

Tour Registration Form

Tour Information

Tour Name, Dates and Number _____

Please Check the following applicable boxes

- Land Package and air from my nearest airport _____
 Land Package only _____

Please contact me to discuss the following:

- Travel baggage coverage
 Pre/Post Accommodations
 Accident and Optional Sickness Insurance

Personal Information

1. Mr./Ms./Mrs. _____
(circle one) First name / last name (name should appear as it reads on passport)

Address _____

City State Zip

(Area Code) Day Phone (Area Code) Evening Phone

(Area Code) Fax Phone E-mail address

U.S. Citizen _____ Month & Date of Birth _____

2. Mr./Ms./Mrs. _____
(circle one) First name / last name (name should appear as it reads on passport)

Address _____

City State Zip

(Area Code) Day Phone (Area Code) Evening Phone

(Area Code) Fax Phone E-mail address

U.S. Citizen _____ Month & Date of Birth _____

Check out our great airfare rates and pre and post packages to Europe!

**VIP-Alpine Tours · PO Box 100 · 15 South Main Street · Cleveland GA 30528 · (800) 403-1996; (706) 348-8747
Fax: (706) 348-7792 · E-Mail: info@vipalpinetours.com · www.vipalpinetours.com**

Accommodation Request

- Double / One Bed
- Double / Twin Beds
- Single
- Single Request a Share (cannot be guaranteed)

Special Requests for Room: _____

*Please note that European rooms are usually smaller than American standards. We will do our best to accommodate your requests.

Special Diet or Allergies: yes no If yes, please explain: _____

Please let us know if you have any special needs, occasions or requests while you travel with us: _____

*Please note many of our tours include travel in altitudes over 7,500 ft. If you are subject to altitude sickness or car sickness, please advise us before booking. Any disability or dietary needs, requiring special attention must be reported to VIP-Alpine Tours at the time of booking.

Emergency Contact (s) (Please list relationship to you)

- Name/Phone Number _____
- Name/Phone Number _____

Payment Information

Enclosed please find my deposit for _____ (\$500.00 per person)

I authorize VIP Alpine Tours to charge my deposit full payment to the following credit card:

Visa Mastercard

Account Number _____ Exp. _____

Send Payment (s) To: VIP Alpine Tours, P.O. Box 100, Cleveland, GA 30528

Please Note: Final payments are due 90 days (or as stated in our travel brochure) prior to departure. Payments are accepted by credit card or check.

Optional Trip Cancellation / Emergency Medical Evacuation Insurance:

Total amount of Package: \$ _____

Insurance: **Accept** _____ **or Decline** _____

Signature required: _____

Please see Insurance form enclosed for applicable plan rates

Total amount to be charged: \$ _____

(Please feel free to contact us with any Insurance questions you may have.)

Travel Insurance

We strongly recommend you take travel insurance. Travel Insured provides Trip Cancellation/Interruption. Preexisting condition waiver options are available and **must be taken within 7 days of your initial deposit.**

Please see terms and conditions attached for complete cancellation / change penalties.

I (We) have read the terms and conditions and agree to the terms. I (We) are fully aware that final payment is due 90 days prior to tour departure unless otherwise stated.

Signature of participant (s) _____ Date _____

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Additional Information About our Tours.....

Three Easy Ways to Make Reservations

- 1) By Phone – We can confirm your reservation immediately if you call and charge your deposit to Mastercard or VISA.
- 2) By Phone and Mail–Phone in your reservation and mail the deposit within 7 days.
- 3) By Mail – Send in your deposit with the completed registration.

Customer Service and Reservations

Our friendly reservation and customer service staff will be pleased to help you with travel advice, answer questions about your tour or help you with your reservations. Please call (800) 403-1996 Monday through Friday, between the hours of 9 a.m. – 5 p.m. EST.

