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ELITE INTERNATIONAL CONFERENCE TERMS AND CONDITIONS

1. Ensure your name provided is exactly the same as on your passport. All travelers must have a valid passport for international travel and many countries require at least 6 months validity from the date of return and some countries require a machine-readable passport. When assisting with an international travel booking, we will assume that all travelers on the booking have a valid Australian passport. If this is not the case, you must let us know. It is important that you ensure that you have valid passports, visas and reentry permits which meet the requirements of immigration and other government authorities. Any fines, penalties, payments or expenditures incurred as a result of such documents not meeting the requirements of those authorities will be your sole responsibility (except to the extent caused by fault on our part). Failure to provide correct information may result in additional administrative fees and/or cancellation of your reservation for which itravel & Business Blueprint accepts no responsibility. Reinstatement of cancelled or amended booking will subsequently be subject to availability.
2. No contract shall exist until the signed booking form together with the appropriate deposit, or the full amount if the booking is made and a confirmation invoice has been issued. Persons making payments without completing the booking form will be bound by itravel & Business Blueprint's booking conditions. Where a booking is made on behalf of several individuals the booking is conditional on the person signing the booking form having authorisation from all the individuals named on the booking form to enter into this contract.
3. Full payment of the balance due must be made on the due date, or itravel & Business Blueprint reserve the right to cancel the arrangements made on your behalf and charge the applicable cancellation fees.
4. Whilst we would wish to treat cancellation sympathetically our spaces are limited and the following charges must be applied. Cancellation of your holiday, for whatever reason, should be notified to itravel & Business Blueprint in writing.
 - (a) Outside of 120 days before departure Loss of Deposit
 - (b) 120 or less before departure 100% of price
5. In order to participate in itravel & Business Blueprint's group tours, clients must have appropriate travel insurance documentation that they are satisfied with the level of cover for any event. Travel insurance does vary in price based company chosen, age, length of travel and if you have any pre-existing medical conditions.
6. You must ensure that you are aware of any health requirements and recommended precautions relevant to your travel and ensure that you carry all necessary vaccination documentation. In some cases, failure to present required vaccination documentation (e.g. proof of Yellow Fever vaccination) may deny you entry into a country. We recommend that you consult with your local doctor, travel medical service or specialist vaccination clinic before commencing your travel. General health advice for the destination you wish to visit is also available from DFAT (see <http://smarttraveller.gov.au/>). If you have had any major physical illness within the past 5 years, or are under medical or psychiatric supervision, you must notify us of the details at the time of booking and, where appropriate, enclose a doctor's certificate of fitness to travel and for travel insurance cover.
7. ILLNESS OR ABSENTEEISM: In the event of your withdrawal from a tour after commencement for reasons of illness, you must obtain a medical certificate in support of any insurance claim. We regret that no refunds can be made for absences from a tour, including but not limited to missed meals or sightseeing. itravel & Business Blueprint makes no representation or guarantees concerning reimbursements of funds paid by you under any insurance claim.
8. We recommend that you contact the Department of Foreign Affairs and Trade or visit their website at <http://smarttraveller.gov.au/> for general travel advice, as well as specific advice (including safety alert levels) relating to the destination you wish to visit. You can also register your travel plans with DFAT, so that you may be more easily contacted in an emergency.
9. Amendments made up to 12 weeks before departure will, if we are able to assist you with the required changes, incur an amendment fee of \$50 per person plus any supplier charges and are at the discretion of itravel & Business Blueprint.
10. Accommodation will usually be in twin bedded rooms. There is sometimes limited number of double-bedded rooms for couples. Places will be allocated on a first come first serve basis. Single rooms incur a supplementary charge and must be detailed on our invoice to you to be guaranteed.

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11. At the time of going to press any accommodation listed had been confirmed by the respective hotel. If, for any reason at all, becomes unavailable we shall do our utmost to replace rooms with a hotel of similar qualities and star rating standards. Wherever possible you will be advised in advance of any alterations.

12. Where the passenger occupies a motor coach seat fitted with a safety belt, neither the Operators nor their agents or cooperating organisations or service providers concerned will be liable for any injury, illness or death or for any loss or damages or claims whatsoever arising from any accident or incident, if the safety belt is not being worn at the time of such accident or incident.

