

# Access China Tours®

Denver, USA • Vancouver, Canada • Beijing, China  
Small Group and Private Fine Touring in China & Asia

## RESERVATION FORM

Tour Code: \_\_\_\_\_ Tour Dates: \_\_\_\_\_ to \_\_\_\_\_ Land&Air  Land  Land Only

\_\_\_\_\_  
Name#1 (as it appears on your passport) Mr. / Dr / Mrs. / Ms / Miss \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Please circle one) DOB (mm/dd/yyyy) Citizenship

\_\_\_\_\_  
Name#2 (as it appears on your passport) Mr. / Dr / Mrs. / Ms / Miss \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Please circle one) DOB (mm/dd/yyyy) Citizenship

Passport Number (You may provide it later if you plan to apply a new passport) #1 \_\_\_\_\_ Expiry Date \_\_\_\_\_  
#2 \_\_\_\_\_ Expiry Date \_\_\_\_\_

How do you want to be called (for name badge, if different from passport name) #1 \_\_\_\_\_ #2 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ Telephone (Evening) \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

### ACCOMMODATION

- Double Occupancy     King/Queen     Twin Beds  
 Single Occupancy (*at the single supplement cost*)  
 Please Assist Me in Finding a Roommate  
(*If none available, I will pay the single supplement*)  
 Smoking     Non-Smoking

### FLIGHT ARRANGEMENT

Departure from (gateway cities):  
 New York     Los Angeles  
 Vancouver     \_\_\_\_\_  
Add-on flight from: \_\_\_\_\_  
Seating Preference: \_\_\_\_\_

### PAYMENT

A deposit of **\$400** per person is required to reserve space on any tour. Full amount of tour cost must be paid if tour is booked within 70 days of departure. Deposit/payment can be made by check or credit card.

Here is my deposit/payment of \$ \_\_\_\_\_ for \_\_\_\_\_ person(s). **Access China Tours** can charge this amount to my credit card ( Visa     M/C     Amex) # \_\_\_\_\_, expiration date \_\_\_\_\_(MM)\_\_\_\_\_(YY). Please make check payable to "Access China Tours" if paying by check. Mail or fax this Reservation Form to: **Access China Tours, 555 Sixth Street, Suite 345, New Westminster, BC, V3L 5H1, Canada. Fax # 1-604-522-2551**

I/We have read ACT's General Terms & Conditions and agree to them. **Please note: your signature and deposit denote acceptance of the tour package service and the General Terms and Conditions (see the reverse side of this page). Please read all information carefully. All contents of tour itinerary are subject to change. You will be asked to sign an "Assumption of Risk and Liability Release" once your deposit has been received.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# General Terms and Conditions

**Booking Procedures:** Early reservations are highly recommended. We suggest that you book your tour at least 6 months prior to the tour date.

(1) **Deposit:** A deposit of \$400 must be paid by personal check or credit card at the time of signing up a tour. [Access China Tours](#) accepts VISA, MasterCard, and American Express. Reservation can be made by phone, fax, mail, or email. A Reservation Form must be completed. Our receipt of the deposit confirms your reservation, and the deposit amount is applied toward the total payment.

(2) **Travel Protection Payment:** We will send you the Travelex Insurance brochure along with the Welcome Packet and payment schedule is determined by the insurance company. For Canadians, if you decide to purchase the Travel Protection Program offered by RBC Insurance, the non-refundable premium is due within 48 hours of the deposit and is in addition to deposit amount.

(3) **International Air Payment:** Since [Access China Tours](#) does not block seats with airlines, we can fly tour participants to China from any airport or their choice of gateway city at a competitive price, and we make flight bookings when we receive your deposit. Therefore, sometimes tickets need to be issued before the final payment due date for the sake of securing seats and avoiding price increase. In this case, participants are required to make the international air ticket payment earlier than the balance due date. You will be notified of the air payment with our written announcement.

(4) **Final Payment:** Final payment for all tour packages is due 70 days prior to arrival date. Payment can be made by check or credit card with signed Credit Card Authorization form. Any reservation request made within 70 days prior to departure date must be paid in full upon confirmation by check or credit card. [Access China Tours](#) generally does not accept reservation within 30 days of tour dates and reserves the right to cancel the bookings not paid in full by the due date if there is a waitlist on the tour.

**Tour Preparation:** [Access China Tours](#) sends two pre-departure packets to tour participants to help them prepare for the upcoming China experience. Within the two packets, participants will find a confirmation letter, statement & receipt, the Assumption of Risk & Liability Release Form (MUST be signed and returned to our office), detailed tour itinerary with map, Visa Application Form, insurance information, suggested reading list, general destination information, temperature chart, Service Voucher, emergency contact numbers, air tickets (if applicable), Chinese visa (if applicable), name badges, luggage tags, and other useful information. The first packet is sent within a couple of days of receiving the deposit and confirming space on tour; the second packet goes out to tour participants approximately 3 weeks prior to tour arrival date.

