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## Prime Time Travel & Prime Tours of America

### Terms & Conditions

**NOTE:** Prime Time Travel may require a Planning Deposit or Booking Fee depending on the type of travel requested.

- Our agency requires an upfront non-refundable **Planning Deposit** of \$50 per person traveling that will be **credited toward your trip** upon final payment. The deposit is forfeited if travel is not booked within 90 days of the initial quote.
- Our agency charges **Booking Fees** for arranging individual travel items that are not part of a package.

Individual Travel Items, not packaged, Booking Fees	
Service	Service Fee Per Person
Domestic Air	\$25.00
Corporate Domestic Air	\$30.00
International Air	\$50.00
Corporate International Air	\$60.00
Rail Tickets Only	\$25.00
Rental Car Only	\$10.00
Group Air	\$60.00

- If your travel departure date is within 30 days of returning this form, there will be an additional \$50 per person **Expediting Fee** in order to prioritize the trip. The **Planning Deposit** will also increase to \$200 per person which will apply towards your final payment. Requests of less than 2 weeks from departure may incur additional **Expediting Fees**.

All travel prices quoted by Prime Time Travel & Prime Tours of America are subject to change and are not guaranteed until ticketed. Once your trip is booked, please contact us directly regarding any cancellations or changes; please note charges may apply. (Independent Tour Clients: see cancellation schedule below)

**For all airfare quotes and confirmations, please make sure all names, dates, and flight details are legally correct. TSA security regulation requires all passenger information match legal identification EXACTLY or boarding may be denied. All travel details become final and cannot be changed without penalty 24 hours after ticketing. Clients of Prime Time Travel are fully responsible for reporting any travel detail errors within 24 hours of final ticketing.** Prime Time Travel and its agents are not responsible for errors unreported by clients within 24 hours of final ticketing. (Please note: Prime Time Travel is not open on weekends; any bookings made on Friday must be checked and errors reported before 5:00 pm of the same day.) **Seat selections** cannot be made until time of purchase, and all seating is based on availability. **Baggage fees** are not included in your airfare quotation unless otherwise stated in writing by your travel agent. **Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft. If you do not understand these restrictions, you MUST contact your airline or visit: [http://www.faa.gov/about/initiatives/hazmat\\_safety](http://www.faa.gov/about/initiatives/hazmat_safety).**

**PLEASE NOTE: Airlines do not always notify Prime Time Travel of flight changes. Clients of Prime Time Travel are fully responsible to check directly with the airlines for any possible flight changes 72 hours prior to flight departure.**

**Documents Required for International Travel:** All international travelers must be in possession of a valid passport for overseas travel, and the passport must be valid for at least six months after return date. Please

check your passport expiration date carefully, and visit <http://travel.state.gov/content/travel/english.html> for further information. The new wallet-size U.S. Passport Card is a travel document that can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. **Note that passport cards cannot be used for international air travel. NON-U.S. CITIZENS must show proof of all required visas for countries to be visited. Clients of Prime Time Travel are fully responsible to ensure proper travel documentation is obtained.**

**Travel insurance** is generally NOT included in airfare, cruise, or package quotations unless requested. All clients are highly recommended by Prime Time Travel to purchase travel insurance which may protect you against unforeseen circumstances which may interrupt or cause you to cancel your trip. **PLEASE NOTE: Clients of Prime Time Travel are fully responsible to contact their travel insurance provider IMMEDIATELY in the case of ANY travel issue or emergency.** Prime Time Travel & Prime Tours of America shall not be held liable to assist with client insurance claims for unreported issues.

**ALL international travelers are advised to enroll in the STEP program at:** <https://step.state.gov/step/>. The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

**Cruise & Packages Cancellations and Refunds:** A \$50 per reservation fee will be charged for all cancellations.

**Independent Tour Cancellations and Refunds: Notice of cancellations must be made in writing directly to Prime Tours of America.** A \$200.00 fee per person will be charged for all cancellations, in addition to the charge schedule below. A change fee of \$150.00 per person will be charged for any revision or alteration made to a reservation. **Additionally, the following scale of charges will apply when notified of cancellation within 120 days of the tour commencement date:**

*Charges days before tour departure as % of Tour Price:*

120-91 days.....	20%
90-70 days.....	30%
69-45 days.....	50%
45-0 days.....	100%

Prime Time Travel & Prime Tours of America, offering these travel arrangements for sale, act only as independent agents in securing the services of air carriers, cruise lines, guides, motor coach companies or suppliers. Because of the companies' status as independent agents, and because they maintain no control over personnel, equipment or operations of the travel suppliers, Prime Time Travel & Prime Tours of America shall not be held liable for loss or any personal injury in connection with sightseeing, non-tour excursions, restaurants, foods, consumption of alcoholic beverages, property damage, loss of any personal items or baggage or other losses incurred.

Reasonable changes in the itinerary may be made where deemed advisable for the comfort and well-being of the passenger. **The right is also reserved to refuse to accept or retain any passenger or any tour at any time.** All services are to the laws of the country in which these services are rendered.

Our responsibility for this travel is limited to assisting you in planning and booking the arrangements. **It is your responsibility to confirm all travel arrangements are acceptable to you. Lack of correspondence from you constitutes acceptance of these terms. Clients of Prime Time Travel are fully responsible to review any itineraries you receive from us and notify us immediately if you discover any discrepancies.**

Prime Time Travel Privacy Statement can be found by clicking on this link: [Privacy Statement](#)

**As always, we appreciate your business and referrals!**  
**Thank you for booking with Prime Time Travel & Prime Tours of America!**