



2024 FWA International Business Conference Registration Form – Page (1)

Please print or type all information clearly and send by mail or scan.

Traveler (1)

Mr. / Ms. (circle)* _____ Gender (circle) M F
(As it appears on your valid passport, your passport must be valid at least 6 months beyond your return home.)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (Home / Work / Mobile): _____ Birthday: _____

E-Mail: _____ Occupation: _____

Passport Number: _____ Expiration Date: _____
(Attach a readable copy of your current passport – the page with your picture on it)

Frequent Flyer Number: _____ Airline: _____

Traveler (2)

Mr. / Ms. (circle)* _____ Gender (circle) M F
(As it appears on your valid passport, your passport must be valid at least 6 months beyond your return home.)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (Home / Work / Mobile): _____ Birthday: _____

E-Mail: _____ Occupation: _____

Passport Number: _____ Expiration Date: _____
(Attach a readable copy of your current passport – the page with your picture on it)

Frequent Flyer Number: _____ Airline: _____

Emergency Contact: (someone we can contact as you travel in the event you experience an EMERGENCY)

Name: _____ Phone Number: _____

*For security reasons, all airlines (both foreign and domestic) reserve the right to refuse passage to any passenger whose ticket does not match their passport. We are not responsible for any cost incurred if tickets are issued incorrectly from information that you have provided. The TSA requires that we obtain the name as per passport, birth date, and gender of each traveler.



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Please print or type all information clearly and send by mail or scan.

Traveler Flight Information

International Departure to Greece:

I will depart on (Date) _____ from (City) _____

with Airline / Flight Number _____ I am flying on to (City) _____

International Return to the United States or Other Country:

I will return on (Date) _____ from (City) _____

with Airline / Flight Number _____ I am flying on to (City) _____

NOTE: If you have already secured your international air transportation, please fax or e-mail your travel arrangements or your final flight itinerary (arrival and departure details) directly to our office so that we can inform our affiliates in Greece and coordinate your vehicle transfers, as required. Hellenic Holidays, Inc. is not responsible for delays, cancellations, itinerary changes or any service provided by the air carrier.

Accommodation Requests

___ Twin beds ___ Double bed ___ King bed ___ Other (please explain) _____

___ Smoking room ___ Non - Smoking room (where available)

NOTE: Rooms listed as double rooms are rooms based on double occupancy. Double Rooms are generally queen beds although sometimes twin beds are offered. For all our guest reservations, we always request no smoking rooms with queen beds or higher. Please indicate your preferences and we will do our best to accommodate them, however, they can not be guaranteed.

**Requests for Extensions / Deviations from Itinerary –
(If Applicable)**

If you require extensions to or deviations from the contracted itinerary / proposal, please complete below. If no extensions or deviations are required, please write NONE in the section below.



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Please print or type all information clearly and send by mail or scan.

Special Requests / Health Issues / Allergies

If you have any medical condition that may hinder you on your vacation, please explain below.

Do you require any special medical attention:

If you require any special services (e.g., special dietary considerations), please explain below. When applicable, please note that while we will do our best to accommodate dietary needs, certain foods may not be available in certain locations due to local customs / availability.

I do **NOT** WANT: Red Meat Poultry Seafood Dairy Wines & Spirits

Do you require any special dietary considerations: (Please explain below.)

Additional Comments

Please share any additional comments that would be helpful for the planning of your vacation:



2024 FWA International Business Conference Terms & Conditions – Page (4)

1. RESERVATION PROCESS

1.1 Reservation Process for the 2024 FWA International Business Conference: Once you have indicated your participation in the conference, the next step in the process is the completion of the registration form. Please complete the form and return it back with copies of your passport(s). A nonrefundable retainer in the amount of \$300 per person and deposit of \$ 900 per person (\$600 per person of the deposit is nonrefundable) are required to proceed with your participation in the Conference Trip. All payments are credited toward the cost of your participation trip. If travel dates are within 90 days of this reservation request, full payment is required to proceed with services. The receipt of your retainer, deposit and / or final payment will indicate that you have read these Terms and Conditions, and that you have agreed to them. Late reservations (those received less than 60 days prior to departure) will be charged an additional \$200 on the final invoice to cover additional costs.

(Traveler #1) _____ (Traveler #2) _____ (Does Not Apply) _____ (Please Initial)

2. CONFERENCE TRIP DEPOSIT AND FULL PAYMENT POLICY

2.1 Payment Schedule: An \$900 per person deposit (\$600 per person is nonrefundable) is required to proceed with your booking. Your retainer will additionally be applied toward your trip. Your final payment is due 90 days prior to departure. Payments can be received by Hellenic Holidays in U.S. funds by company check, bank check, wire or credit card. Failure to provide full payment according to above outlined schedules will result in cancellation of your participation on the FWC 2024 International Business Conference.