Single Travelers Welcome

Single travelers are always welcome and frequent our tour programs. If you would like a roommate, we will also try to arrange for you to share a twin with another VIP Alpine Tour traveler. This reduces your cost while giving you the opportunity to share your experience and perhaps make a new friend.

Airline Reservations

Airline reservations are available through VIP Alpine Tours. We would be pleased to assist you with air transportation from the city and gateway that is most convenient to your home. Take advantage of our service and let us make the necessary arrangements for you.

Extend Your Trip....Pre- and Post-Nights Available

If you want to stay extra nights at the beginning or end of your tour, simply let your reservations agent know when you make your reservation.

Special Requests

Never hesitate to request a special service that will help make your tour with us more comfortable or enjoyable. Many of our tours are active and require walking short distances in a reasonable time to keep up in a timely matter with the group. Please advise us if you find climbing stairs difficult or have any other special requests. We cannot provide individual help for walking, dining, getting on/ off transportation vehicles, special request for seating in front of the coach or other personal needs. Our coaches are not equipped with wheel chair ramps. Please let us know if you are celebrating a birthday or anniversary while traveling with us.

Tour Leaders

Our experienced Tour Host escorts every VIP Alpine Tour, and is with you during the entire tour. This tour director will handle every detail of the trip and is specially trained to handle most any situation that may arise. A “local” bilingual tour guide may accompany us during our planned city sightseeing tours or special places we may be visiting to give you a more in depth view about the history and culture of the cities you are visiting.

Waiting List

If the program(s) of your choice are fully subscribed when we receive your application, you will automatically be placed on a wait list and will be notified of your status by phone or mail. Our Christmas market tours are our most popular and sometimes fill up 11 months or more in advance. **We urge you to book early as many tours fill up very quickly.**

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Please read this information carefully

The payment of the required deposit(s) or full payment for a reservation of a tour constitutes consent to all provisions of the terms and general information contained in this brochure.

Deposits and Final Payment

A deposit of \$ 500 per person is required within 7 days of the reservation. Final payment is due as indicated on our individual travel brochure and prior to departure. If booked within 60 days prior to departure, payment is due in full. If the deposit and subsequent payments are not received in full by due dates, VIP Alpine Tours reserves the right to cancel the booking and keep the deposit.

Accommodations

All accommodations are in the first class category or higher. Please be aware that European hotel rooms tend to be smaller than in the United States. Single rooms may not be as large as the rooms for double occupancy even though a supplement is paid. At times hotel substitution may occur, however similar standard class accommodations will be provided.

No Smoking

No smoking is permitted on the motor coach. Frequent rest stops will be made enroute.

Change, Cancellation and Refund Policy

A full refund will be given up to 90 days prior to your scheduled date of departure less a \$ 200.00 per person administration fee. Within 90 days there are no refunds. VIP must receive all cancellations in writing by certified or registered mail in order to verify date of cancellation. For any changes you make to your reservation within 90 days of departure that affect destination, departure date, program extension, and/or travel names a \$ 50 per person administrative fee applies, in addition to any cancellation penalties or applicable fees imposed by airlines, hotels or cruise lines. If VIP cancels a program, an alternate program will be suggested. If that program is unacceptable, VIP will refund all monies paid to VIP. VIP cannot assume responsibility for any additional costs/fees relating to the issuance and/or cancellation of air tickets or other travel arrangements made in conjunction with a land tour.

Travel Insurance

We offer and suggest you take travel insurance to protect your funds in case you have to cancel. Baggage, travel and emergency medical insurance are also available and recommended. Insurance is recommended, as the operator is not responsible or liable for loss, damage or theft of luggage and/or personal belongings, or for personal injury, accident, and/or illness.

Baggage

The handling of one piece of baggage per person is included in your tour. We strongly encourage travelers to bring one suitcase and one carry-on as space is limited. **Please note that hotels may charge an additional handling fee per each additional piece of luggage. These fees should be paid directly to the hotel.**

Tour Documentation

Upon receipt of your deposit, a confirmation of your reservation will be sent to you. One month prior to your tour you will receive general information about the tour. (What to bring, how to prepare for your trip, traveling tips to your destination, etc.) You will be sent complete details of your confirmed itinerary, hotel names and addresses, emergency contacts and luggage tags as well.

