

Ginkgo Exhibition and Awards 2007

BOOKING FORM

Please complete this form and mail it, with your check for **\$400 deposit per person**, to:
Colin Lewis, 8 Saltonstall Parkway, Salem, MA 01970.

Enter your name **EXACTLY** as it appears on your passport.

First name

Last name

Address *(must be residential, PO box numbers or business addresses are not acceptable for international travel)*

City

State

Zip

Email address

Telephone Home

Telephone Work

Do you need special assistance?
If yes please give details

Do you have dietary requirements?
If yes please give details

Number of travelers (please enter details of additional travelers on page two of this form)

Emergency contact (please provide details of someone we can contact in case of emergency)

Name

Telephone home

Telephone work

Number of deposits at \$400 per traveler

Number of single room supplements
at \$255 per traveler

I enclose a check for \$ (\$400 deposit per traveller) made payable to Colin Lewis

I have read and accept the terms and conditions on page two of this form

Signature

Date

If you would like assistance booking your flights to and from New York JFK Airport, please check here

If you would like our agency to help arrange a pre- or post-exhibition tour in Europe, please check here

IMPORTANT: Refer to page two of this form for payment schedules, terms and conditions and additional traveler information.

ADDITIONAL TRAVELER

First name

Last name

Address

City

State

Zip

Do you need special assistance?

If yes please give details

Do you have dietary requirements?

If yes please give details

ADDITIONAL TRAVELER

First name

Last name

Address

City

State

Zip

Do you need special assistance?

If yes please give details

Do you have dietary requirements?

If yes please give details

PLEASE DUPLICATE THIS FORM IF MORE THAN TWO ADDITIONAL TRAVELERS WILL BE ACCOMPANYING YOU

PAYMENT SCHEDULE

The deposit of \$400 is payable at the time of booking and should accompany this form. The balance is due in full by May 13 2007. A ten percent (10%) surcharge will be added to any balance not settled by the due date.

Notes for travelers

Passports: All travelers **must have a valid passport** with an expiration date later than six months after the scheduled date of return.

Insurance: Travelers are advised to take out appropriate insurance before departure. for details contact Helen Wadsworth at Cookies Travel, 585-766-4599 or hrw2@earthlink.net.

Currency: The Belgian currency is the Euro. You may take travelers checks or, if you prefer, use your bank debit card at any ATM in Europe (this usually avoids currency exchange commissions).

Weather: The weather in Belgium in September is unpredictable - it can vary from mid 70s to low 40s!

Terms and conditions

Payments: A deposit of \$400 per person is required at the time of booking. Final payment is due by May 13, 2007. Bookings after May 13, 2007 will be subject to availability and full payment will be required at time of booking.

Prices: Prices are quoted per person/double occupancy. All applicable taxes are included in the price quoted. Fees or other charges such as surcharges or taxes imposed by the airline after booking (if any) will be your responsibility. In case of currency fluctuations of more than 3%, or amendments in local government taxes, we reserve the right to adjust the tour price accordingly. Not included: Gratuities (except where noted), meals (except where noted), telephone calls, airport departure fees, and any other items of a personal nature.

Change and cancellation fees: A handling fee of \$200 per person will be charged for all passenger-initiated changes or cancellations made after receipt of deposit. Any changes or cancellations made after full payment is received will be subject to additional cancellation fees charged by the airline and/or hotel. Name changes will be treated as a cancellation and all cancellation fees will apply. Once travel has commenced, any changes or cancellation will be at the expense of the passenger.

Refunds: Unused portions of airfare are nonrefundable. Unused portions of your land package (e.g., hotel accommodations, meals, transfers) are nonrefundable. We strongly recommend the purchase of travel insurance to cover unforeseen changes or cancellations.

Air transportation: All airline tickets are purchased and issued on a round-trip basis. Departure fees are not included. No refunds are allowed on unused portions. Changes to flight itineraries may result in an increased airfare, a carrier-imposed charge or, in some instances, may not be permitted. Once travel has commenced, routing or class-of-service changes are not permitted.

Passengers are subject to all airline limitations, liabilities and tariffs. Booking agent is not responsible for schedule changes or airline strikes. Name changes are not allowed. Booking agent is not responsible for multiple connections due to schedule changes.

Entry into Europe: To enter and leave Europe, all US citizens must carry a valid passport. Non-US citizens should check with the destination country's consulate. It is the responsibility of the traveler to determine the proper documents required by the government of the destination visited at the time of travel. No refunds will be issued to passengers affected by their failure to provide proper documentation.

Physical disabilities: Any physical disability requiring special attention, treatment or facilities must be communicated at the time booking is made.

Responsibility and Limitation of Liability: Booking agent is solely responsible for selecting the suppliers that provide the component parts of the trip described. Agent does not own, control or operate, nor is it an agent for, any of the suppliers furnishing tour component parts. Therefore, in the absence of its negligence, agent cannot be held responsible for loss or damage to property or injury to persons caused by reason of any act or omission, intentional, negligent or otherwise by such third-party suppliers. In addition, agent will not be liable for any delays, cancellations, strikes, government actions, or other causes beyond its direct control. Agent makes no implied or express warranties in the offering of this trip. Agent will not be liable for any indirect, consequential or punitive damages. In no event will agent's liability exceed the amount paid for travel products booked or purchased.