2.2 Cancellation/Refund Policy: All cancellation and refund requests must be received in writing by Hellenic Holidays. Cancellation or refund dates are computed from the date of receipt of written notification. All cancellations are subject to an administration fee of \$175 per person if received 90 days or more prior to departure or sailing date, \$350 per person if received between 89 to 29 days, 75 % of tour price if received 28 -10 days and non-refundable if 9 days or less. Additionally, any cancellation fees imposed by the respective hotels, airlines, tour companies and cruise lines will be charged. Hellenic Holidays must normally make substantial payments to suppliers far in advance of the scheduled departure date. Hellenic Holidays does not guarantee recovery of any or all the advance payments made and our best efforts to recover these payments will not include the institution of any legal proceedings in foreign jurisdictions. In addition, Hellenic Holidays is not responsible and will not refund any additional expenses you may have incurred should a trip be canceled (i.e., purchase of non-refundable airline tickets, visa fees, equipment or additional accommodations). We are not responsible for any costs incurred to travel delays, flight cancellations, or sickness.

(Traveler #1) _____ (Traveler #2) _____ (Does Not Apply) _____ (Please Initial)

3. SUPPLEMENTAL INFORMATION

3.1 Cancellation Insurance: It is the traveler's responsibility to protect his or her purchases. Travel Insurance is strongly recommended. Hellenic Holidays may provide information on optional trip cancellation insurance. Please contact Hellenic Holidays for information on cancellation insurance.

3.2 Limits on Hellenic Holidays Responsibility: Hellenic Holidays, Inc. and/or its subsidiaries and agents ("Hellenic Holidays") act only as an agent for the hotels, villas, restaurants, airlines, bus companies, ship lines, owners or contractors providing accommodations, transportation providers, or other service providers ("suppliers"). By acceptance of any Hellenic Holidays Vacation, receipts, or tickets, the Hellenic Holidays client agrees that Hellenic Holidays assumes no liability for any loss, injury or damage to a person or property, or otherwise any connection with any accommodations, transportation, or other service, resulting directly or indirectly from any acts of co-travelers, suppliers, nature, or dangers, delays, cancellations, and incidents related to the sea or weather conditions, health related problems before, after, or during the tour, fire, breakdown in machinery or equipment, acts of government or other authorities, de jure or de facto, wars, whether declared or not, hostilities, civil disturbances, terrorist attacks, strikes, riots, thefts, pilferage, epidemics, pandemics, quarantines, medical or custom regulations, defaults, delays or cancellations or changes in itinerary or schedules, or from any causes beyond the control of Hellenic Holidays or for loss or damage resulting from insufficient, or improperly issued passports, visas or other documents, and that Hellenic Holidays assumes no liability sustained or incurred by a Hellenic Holidays client as a result of any foreign causes and is not liable for defaults or breach of contract of those persons, suppliers, or companies not directly under the control of Hellenic Holidays. Hellenic Holidays reserves the right to substitute hotels or villas or cruise lines with best available alternatives and make any changes in the itinerary where necessary or caused by airline or ferry schedules, or other reasons. Land transportation is provided in accordance with the itinerary by private bus, minibus, or licensed cars, depending on the itinerary and the size of the group. By embarking on his/her travel, the traveler voluntarily assumes all risks involved in such travel, whether expected or unexpected.

(Traveler #1) _____ (Traveler #2) _____ (Does Not Apply) _____ (Please Initial)



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4. MISCELLANEOUS INFORMATION

4.1 Payment: U.S. dollar payments or any non-Euro denominated currency payments will be converted to Euro upon receipt. If Value Added Tax or Municipal Tax for Hellenic Holidays, its subsidiaries, or its vendors increases between the time of this agreement and the time the guests travel to Greece and or Turkey, HH reserves the right to unilaterally increase the total price of the travel package proportionately to reflect such tax increase, and therefore guests will wholly assume the cost of such an increase, if applicable. In the event a refund is provided, currency conversion costs and expenses associated with exchange rate fluctuations will be subtracted from such refund. Additionally, it is impossible to foreshadow accurately fluctuations in exchange rates or increases to the cost element of your travel arrangements such as airfare, fuel, airport charges, entrance fees, and other service providers' tariffs. In the event of such fluctuations or increases affecting the prices which we pay for transportation, entrance fees, and services generally, we reserve the right to adjust our prices as may be necessary at any time up to your departure. This tour is based on (2) passengers in double occupancy. If the number of travelers changes, the cost will change also. In addition, if the dollar depreciates more than 5%, we reserve the right to debit your account for additional costs up to 10 business days after receipt of final payment. Further, the price of each travel package is based on the given proposal and service list, including specific hotels for travel during the time you requested. Note: Services have NOT been confirmed pending your approval of our vacation blueprint. All services are based on availability at the time of booking; thus, prices may need to be adjusted as travel dates are determined and services are confirmed. Accommodations in our recommended packages have been chosen in consultation with you to reflect your needs and preferences for charm, service, location and cost.