13. We do not accept any liability for: cancellations, delays or changes caused by war, threat of war, closure of airports, civil strife, terrorist activity, industrial action, natural disaster, technical problems to transport, staff cancellations or other events beyond our control; Participants' medical or psychiatric conditions which may develop during or subsequent to the holiday; Loss of, or damage to, personal property of participants. Transportation companies, airlines etc. are not to be held responsible for any act, omission or event during the time passengers are not onboard planes, transportation or conveyances. We rely on international conventions which may apply to the services provided by us, our suppliers or agents with respect to any claim of any nature brought by you against us as a result of the provision of those services. International conventions that may apply include: Warsaw Convention 1929, (as amended by Hague Protocol and Montreal protocol) in relation to air travel, or Montreal Convention; the Berne Convention for rail travel; Athens Convention 1974 for carriage by sea; the Geneva Convention for carriage by road and the Paris Convention 1962 for hotels. We are to be regarded as having all benefit of these conventions on limiting our liability in relation to any claim for death, injury, loss, damage and delay to passengers and luggage. Enrolment in and payment for a tour shall constitute agreement and acceptance by the passenger of the terms and conditions set forth in our brochure which cannot be varied except in writing by an officer of the Company.

14. Persons attending holidays, tours and conferences of this nature do so at their own risk. If in any doubt as to the suitability of a particular holiday with regard to your particular experience or abilities please communicate in writing with the office before booking.

15. Nondisclosure of relevant information can invalidate your insurance and cancel our contractual obligation to you.

16. COMPLAINTS: In the event of a complaint arising, which cannot be resolved on the spot, you, the client, must immediately contact ittravel & Business Blueprint by telephone, fax or email, who will attempt to resolve it for you. ittravel & Business Blueprint will always make every attempt to solve the problem at the time of the complaint in order that any disruption to the enjoyment of your holiday is minimal; We regret that we cannot accept liability in relation to any complaint which is not notified to us entirely in accordance with this clause. ittravel & Business Blueprint will always assist you with justifiable complaints provided they were notified of the problems when they arose.

17. Please note that for holidays that are not originated by ittravel & Business Blueprint acts purely and solely as booking agents between, and on behalf of, both parties.

18. AIRLINE FLIGHTS: If flight changes are requested after the deposit has been received, or if flights are cancelled, revision fees, change fees or Airline cancellation fees will be applicable and may be in addition to the above cancellation charges.

19. MOBILE PHONE NUMBERS: for group airport taxi collections or any further assistance with other tour members we may give these to other members in your group so you can contact each other on arrivals. Please notify us in advance if you prefer we do not do this.

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20. In the absence of their own negligence, neither the Operators nor their agents or cooperating organizations shall be responsible for any cancellations or for acts of any other service providers concerned, diversions or substitution of equipment of any act, variations, postponements, omission or default whatsoever by air carriers, land carriers, hoteliers or hotels, transportation companies, or any other persons providing any of the services and accommodations to passengers including any results thereof, such as changes in services, accommodations or facilities necessitated by same. Nor shall they be liable for any loss or damage to baggage or property, or for injury, illness or death, or for any damages or claims whatsoever arising from loss, negligence or delay from the act, error, omission default or negligence of any person not its direct employee or under its exclusive control, including any act, error, omission, default, or negligence of any country, government or governmental authority, officer or employee. All baggage and personal effects are at all times and in all circumstances at the risk of the participant.

21. If you damage the accommodation where you are staying or any property, you must reimburse the accommodation provider or property owner concerned for the cost of the damage before the end of your stay if the cost has been established by then or as soon as it has been established later. You must indemnify us for the full amount of any claim (also including legal costs) made against us. Criminal proceeding may be instigated. itravel & Business Blueprint is not responsible for any costs incurred concerning a guest removed from a guided vacation or aircraft, ship, coach or train. Guests agree not to hold itravel & Business Blueprint or any of its related entities liability for any actions taken under these terms and conditions.

22. **ERRORS AND OMISSIONS:** In the case of computer or human billing errors, we reserve the right to reinvoice participants with correct billing. We shall not be held responsible for printing or typographic errors arising from unforeseen circumstances. Airline(s) do not by virtue of being referred to in this brochure represent itself or themselves as contracting with or as having any legal relationship with any purchaser or a vacation from itravel & Business Blueprint. All bookings made with any provider of transport, facilities meals other goods or of any services are subject to terms and conditions imposed by them in relation to matters not covered particularly and expressly by our agreement with the above mentioned operator. If you decide you do not want to visit a country or part of a country you intended to visit due to any law, condition or requirement of any government or government, authority, official servant or agent, you are responsible for any costs, expenses, charges, fee, losses or damage incurred, and any cancellation or amendment fees. itravel Business Blueprint do not accept responsibility or liability for your acts, omissions, defaults, conduct, and state of health, condition or circumstances.

23. **PAYMENT INFORMATION:** A deposit of \$600.00 per adult is to accompany the booking form. Payments can change due to matters outside our control, such as adverse currency fluctuations, fuel surcharges, taxes and airfare increases, please enquire for further details. The resort and extra add on's are initially given to us in FJD. All monies have been converted to AUD based on rates in May 2019. If there is a large currency fluctuation, prices may change and you will be notified as soon as possible of these changes. If you would like to lock in these rates please notify us as soon as possible, so we can charge the full amount of your booking to your nominated payment method.