. ScanAm World Tours exclusively work with our suppliers based on contracted discount volume rates. In order to obtain these special rates for our clients we are contractually required to package them and unable to provide any kind of price break-downs. Bookings made inside 28 days may be subject to an expedite fee of \$25.00. US Dollar prices are subject to change until paid in full.

**TRAVEL INSURANCE:** We strongly recommend the purchase of travel insurance. Please see our website for a link to Travel Guard or call us for a brochure.

**PASSPORTS:** A valid passport is required by all US citizens traveling to any of the Nordic/Scandinavian countries as well as the Baltics/Russia. The passport must be valid a minimum of 6 months after your RETURN date to the U.S.

**VISAS:** U.S. Citizens do not currently need a visa in order to visit the Nordic/Scandinavian Countries or the Baltics. A visa is required for travel to Russia. NOTE: Clients are responsible for any/all loss or damages resulting from improper passports, visa or other personal documents.

**BAGGAGE:** At owner's risk. Make sure you check with your carrier as to latest rules just prior to departure as frequent changes occur.

**RESPONSIBILITY:** SCANAM, its general agents and local agents give notice that all tickets and coupons issued by them and all arrangements for transport and conveyance, or for hotel accommodations, are made by them as agents only on the expressed condition that they shall not be liable for any injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of any defect in any vehicle, or through the acts or default of proprietor or servant. The operators and/or associated companies accept no responsibility for losses or additional expenses due to delays or changes in train, steamer, or other services, sickness, weather, epidemics, quarantine, strikes, Acts of God, or other causes. All tour itineraries may be affected by alterations in steamship, air, or railroad services of the various countries or by other causes. The rights are reserved to cancel a not guaranteed tour prior to departure. In such cases, full refund of all payments will constitute full settlement with the passenger.

**AIRLINE CLAUSE:** Where airlines are included in the travel arrangement, the involved airline(s) are not to be held responsible for any act, omission, or event during the time the passengers are not aboard their aircraft. The passenger ticket in use by the airline, when issued, shall constitute the sole contract between the airline and the purchaser of the tickets and/or the passenger. Neither SAS/ICELANDAIR nor any other IATA carrier shall be liable for any loss, damage, injury, accident, delay or irregularity which may be occasioned by reason of defect in the goods or services provided or through the acts of commission of any person or company performing or rendering the services other than carriage by air described in the applicable supporting literature. The services described in this material, other than carriage by air furnished by SAS/ICELANDAIR or any other IATA carrier, are furnished by independent contractors who are not servants of or joint ventures or partners with SAS/ICELANDAIR. Notwithstanding the foregoing, SAS/ICELANDAIR transportation shall be subject to its respective contract of carriage.

**TRAVEL AGENCY RESPONSIBILITY:** In order to avoid misunderstandings, please be sure that clients are informed about any cancellation and/or change fees applicable to their travel program.

**HURTIGRUTEN:** NOTE: Clients that book the Hurtigruten full cruises should be aware that deposits and final payments are charged directly to your credit card by Hurtigruten in Norway. Even though payment processing is in U.S. Dollars, some credit card companies may charge a Foreign Transaction fee. Make sure you check with your credit card companies for rules and fees before providing us with your card. Hurtigruten can not reverse charges once processed.

**GREENLAND:** NOTE: Arctic weather conditions and limited capacity in Greenland may cause traffic delays resulting in interruptions, limitations or changes in the itinerary. This may result in extra expenses to cover meals, hotel accommodation and/or transportation not foreseen in the programs. Such expenses have to be paid directly by passengers themselves. The tour operator cannot accept any responsibility, economic or otherwise for such changes. Also note that optional tours can be cancelled or changed due to local conditions without prior notice. Mosquitoes are prevalent in July and August and you are advised to bring repellants, proper clothing and/or medicine in case of allergies. When booking Greenland tours, clients agree to these special conditions!

**HOTELS:** When necessary substitutions are of similar quality standard.

**MEALS:** Full breakfasts are included at all hotels. Lunches and/or dinners are included only where specifically listed in the itineraries. Lunch and/or dinner can be Scandinavian buffet style or 2-3 course set menu. Beverages are not included.