Travel Documents

A valid passport is required for travel to the countries listed in this brochure. You will be notified if you need a visa for entry into a specific country. **It is your responsibility to obtain a required passport or visa.** VIP recommends that your passport be effective for 6 months beyond your date of return.

Tour Group Size

The group size varies from 15-40 tour participants depending on the itinerary. If the group falls below 15 participants the tour may be subject to cancellation or an increase in price may be requested of the remaining participants.

Tips & Gratuities

All expected tipping to luggage porters, bellmen, doormen, and waiters have been included. The traditional end of the trip gratuity to your tour leader and driver are not included. Tipping is at your discretion. As a guideline, VIP recommends the following gratuities: Tour director – 3.00 per person, per day; Driver – 3.00 per person, per day, city guides – 1.00 to 2.00 per person.

Responsibilities

The responsibility of VIP Alpine Tours LLC is strictly limited. As a tour operator, VIP organizes, promotes, and sells tour programs consisting of certain travel services, including, but not limited to, surface transportation, sightseeing excursions, and accommodations that VIP purchases or reserves from various suppliers. The suppliers providing travel services for VIP tour programs are independent contractors and are not agents or employees of VIP. To the extent that VIP is involved in the sale of air transportation to you, VIP acts as an agent of the air carrier. For all other purposes, VIP does not act as agent for any party whatsoever and is not responsible for the willful or negligent acts and/or omissions of such suppliers or of any air carrier or their respective employees, agents, servants, or representatives, including without limitation, their failure to deliver or their partial or inadequate delivery of services. All coupons, receipts and tickets are issued subject to the terms and conditions specified by the suppliers, and air carriers. By utilizing the travel services of the suppliers, you agree that neither VIP nor any representative shall be liable for any accident loss to you or to those traveling with you in connection with any accommodations, transportation, or other travel services or resulting directly or indirectly from any occurrences or conditions beyond VIP's control, including but not limited to acts of terrorism, war, defects in vehicles, equipment breakdown, strikes, thefts, delay or cancellation, changes in itinerary or schedules. All pricing is subject to change. VIP reserves the right to correct promotional or pricing errors at any time, or increase the program price in the event of cost increases due to changes in airfares, currency fluctuations, park fee increases, taxes or fuel surcharges. VIP reserves the right to decline or accept any person as a member of any tour. Passage may be refused to any guest, and any guest's vacation may be terminated at any time, at the risk and expense of the guest, where in the opinion of the tour director, driver or a physician, a guest is unfit for travel or a risk or danger to himself or herself or a disturbance or danger to others. No guest may be left at any place, which the tour stops without liability to VIP-Alpine Tours. VIP shall not be required to refund any amount paid by any guest who must leave the tour prematurely for any of the reasons set forth above or otherwise, nor shall VIP be responsible for lodging, meals, return transportation or other expenses incurred by the guest. Hotels and accommodations are subject to change.

Participants are encouraged to purchase airline tickets no sooner than 90 days before the tour begins to avoid airline cancellation penalties if a tour is canceled or modified. VIP accepts no liability for the purchase of nonrefundable airline tickets.

It is your responsibility to abide by the tour schedule. No refunds can be made for unused portions of any tour due to late arrivals or early departures. You are responsible for any expense incurred to meet the tour at its next reserved accommodations.

Pre- or Post- Tour Hotel Reservations

Some travelers prefer to arrive the day before the tour begins or to stay additional days after the tour ends. We would be happy to make these reservations for you. All additional arrangements are subject to availability

VIP-Alpine Tours is a member:

**Cruise Lines International Association (CLIA)
The American Society of Travel Agents (ASTA)
The Better Business Bureau (BBB)**

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