**Tour Prices:** Our published 'Land' prices are in US and Canadian dollars. Clients may choose to pay with either currency when they sign up the tour. All 'Land' prices include intra-China airfare between cities and airport tax within China. We try our best to keep our prices the same as published and price change rarely occurs during the year. However, all prices are subject to change without notice due to dramatic increase in fuel surcharges, land operation expenses, and currency exchange rate. [Access China Tours](#) reserves the right to adjust the price of any tour should such circumstances arise.

**Changes to Itinerary:** [Access China Tours](#) has made all possible attempts to ensure the accuracy of tour itineraries. Circumstances beyond our control may occur. We reserve the right to change itineraries, sightseeing activities, and common carriers, and to substitute hotels when necessary. Service of a similar category and standard will be maintained if such changes are made.

**Arrival and Departure Transfers:** Arrival and departure transfer services are included for all tour participants who arrive and depart on the scheduled arrival and departure dates, regardless from whom they purchased the international air tickets. Transfers for early arrivals and late departures are not included in the tour price. Tour participants with early arrivals and late departures are not included in the tour price, and one must arrange their own arrival and departure transfers unless they request [Access China Tours](#) to provide such service at an additional cost.

**Private and Customized Tours:** Tour prices for private tours and customized trips are quoted individually. What's included in the tour price vary from tour to

tour based on individual client's requests. The inclusions and exclusions of a private tour price are listed in each tour proposal produced by [Access China Tours](#) and they are different from those of pre-scheduled Luxury Package Tours and Adventure Package Tours. Trips to Vietnam, Laos, Cambodia, Myanmar, India, Bhutan, and Mongolia are all individually priced and executed.

**Cancellation Policy:** All cancellation notices must be received in writing and will become effective as of the date of receipt by [Access China Tours](#). We assess cancellation fees of all tours according to the following schedule:

70 days or more prior to departure * .....	\$200 per person
69 to 50 days prior to departure * .....	\$400 per person
49 to 30 days prior to departure * .....	\$600 per person
29 to 15 days prior to departure * .....	\$800 per person

\* Plus any charges assessed by government agencies, land suppliers, cruise companies and airlines.

Within 14 days of departure .....100% forfeiture of the tour price per person

[Access China Tours](#) will not grant partial refunds for any unused trip arrangements after the trip has commenced or any refunds to participants who do not complete any portion of the itinerary. Any airline tickets issued are subject to the carrier's refund and cancellation policy. **We strongly recommend you purchase trip cancellation/interruption insurance to protect your travel investment.** [Access China Tours](#) reserves the right to cancel any tour(s) that has only one traveler except with a private tour. In this case, we will try to find an alternative tour for tour participants. If this is not acceptable, all money paid will be refunded in full and this will constitute full and final settlement for the client. Clients, who have notified [Access China Tours](#) of their desire to travel in a fully-escorted group, have the right to cancel a tour without penalty when the group size (for published packages only) is less than 6 full-paying participants by the time of final balance payment (70 days prior to tour date). All eligible payment will be refunded. However, [Access China Tours](#) will not be responsible for any expenses incurred by tour participants (e.g., non-refundable "advance purchase" air tickets, insurance & medical expenses, passport and visa expenses, etc.). If a tour is forced to be cancelled due to government's travel warnings, declared or undeclared wars, hostilities, civil disturbances, strike, riot, epidemic, and quarantines, [Access China Tours](#) will refund all participants' payment less any irretrievable expenses and loss (visa fees, airline penalties, communication cost, & non-refundable booking cost, etc.)

**Responsibilities:** [Access China Tours](#) acts as tour operator and agent. The suppliers providing accommodations, transportation, conveyance and other services are independent contractors and are not agents or employees of [Access China Tours](#). All tickets, coupons and receipts issued by [Access China Tours](#) and all arrangements for transport or conveyance or for hotel accommodations are made by [Access China Tours](#) as agent of the suppliers. By utilizing the services of suppliers, you agree that neither [Access China Tours](#) nor any subsidiary or affiliate of [Access China Tours](#) shall be liable or responsible for any loss, injury or damage to person and property in connection with accommodations, transportation and other services resulting directly or indirectly from breakdown in equipment, fire, dangers pertaining to the sea, acts of government or other authorities, declared or undeclared wars, hostilities, civil disturbances, strike, riot, theft, pilferage, epidemic, quarantines, medical or custom regulations, defaults, delays and cancellations of itinerary or schedules, for damage resulting from improperly issued passports, visas or any documents and from any causes beyond the control of our company and any of its affiliates. All pricing is subject to change. [Access China Tours](#) reserves the right to correct promotional, printing, and/or pricing errors at any time, or to increase tour prices in the event of cost increases due to changes in airfares, cruise fares, currency fluctuations, taxes, or fuel surcharges. [Access China Tours](#) reserves the right to substitute hotels, alter the itinerary, reverse the order of places to be visited while the tour is en route or cancel the tour prior to departure.

By utilizing the services of [Access China Tours](#), you agree the exclusive venue for all claims, actions or proceedings against [Access China Tours](#) of whatsoever nature arising out of this contract shall be the Province of British Columbia, Canada and such claims, actions or proceedings shall be determined according to the laws and jurisdiction of the Province of British Columbia.