

Hartford Chorale Individual Travel Request

You are strongly advised to submit this form as soon as possible since airline seat availability is very limited.

ACFEA is pleased to offer a limited number of services to those members of our groups who wish to make individual travel arrangements. We are not a retail travel agency, however, and cannot offer the full range of services that your local travel agency could.

WHAT ACFEA CAN DO FOR YOU:

- * Make alternate or additional air arrangements
(There is a fee for this service, as indicated below)
- * Purchase Eurail and other rail passes
- * Book rental cars

WHAT ACFEA CANNOT DO FOR YOU:

- * Make air arrangements for those who wish to use a free ticket from a frequent flier program. You must speak directly to the airline whose miles you wish to cash in. A surcharge will be applied to the land price of anyone not using air arrangements made by ACFEA.
- * Reserve individual hotel rooms
- * Make train reservations nor purchase individual train tickets (except rail passes)

PLEASE NOTE:

- * ACFEA charges an administrative fee to change air reservations. This fee is \$75 per person until 120 days before the group's departure and \$150 thereafter. This fee is in addition to any fees or airfare differences charged by the airline.
- * Rules governing group airfares are very complex and vary with each airline. Some considerations that may apply to your case include: a) travel in one direction (usually outbound) must be with the group; b) the group airfare guarantee may not apply to those not traveling entirely with the group; c) the same airline must be used in both directions; d) seats at the lowest prices are limited; e) the payment date may be different, and possibly immediate.
- * Almost always, these arrangements will increase the airfare. We will not book anything until we have advised you of the extra cost.
- * Once you have agreed to the cost, we will work to secure those arrangements. Each subsequent change you request is subject to an additional administrative fee (\$75 or \$150) plus any charges levied by the airlines.

PLEASE SUBMIT THIS FORM AS SOON AS POSSIBLE AND NO LATER THAN FEBRUARY 28, 2014 IF YOU WISH TO PAY ONLY THE BASIC \$75 ADMINISTRATIVE FEE. This form may be used for more than one person with the same request; please list all passport names below.

Name(s): As on passport _____

Contact regarding these arrangements: One person only, please. _____ E-mail _____

Address _____ City, State, Zip _____ Tel (day/eve) _____ / _____

GROUP FLIGHTS: Please indicate the flights you do NOT wish to take with the group by crossing them out.

From Boston Logan to Paris Charles de Gaulle June 30 Air France #337

From Paris Charles de Gaulle to Boston Logan July 8 Air France #332

AIR: Please indicate your specific request below.

Depart from _____ to _____ Date _____

Return from _____ to _____ Date _____

NO AIR: I/We have made my/our own air arrangements and do NOT require ACFEA to make any air arrangements. I/We accept the responsibility to meet the group at the hotel and/or get to the airport at the end of the tour.

LAND: We will contact you to discuss the options.

1. Are you interested in purchasing a rail pass? Yes No

2. Are you interested in a rental car? Yes No Size: compact mid-size full

Pick up: City _____ Date _____ Drop off: City _____ Date _____

WHAT NEXT?

Sign the declaration below and return this request to us as soon as possible, keeping a photocopy for your reference. We cannot process your request in any way until we receive it from you in writing. We will then research the options open to you *and contact you before making any changes.*

By signing below, you acknowledge that: a) ACFEA charges an administrative fee for making alternate or additional air arrangements; b) any itinerary changes may alter your tour price and that ACFEA will advise you of the revised amount prior to making changes; c) airfares are subject to change at any time until the tickets are purchased; d) in most cases, tickets are non-refundable and non-changeable once issued; e) once you have agreed to the cost, each subsequent change you make will incur a further administrative fee (\$75 or \$150) in addition to any charges levied by the airlines; or f) ACFEA will not provide air arrangements for you if the "NO AIR" box is checked.

Signature _____ **Date** _____

Participant (or parent/legal guardian if participant is under 18 years old)