



RESERVATION

TRIP DESCRIPTION:

Departure Date	Arrival Date	Group ID	Program Name	Destinations

PASSENGERS INFORMATION (exactly as it shows on your passports)::

TITLE	FIRST NAME	MIDDLE NAME	LAST NAME	D.O.B	NATIONALITY	PASSPORT NO.

NO. OF ROOMS

	Double Room(s)		Single Room(s)		Triple Room(s)
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MAILING ADDRESS

Primary Contact Person: _____
 Address: _____
 City: _____ State: _____ Zip code: _____
 Email: _____
 Day Time Phone: _____ Evening Phone: _____

Office Use Only

- I/We am interested in Trip Protection Plan. I would like to receive your regular e-mail newsletter
- I/We need China Visa service

MESSAGE (Dietary requests, allergies, health precautions, special occasions during the tour, etc.)

Passenger has read and understand the **Terms and Conditions**. Passenger hereby agrees to assume all risks of loss, injury, or liability, arising out of the excursion that Passenger is undertaking under this agreement. Passenger, on behalf of their heirs and assigns, hereby releases Palace Travel (U.S.) Inc. and its officers, directors, agents, employees, successors, and assigns (the "released parties"), from any and all liability for damage to property or injury or death of any person. Passenger acknowledges that all international travel carries certain risks and that passenger is voluntarily undertaking this recreational activity and that the released parties shall have no liability to passenger for property damage or personal injury unless due to the willful misconduct of the released parties.

Passenger #1:

Signature: _____ Print Name: _____ Date: _____

Passenger #2:

Signature: _____ Print Name: _____ Date: _____

* A parent/guardian must sign if applicant is under 18 years of age.

* Next Page: Terms and Conditions. All our terms and conditions are also available at palace-travel.com

Terms and Conditions

• Reservation

Reservation should be made with \$300 non-refundable deposit per person and a completed Reservation Application. Reservation MUST be made with full legal name that is or will be shown on the passport. Reservations will be made upon receipt of deposit. Reservation and payment should be sent to: **Palace Travel, 1308 Bayshore Hwy STE140 Burlingame, CA 94010. Tel: 650-344-3898. Email: info@palace-travel.com**

Check should be made payable to **Palace Travel (U.S.) Inc.**

• Final Payment

Final payment must be made 60 days before the departure date. Final payment may be sent directly to:

Palace Travel, 1308 Bayshore Hwy STE140 Burlingame, CA 94010. Phone: 650-344-3898.

• Form of Payment

We accept personal check, business checks, cashier's checks or money orders. Tour price reflects 2% discount for check payment. We can accept credit card payments for tour participants' convenience. All credit card payment should add 2% as you lose the built-in discount of 2% for check payment. Monthly installment payment can be arranged to be completed by the final payment due date.

• Cancellation and Refund

All cancellations must be made in writing. For any cancellation made after the reservation has been confirmed with deposit, a processing fee of \$300 will be charged. In addition, cancellations received within 45 days before departure, 50% or more will be charged as penalty depending on the proximity to departure, recoverable amount, and expenses incurred.

• Travel Documents & Vaccinations

Passport: Valid passport is required for everyone. If you are going to use an old passport, please make sure that it has at least 6 months validity from the last day of the tour.

Visa: required. You can apply for China visa on your own (\$140). Palace Travel can apply visa for you with a process fee of \$50USD. Visa fees may change without prior notice.

Vaccination: Not required.

• Trip Protection Plan (optional travel insurance)

For your financial, medical and other protection, we are making available trip protection plan to protect tour payment in case of trip cancellation or interruption due to unexpected sickness, accident, or emergency of the tour member or immediate family member, terrorism or *pre-existing medical condition. This plan will also cover baggage delay and damage, trip delay, medical expenses for sickness or accident during the trip, medical evacuation, etc. with no extra premium. Insurance premium is not refundable.

*In order to have the coverage for pre-existing medical condition, the plan must be purchased within 14 days of the initial tour deposit.

• Airlines

The services of Air China, China Eastern, or any other airlines will be used for flights depending on the choice of tour program. The airfare used is group contract rate, and if the number falls short of 10 passengers, or if another airline is used, the rate will change.

Restrictions and penalties will apply for changes, name corrections and cancellations of air tickets according to the rules and regulations of the airlines used. Tickets are issued usually 30 – 45 days prior to departure.

• Rates

Tour price is quoted based on land tariffs, exchange rates, and also on the services of the quoted airlines effective as of January 16, 2014, and are subject to change. Land tour price is based on a minimum of 10 participants. In case that a specific departure must be cancelled due to lack of participation, we will notify all confirmed passengers prior to the final payment due date, and offer alternate dates of travel or a full refund, or group member can choose to pay extra to materialize the tour. Palace Travel will pass on the cost increase due to the loss of US dollar value in the exchange rate in excess of 3%.

• Hotels

Superior tourist class & first hotels are used for accommodations based on double occupancy. Travelers who use single rooms in the hotels/cruises is subject to a surcharge of Single Supplement. Palace Travel reserves the right to change accommodations to a different hotel of comparable quality and service if the planned hotel is not available or unable to provide services.

• Limitation of Liabilities

Palace Travel (U.S.) Inc. (the tour Operator) and all cooperating agencies, act only in the capacity of agents for the hotels, airlines, bus companies, railroads, ship lines, or owners or contractors providing accommodations, transportation or other services (hereinafter: suppliers) and all coupons, exchange orders, receipts, vouchers, contracts and tickets issued by the tour operator are issued subject to any and all tariffs, terms and conditions under which any accommodation, transportation or any other services whatsoever are provided by such suppliers or by any person in employ. By the acceptance of tour membership and/or such coupons, exchange orders, vouchers, receipts, contracts and tickets, the tour member agrees to the forgoing and also agrees that neither the tour operator nor any of its employees or affiliates shall be or become liable for any loss, injury, damage, added expenses or costs in connection with any accommodation, transportation, or any other services, resulting directly or indirectly from any acts of God, dangers, incident to the sea, fire, breakdown in machines or equipment, acts of government or other authorities, de jure or de facto wars, whether declared or not, hostilities, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, medical or customs regulations, improper visas, passports or other travel documents, defaults, delays from any causes beyond the tour operator's control, or for any loss or damage resulting from the negligent act or omission of any supplier or other parties. By joining the tour, the traveler voluntarily assumes all risks of damages involved with such tour, whether expected or unexpected. Palace Travel (U.S.) Inc. reserves the right to cancel the tour prior to departure for any reason. Liability for such cancellation is limited to full refund of money received by Palace Travel (U.S.) Inc. and this shall constitute full settlement with the tour member. The general conditions under which you agree to utilize the services of Palace Travel (U.S.) Inc. may not be amended in any way except in writing by an authorized officer of Palace Travel (U.S.) Inc. By utilizing the services of Palace Travel (U.S.) Inc. traveler agrees that the exclusive venue for all claims shall be the County of San Mateo, State of California, and such claims shall be determined according to the laws and jurisdiction of the State of California.

CST # 2116390-40

