

# Congress Booking Conditions (The Pre & Post Tours are designed for Congress attendees and as such, attendance is limited to those attending the Congress)

## **Arrival & Departures**

### **Sunday 25<sup>th</sup> June – Arrivals into London Heathrow Airport**

We endeavor to meet all participants personally, depending upon flight details and transfer them to the hotel in Windsor. Should this not be possible, you will be advised in advance and if an alternative transfer is required, this may involve additional charges. The hotel check-in time is 2pm and cannot guarantee availability prior to this, however every effort will be made for the hotel room to be ready on your arrival to allow you to rest. In the event this is not possible, the hotel will store your luggage allowing you to enjoy Windsor at leisure.

### **Saturday 15<sup>th</sup> July – Departures from Edinburgh Airport**

We endeavor to transfer you from your hotel to Edinburgh Airport in good time for your flight home, depending upon flight details and coach drivers' available hours. Should this not be possible, you will be advised in advance and if an alternative transfer is required, this may involve additional charges.

Should you choose to arrive and depart into another airport, transfers are therefore not included. If you would like assistance with any transfers, we would be pleased to provide a no obligation quote. Tel: 0044 1636 616060 Fax: 0044 1636 640282 E-Mail: [Carolyne@fieldfarmtours.co.uk](mailto:Carolyne@fieldfarmtours.co.uk)

## **Flights & Airport Hotels**

Flight costs are NOT included in this itinerary price. Should you require any airport hotels to meet with your flight requirements, either on arrival or departure, please do not hesitate to contact our office for the special rates available for delegates. Tel: 0044 1636 616060 Fax: 0044 1636 640282 E-Mail: [Carolyne@fieldfarmtours.co.uk](mailto:Carolyne@fieldfarmtours.co.uk)

## **Tour Options**

It is possible that you may wish to attend only certain aspects of any part of the itinerary and not the whole tour. Please contact Carolyne who can re-work a cost to suit your exact needs.

Tel: 0044 1636 616060 Fax: 0044 1636 640282 E-Mail: [Carolyne@fieldfarmtours.co.uk](mailto:Carolyne@fieldfarmtours.co.uk)

## **Tour Extension**

If you would like to extend your stay in UK and require help with any hotel reservations, car hire, farm visits, air or rail tickets, we will be happy to assist you, no obligation.

## **Tour Accommodation**

Rooms have been held as specified in the itinerary and three bedroom types are available. Double rooms contain one double bed and are suitable for two people wishing to share one bed. Twin rooms contain two single beds and are suitable for two people wishing to share a room but not a bed. Single rooms contain one bed and are suitable for one person only. Most hotels will use a twin or double room for single occupancy and the single occupancy supplement is applicable for all single room use. Triple rooms are only available when the third person is under 12 years of age. Please be aware that smoking is prohibited in all UK hotels and restaurants.

## **Tour Cost**

Costs are based on a minimum of 30 persons. If this is not achieved, there may be a small increase to cover any additional costs. You will be advised accordingly and should you find this is not acceptable, you will be offered a full refund.

## **Travel Insurance**

Please ensure you are adequately covered as travel insurance is required for your trip, and can be booked through your normal travel insurance provider.

## **Cancellation**

Cancellations can only be accepted in writing. Cancellations received prior to 28<sup>th</sup> February are subject to a cancellation fee of 25% per person.

Cancellations received after 28<sup>th</sup> February are non-refundable. (Every effort will be made to refund where possible)

All refunds will be made in the form of payment received by Field Farm Tours Ltd.

## **Disclaimer**

Field Farm Tours Ltd and/or IFMA reserves the right to cancel or change any event on the itinerary due to registration not being met or exceeded, and will substitute comparable services.

Field Farm Tours Ltd and/or IFMA will not assume responsibility for cancellations of any event due to weather, traffic, thefts, quarantines, epidemics, force majeure or act of God. In the event of such cancellations, amendment or withdrawal, the monies paid will be refunded, less any fees.

Field Farm Tours Ltd and/or IFMA do not accept any liability for injuries/losses of whatever nature incurred by the attendee and/or accompanying persons.

**2017 IFMA CONGRESS PRE & POST TOUR - BOOKING FORM** Booking Deadline: 28 February 2017

All sections to be completed

UK ARRIVAL DATE: \_\_\_\_\_ AIRPORT: \_\_\_\_\_ TIME: \_\_\_\_\_ FLIGHT NO: \_\_\_\_\_



Title (Mr/Mrs/Miss)	First Name (as per passport)	Surname (as per passport)	Date of Birth	Passport No.	Nationality	Special requests (dietary requirements)	Preferred Badge Name

Postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Accommodation: Double Occupancy  Twin Bed Occupancy  Single Occupancy

**TOUR COSTS:**

PRE TOUR (25 JUNE – 2 JULY) @ £ 1210.00pp x \_\_\_\_\_ (no of people) = \_\_\_\_\_

SINGLE OCCUPANCY SUPPLEMENT @ £353.00pp = \_\_\_\_\_

POST TOUR (8 – 15 JULY) @ £1399.00pp x \_\_\_\_\_ (no of people) = \_\_\_\_\_

SINGLE OCCUPANCY SUPPLEMENT @ £290.00pp = \_\_\_\_\_

LATE PAYMENT FEE (bookings received after 28 February) @ £100.00pp \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

**PAYMENT:** For cheques, Pound Sterling ONLY, payable to: **Field Farm Tours Ltd.** Amount Enclosed: .....

For international deposits via bank transfer, Pound Sterling Only: NatWest Bank plc, United Kingdom.

Sort Code : 54-10-23 Account Number : 12197386 Swift Code : NWBKGB2L IBAN : GB02 NWBK 5410 2312 1973 86 Date Transfer Made: .....

For credit card payments Debit Card  (no charge) Visa  (+1.95%) MasterCard  (+ 1.95%)

CARD NO :                      for the amount of £..... to be taken.

Cardholder's name : \_\_\_\_\_ Security (last 3 digits) : \_\_\_\_\_ Valid From: \_\_\_\_\_ Expiry date : \_\_\_\_\_ Issue NO (debit card only) : \_\_\_\_\_

**AGREEMENT:** I have read and agree to accept the booking conditions **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Please post completed form and full payment to: **FIELD FARM TOURS LTD, Field House, 3 Stephenson Court, Stephenson Way, Newark, Notts. NG24 2TQ. UK**  
 Or send by fax to: 0044 1636 640282 Or E-Mail to : [Carolyn@fieldfarmtours.co.uk](mailto:Carolyn@fieldfarmtours.co.uk)