4.2 Passports and Visas for Greece and other EU countries: U.S. and Canadian citizens may enter Greece for up to 90 days for tourist or business purposes without a visa. The passport should be valid for at least six months of remaining validity beyond the period of stay. Non-US or Canadian citizens should contact Hellenic Holidays or the appropriate Greek consulate for information on necessary documents required. The above information on entry and exit requirements (for Greece) has been confirmed with the local authorities and the US Department of State. However, these requirements are subject to change at any time. It is the traveler's responsibility to check with the equivalent embassy and its consulates for up-to-date information.

4.3 Change of Services Policy: All requests for deviation from the accepted proposal must be submitted in writing. In addition, once services are booked any requested changes will incur a processing fee of \$100 plus any cancellation fees charged by suppliers and or vendors. For example, once Domestic Greek Air and ferry tickets have been issued, changes may incur penalties imposed by the carrier.

4.4 Itinerary Changes: As travel arrangements are made far in advance and unforeseen circumstances may require last minute adjustments, we reserve the right to change the itinerary for any reason at any time. In addition, all sailing itineraries are weather permitting.

4.5 Luggage Requirements of Domestic Greek Airlines: If your itinerary includes domestic flights in Greece, be aware that the baggage allowance for international flights is generally greater than the allowance for domestic flights. Contact us for additional information.

4.6 Hotel and Villa Accommodation Bed Arrangements: Double or Queen bedded rooms are provided in most situations unless otherwise noted.

4.7 Booking a Hotel for Early Arrival or Late Departure: Generally, hotel rooms will be available between approximately noon and 3pm, and are to be vacated between 10 am and noon, irrespective of your arrival or departure times, unless we have stated otherwise. Should you wish your room to be ready prior to noon on your day of arrival or available after 10 am for an afternoon or evening departure, it is possible to reserve the room at the time of booking at a cost no greater than the extra night price.

4.8 Vacations and Activities – General Health Requirements: Hellenic Holidays Activities and or Vacations may not be suitable if you have any disability or have reduced mobility (including being confined to a wheelchair). Therefore, in the interest of safety and comfort for all, you must be fit enough to participate or alternatively you must have an able-bodied companion to assist you throughout your vacation and or activity. Please note that some of the featured touring itineraries may involve early starts and long days, with substantial travel between featured sites and destinations. As vehicle and road standards may not be comparable to that of the United States, please keep this in mind when considering any personal health concerns, as well as your general comfort.

4.9 Gratuities: Gratuities to escorts, tour guides, drivers, transfer personnel, hotel staff and travel consultants is left to the discretion of the guests and is not included. Gratuities for cruise staff is pooled and suggested gratuities can be advised.

(Traveler #1) _____ (Traveler #2) _____ (Does Not Apply) _____ (Please Initial)

Signatures

I have read, understand, and accept the Terms and Conditions, listed in both your proposal and on this form including the Release and Acceptance of Risks. I authorize Hellenic Holidays to begin the booking process for my trip with information that I have presented on this form. The payment of my deposit and my signature below fully confirm my acceptance. Please send this completed form and copies of your passports by mail or scan.

Traveler #1 _____ Date _____

Traveler #2 _____ Date _____



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Please print or type all information clearly and send by mail or scan.

Payment Information

Retainer (Required to Book): \$ 300.00 per person retainer is enclosed. All payments are applied toward cost of the trip.

Total Travelers x _____ (number of travelers) = \$ _____

If payment is made by credit card, I hereby authorize the payment of the non-refundable retainer.

(Traveler #1) _____ (Traveler #2) _____ (Please Initial) Date: _____

Deposit (Required to Book): \$ 900.00 per person deposit is enclosed. All payments are applied toward cost of the trip.

Total Travelers x _____ (number of travelers) = \$ _____

If payment is made by credit card, I hereby authorize the payment of the deposit.

_____ I want insurance protection. _____ I want to learn about insurance protection. _____ I waive insurance protection.

(Traveler #1) _____ (Traveler #2) _____ (Please Initial) Date: _____

Form of Payment: Please mark your form of payment below.

_____ Check Enclosed _____ MasterCard _____ Visa _____ American Express

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Account Name: [Please print full name]: _____

Authorized Signature: [Required for Credit Card Payments]: _____

Signatures

I have read, understand, and accept the Terms and Conditions, listed in both your proposal and on this form including the Release and Acceptance of Risks. I authorize Hellenic Holidays to begin the booking process for my trip with information that I have presented on this form. The payment of my deposit and my signature below fully confirm my acceptance. Please send this completed form and copies of your passports by mail, fax or scan.

Traveler #1 _____ Date _____

Traveler #2 _____ Date _____