

**ATEC / ACT Inbound Tour Operator Familiarisation Tour
 Registration Form
 Friday 25 September – Sunday 27 September 2009**

Personal Details:

Please complete your personal details as per your drivers' licence or passport. Airline bookings will be made in this name. You will be required to show ID at the time of check-in.

Title:	
First name:	
Last name:	
Preferred name:	
Mobile number:	

Company Details:

Company / Organisation name:	
Position Title:	
Address:	
Phone number:	
Fax number:	
Email address:	

Emergency Contact Details:

First name:	
Last name:	
Home number:	
Mobile number:	
Address:	
Relationship to you:	

Dietary requirements/allergies:

Please list any special dietary needs you have. Where possible we will try to accommodate your request.

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Please complete the following questions to assist us in understanding more about your companies activities

Which markets/countries does your company currently work in?	
Has a member of your staff previously visited Canberra on an organised ACTC/A TEC famil? If yes, when.	
Do you currently organise FIT or group tours to Canberra? If yes, please give details.	

Famil Inclusions:

As previously advised the program includes:

- Return airfares to/from Canberra with Qantas
- 2 nights accommodation in Canberra (twin share basis)
- Airport transfers & coach touring
- Meals where specified

Famil fee: \$100 including GST

Timing:

Delegates will arrive into Canberra early morning on Friday 25 September. At the conclusion of the famil on Sunday 27 September all delegates will be taken to the airport for flight departures commencing at approx 5pm. Flight details will be confirmed with the final itinerary which will be sent to you within one week prior to commencement of the famil. Please note that flights coming in from Perth may have to overnight in Canberra on Thursday 24 September.

Accommodation:

Accommodation has been generously supplied by ATEC hotel members in Canberra ranging from 3-5 stars. All rooms are confirmed on a twin share basis. For those who would prefer single occupancy we have negotiated special industry rates for this. If you are interested in a single room please contact Elise Bagnall. Please note that participants will be allocated rooms randomly with no hotel preferences available. You may request to share with an agent from your own organisation. Once rooms have been allocated no changes will be permitted. If you would like to make any changes this will be at your own cost. This includes changing hotels and room upgrades.

Code of Conduct:

Participation in this program will require agents to be involved in all aspects of the famil and presentation program. ATEC Members have kindly donated their time and product to assist you in increasing your knowledge of Canberra and the region. Australian Capital Tourism will not be responsible for any additional expenses incurred outside of the nominated program inclusions.

Cancellations:

While it is acknowledged that unforeseen events may preclude you from participating in the family all cancellations must be received in writing. Should you cancel after your flights have been ticketed a \$150 cancellation fee will be charged to your company. Airline tickets are not transferable and delegate substitution is not permitted.

Please read and familiarise yourself with the below Liability Disclaimer.

AUSTRALIAN CAPITAL TOURISM DISCLAIMER

Australian Capital Tourism is pleased to assist you with your travel arrangements to the ACT and welcomes your interest in our territory.

The itinerary we have prepared for you includes room only accommodation, admission fees, tours, transfers and meals where indicated. Any other items/expenses including personnel expenses outside those detailed above or listed on your itinerary are at your own expense and are to be paid for upon use. These excluded items may include but are not limited to: expenses such as a mini bar, movies on demand, laundry service, telephone, fax, internet or other communication costs, insurance, tipping, drinks and alcohol, departure taxes and meals (unless specified otherwise).

Please note that appointments have been made for you where specified. If you are unable to make these appointments or are running late, please contact the operator of the venue or your tour escort and notify them directly.

Please note the following Liability Clause relating to trade visits organised by Australian Capital Tourism.

- a) In compiling this itinerary, Australian Capital Tourism has used the information supplied to it by the operators of the relevant services. Australian Capital Tourism has endeavoured to ensure that the information is correct at the time of printing; however Australian Capital Tourism accepts no responsibility or liability in respect of such information.
- b) Participation in an activity is solely at the discretion of the individual and Australian Capital Tourism will be exempt from all liability in respect of any event, negligent act, omission, accident, cancellation, personal injury, death, sickness, irregularity, loss or damage whatsoever howsoever and by whosoever caused.
- c) Australian Capital Tourism accepts no responsibility for any loss, damage, omission, accident, detention, cancellation charges, diversion or theft in regard to luggage, travel or any personal belongings whatsoever.

I understand and agree to the above Liability Disclaimer aswell as the terms and conditions offered by ATEC and Australian Capital Tourism for the 2009 Inbound Tour Operator Familiarisation tour.

Full Name: _____

Signature: _____

Date: _____

* Please note you must read and sign the above Disclaimer before any travel commences. If the Disclaimer has not been signed you will not be able to travel on the familiarisation tour.

Australian Tourism Export Council (ATEC) Contact:

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Branch Manager NSW & ACT

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Australian Capital Tourism Contact:

Elise Bagnall
Global Markets Coordinator

Ph: 02 6205 0043
Email: elise.bagnall@act.gov.au

**PLEASE SEND THE COMPLETED FORM ALONG WITH YOUR PAYMENT FORM TO
JESSICA MAXFIELD BY FRIDAY 4 SEPTEMBER 2009 EITHER BY FAX 02 9268 0457
OR EMAIL Jessica.maxfield@atec.net.au**