

AGRITECHNICA BOOKING FORM

Please send the completed form and deposit to:
**Field Farm Tours Ltd, Field House,
3 Stephenson Court, Stephenson Way,
Newark, Notts. NG24 2TQ**
Or fax to: 01636 640282
Or Email: info@fieldfarmtours.co.uk



Advance Passenger Information
required per passenger – please
complete details on page 2.

Event Name: **AGRITECHNICA 2019**

Lead Name:.....

Company name:.....

Address:.....

.....

.....Postcode:.....

Tel:.....Fax:.....E - mail:.....

Accommodation Requirements

Please reserve.....single.....twin.....double rooms at the Hotel.

Date commencing.....and departing.....for.....nights

stay and in the names of.....

Departure Airport:

PAYMENT: *Deposit (non refundable): £50.00 per room. Balance on invoice.*

Cheque: please make payable to **Field Farm Tours Ltd**

Bank Transfer: Please request the details and we will send them to you directly.

Credit/debit card payments, please complete the following :

CARD NO :

Cardholders name: Security (last 3 digits) :

Valid From: Expiry date : Issue No (debit card only) :

Address registered to (if different from above).....

AGREEMENT: I have read and agree to accept the booking conditions....

Signed:.....

Date:.....

Advanced Passenger information

(*must be as shown on your passport)

NB: For room bookings at this stage name only required.

Passenger 1:

Title	First Names*	Surname*	Date of Birth
Passport No.	Nationality	Date of Issue/Date of Expiry	Place of Issue

Passenger 2:

Title	First Names*	Surname*	Date of Birth
Passport No.	Nationality	Date of Issue/Date of Expiry	Place of Issue

Passenger 3:

Title	First Names*	Surname*	Date of Birth
Passport No.	Nationality	Date of Issue/Date of Expiry	Place of Issue

Passenger 4:

Title	First Names*	Surname*	Date of Birth
Passport No.	Nationality	Date of Issue/Date of Expiry	Place of Issue

Passenger 5:

Title	First Names*	Surname*	Date of Birth
Passport No.	Nationality	Date of Issue/Date of Expiry	Place of Issue

Passenger 6:

Title	First Names*	Surname*	Date of Birth
Passport No.	Nationality	Date of Issue/Date of Expiry	Place of Issue

HOTEL ACCOMMODATION BOOKING CONDITIONS



PLEASE KEEP A COPY OF THESE CONDITIONS FOR YOUR RECORDS

BOOKING CONDITIONS

These conditions are our contractual terms with any overseas show package. They contain important information, so please read them carefully.

1. Accommodation reservations, deposits and balances.

To make a reservation, a non-refundable deposit of £50.00 per room is required. This secures the room. Upon receipt of this we will then forward confirmation. The payment of the balance is due no later than 8 weeks prior to arrival on invoice. (Competitive hotel prices have been negotiated, therefore pre-payment is required prior to your stay.) Non-receipt of the balance on the date due will result in the accommodation being liable for cancellation. A further deposit will be required to secure any flights when these become available.

2. Change of booking by you.

Should you wish to change your accommodation arrangements in any way after we have accepted your booking we will endeavour to meet your wishes to the best of our ability. A handling fee of £10.00 per room will be charged per alteration to cover administration costs. Name changes will incur a charge of £5.00 per alteration plus the airline fee. If you make any change to your booking after the balance due date, then the hotel may also charge a fee, of which we will advise you.

3. Cancellation by you.

All cancellations must be confirmed in writing. If you find it necessary to cancel your booking the following cancellation charges will apply:

Notified 56 or more days before departure - Accommodation only – Loss of deposit . Booked flights – Non-refundable.

Less than 56 days - As above + any cancellation fee levied by hotel (100% cancellation charge may apply if rooms cancelled within 7 days of arrival)

4. Alteration to confirmed booking by us.

It is unlikely that we will have to make any change to your accommodation but we do plan the arrangements many months in advance. Occasionally we need to make changes, which we reserve the right to do at any time. Most of these changes are minor and we advise you at the earliest possible date. If a major change becomes necessary we will advise you as soon as is reasonably possible if there is time before your arrival. When a major change occurs (such as moving you to a different hotel), you will have the choice of either accepting the change of arrangements or cancelling your accommodation and receiving a full refund.

5. Your responsibilities.

- Please note that upon arrival at your hotel, you may be asked for a credit card imprint or a cash deposit to cover any additional expenses incurred during your stay.
- If you fail to check in at your hotel on your arrival date, please be aware that the hotel will treat this as a 'no-show' and your booking will be cancelled in full for the duration of your stay unless you inform them or FFT of your delay. No refund will be given for 'no-shows' as the hotel may not be able to re-sell the room.
- Any name changes or cancellations made after the start date of your booking must be made with the hotel and you must also notify FFT of your changes.

6. Passports, Visas and health.

It is your responsibility to check that all members of your party hold the necessary documentation. We regret that we can accept no liability if you or any member of your party is refused entry onto any transport or into any country due to failure to carry the correct documentation. If in doubt, please contact our office for clarification.

7. Missed or delayed flight and transfers.

We do not accept responsibility for any clients who miss their flight owing to late check in at the UK airport for whatever reason. If the return flight is missed due to a delayed transfer we will make every effort to return you to your airport of departure as soon as practicable. We accept no liability in such circumstances for any client who makes individual arrangements to return home separately from the group, since the airlines, ferries and hydrofoils we use are not under our control and we do not accept liability for delays.

8. Conditions of Carriage.

Air travel is by the services of International Air Transport Association member airlines. The responsibility of IATA airlines in connection with our tour itineraries is limited to the carriage of passengers and their baggage in accordance with conditions of carriage of the participating airlines. Passengers conveyed by other carriers under the terms and conditions set out in the passage tickets and the companies are exempt from liability for loss/damage or personal injury.

9. Delay at Airports.

All travel is by scheduled airlines and in the event of departure delays such airlines will advise clients of these details, and in the great majority of cases will arrange extra meals and overnight accommodation as necessary (at the airlines expense). If for any reason the airline concerned does not provide the extra meals and accommodation, we as the tour operator will make whatever arrangements we possibly can at our own expense. As we advise both on our booking form and in these conditions, you should ensure that you take out comprehensive travel insurance which includes financial compensation in most cases for delays of 12 hours or more.

10. Complaints

We hope that you have an enjoyable and trouble-free stay however things can and do go wrong. Any cause for complaint must first be notified to the provider of the service (the hotel). If your problem is not resolved to your satisfaction then you must notify FFT within 14 days of your return by sending your complaint to Field Farm Tours Ltd, Field House, 3 Stephenson Court, Stephenson Way, Newark, Notts, NG24 2TQ. We cannot accept responsibility if you fail to notify the complaint in accordance with these conditions.

20. Your Financial Protection

Aviation Authority. Our ATOL number is 10350. When you buy an ATOL protected flight or flight inclusive holiday from us you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong.

We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer where applicable).

If we, or the suppliers Field Farm Tours Ltd are an established tour operator and our air holidays and flights are ATOL protected, since we hold an Air Travel Organiser's Licence granted by the Civil identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative, through an alternative ATOL holder or otherwise) for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent (or your credit card issuer where applicable). You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme.

Field Farm Tours Ltd is a Member of ABTA. ABTA and ABTA Members help holidaymakers to get the most from their travel and assist when things don't go according to plan. We are obliged to maintain a high standard of service to you by ABTA's Code of Conduct. For more information on ABTA, the Code of Conduct and the arbitration scheme available to you if you have a complaint, contact ABTA, 30 Park Street, London



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