**VALIDITY:** Our terms and conditions are valid through December 31, 2018.

### INDEPENDENT TOURS:

Independent Tours include any of ScanAm World Tours' unescorted tour packages as well as any related special independent or custom arrangements and/or car rentals.

**PAYMENT:** Full payment of total tour price is due when all arrangements have been confirmed and invoiced. A VISA, MasterCard, American Express or Discover Card is required at the time of booking to cover possible ensuing change or cancellation charges.

**CANCELLATION OF TOUR PACKAGES:** From time of confirmation, verbal or written, until 31 days prior to departure 25% cancellation fee of total tour price will apply. From 30 to 15 days prior to departure, 50% cancellation fee of total tour price plus any additional charges levied by hotels or other suppliers. 14 days or less prior to departure, no refunds. In the case of air tickets, rail tickets or cruises, conditions of the airlines, rail lines and cruise lines and/or their legal representative will apply if they are stricter than those of ScanAm World Tours. Refunds will not be made if the above procedures are not followed. Special conditions for Kakslauttanen Arctic Resort in Finland: A 50% non-refundable deposit is due upon confirmation and final payment is due 70 days out. No refunds for cancellations at Kakslauttanen Arctic Resort inside 70 days of arrival.

**CHANGES TO TOUR PACKAGES:** From time of confirmation, verbal or written until 15 days prior to departure, \$100.00 per person fee plus any additional charges levied by hotels or other suppliers. 14 days or less, changes made may be subject to full cancellation fees. NOTE!! If client chooses to make changes to tour packages while in Scandinavia there will be NO REFUNDS for unused portions.

**TOUR PLANNING FEE:** For clients that need assistance with CUSTOM arrangements, i.e. detailed tour planning that involves products, services and areas outside our brochure content, we offer our services at a \$50 per hour planning fee, starting at a minimum of \$50. The fee is non-refundable and must be pre-paid prior to any quotes being provided. However, the fee can then be applied to the travel services booked with ScanAm World Tours.

### ESCORTED TOURS:

**DEPOSITS:** A 25% deposit of total tour price is required at the time of confirmation. Greenland tours require 50% deposit.

**FINAL PAYMENT:** The balance of the total tour price is due no later than 60 days prior to departure. Failure to comply with this requirement will result in automatic cancellation of the reservation and forfeiture of deposit.

**DEPARTURES:** Escorted Tour departures are guaranteed only if so stated. Non-guaranteed departures can be canceled by the operator until 4 weeks prior. In such cases we will make every effort to provide similar alternative arrangements, if not possible a full refund will be given constituting full settlement.

**CANCELLATION AND REFUNDS:** Cancellation fees are assessed as a percentage of the total tour price. Notification of cancellations must be in writing.

Up to 60 days prior to tour departure a refund will be paid less a 25% cancellation fee of total tour price. Between 59 and 31 days prior to tour departure a refund will be paid less a 50% cancellation fee of total tour price. Cancellations received between 30 and 15 days prior to tour departure a refund will be paid less a 75% cancellation fee of total tour price. Cancellations received inside 14 days prior to departure a 100% cancellation fee apply of total tour price.

**NOTE - Unused portions of all tours are non-refundable.**

**ADDITIONAL FEES:** Changes to reservations made after confirmation are subject to a fee of \$50.00 per person per change until 60 days prior to departure. Thereafter until 31 days prior to departure the fee is \$100.00 per person per change plus any fees levied by hotels or other suppliers. No changes are permitted 30 days or less prior to departure. Special requests/changes are not guaranteed to be available.

**TOUR COMPANIES:** ScanAm World Tours does not operate any tours but only acts as a seller. Accordingly any legal issues against local tour operators shall be adjudicated in accordance with the prevailing laws in its home country.

**TIPS AND TAXES:** Included throughout the itineraries except for Tour Escorts, Coach Drivers and Local Guides. Airline fuel surcharges, departure taxes and U.S. security fees are additional.