

# TRAVEL ADVISOR APPLICATION FORM

TRAVEL ADVISOR APPRECIATION FARE Complete #1 and #2 | ONBOARD CREDIT FOR CLIA MEMBER AGENCY Complete #1 and #3

ONBOARD CREDIT FOR HOLLAND AMERICA LINE ACADEMY GRADUATE Complete #1 and #3

Please send your completed application form and required documents by email to Family\_and\_Friends@hollandamerica.com.

All applications are processed in the order received. Please allow a minimum of two business days for processing.

## #1 MUST BE COMPLETED FOR ALL REQUESTS

### AGENCY DETAILS

Agency Name

Agency Phone (Include Area Code)

Daytime Phone Number (Include Extension)

Agent Email Address (Required)

Agency Email

## #2 COMPLETE TO REQUEST TRAVEL ADVISOR APPRECIATION FARES

### A. REQUEST

Ship

Interior

Ocean-view Obstructed

Verandah

Suite

Sail Date

# of Days

Stateroom Preference

Agent Name

Mariner ID#

2nd Person's Name

Mariner ID#

3rd Person's Name

Mariner ID#

4th Person's Name

Mariner ID#

### B. PURCHASE

Cancellation Protection Plan (Standard)

Cancellation Protection Plan (Platinum)

No Protection Plan

### C. TRANSFERS

Yes

No

### D. REQUIRED DOCUMENTS

Please send ALL of the following information with this application form. Failure to submit the required documents will delay the processing of your request.

Yes, I have attached all three.

- A copy of the Agency IATAN List OR CLIA Certificate OR ACTA List
- A copy of your IATAN Card OR your CLIA Card OR ACTA Card
- A letter on agency letterhead from your owner or manager verifying the applicant has been a full-time employee and been with the agency for at least 6 (six) months. If you are signing as the owner/manager we will require proof of ownership.

Please list 4 (four) confirmed bookings with Holland America Line in the last year.

Booking #1

Booking #2

Booking #3

Booking #4



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**ONBOARD CREDIT FOR HOLLAND AMERICA LINE ACADEMY GRADUATE Complete #1 and #3**

Please send your completed application form and required documents by email to [Family\\_and\\_Friends@hollandamerica.com](mailto:Family_and_Friends@hollandamerica.com).

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## E. READ AND SIGN

Please read carefully and sign on line below along with your manager/owner: I understand that this cruise request is subject to space availability. Rates are cruise only and do not include air. I have read the terms and conditions (as shown below), and qualify accordingly for a reduced rate cruise, and I know this will be subject to acceptance by Holland America Line. Holland America Line reserves the right to limit offer to producing agents only. May be subject to cancellation with full refund after confirmation to accommodate higher revenue passengers.

Signature of Applicant

Date

Signature of Manager/Owner

Date

- Bookings cannot be confirmed until all information in #1 and #2, and A through D are complete and submitted by email to [Family\\_and\\_Friends@hollandamerica.com](mailto:Family_and_Friends@hollandamerica.com).
- All applications are processed in the order received. Please allow a minimum of two business days for processing.
- Applicant's credit card number and expiration date will be required upon confirmation.
- Dining will be assigned based on availability at time of booking.

## #3 COMPLETE TO REQUEST CLIA MEMBER AGENCY OR HOLLAND AMERICA LINE ACADEMY GRADUATE ONBOARD CREDIT

### A. REQUEST

Check one. Credits are not combinable.  
Refer to the terms and conditions below.  
Not valid for Familiarization (FAM) sailings.

Holland America Line Academy  
us\$50 Onboard Credit

OR

CLIA Agency us\$50 Onboard Credit

## B. BOOKING DETAILS

Check one and complete the booking # if applicable. The Onboard Credit is valid for Travel Advisor Appreciation or full fares only.

Travel Advisor Appreciation Fare

OR

Full fare booking # \_\_\_\_\_

Provide booking # if the application is NOT in conjunction with the current

Travel Advisor Appreciation Fare application on this form. Booking # \_\_\_\_\_

## C. REQUIRED DOCUMENTS

Check one. Failure to submit the required documents will delay the processing of your request.

I am applying for a CLIA member Onboard Credit  
and have attached

OR

I am applying for a Holland America Line Academy member  
Onboard Credit and have attached

A copy of my Agency CLIA Certificate

A copy of my Holland America Line Academy Certificate.  
You can download your certificate at [GoHAL.com](http://GoHAL.com).



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# TRAVEL ADVISOR APPLICATION FORM

## CODE OF CONDUCT

We would like to take this opportunity to thank you for choosing to cruise with us. We are delighted to have you on board. We are certain you will agree that having the opportunity to experience cruising at a significantly reduced rate is a privilege. The following code of conduct is designed for you to follow while sailing with Holland America Line.

- Please do not contact ship staff regarding complimentary upgrades or additional cabins. Cabins are assigned on a space available basis just prior to sailing.
- All on board expenses must be settled before leaving the ship at the end of your cruise.
- Travel Advisors and their guests are expected to conduct themselves in a professional, respectful, dignified manner, representative of the image that we maintain in our business and guest relations.
- Travel Advisors are expected to take primary responsibility for their guests. Please be advised that the discount that you are provided is a privilege and that Travel Advisors and their guests may NOT discuss their cruise privilege or rate with other guests or in a public forum such as social media.
- The daily Hotel Service Charge for suites is US\$16.00\* per guest per day, and US\$14.50\* per guest per day for other staterooms. A 15% service charge is automatically added to bar charges and dining room wine purchases. (\*The charges are subject to change without notice and may not be removed or adjusted down.)
- Travel Advisors are expected to dress appropriately at all times, especially noting the suggested attire for evening as described in the daily program.

Please note that failure to comply may result in the revocation of cruise privileges. We strive to provide the best cruising experience for all of our guests and your compliance with this code of conduct is appreciated.

Thank you for your understanding of this matter. We hope that you have a very enjoyable cruise.

## Travel Advisor Appreciation Fares

**Terms & Conditions:** This offer is available ONLY to certified CLIA, ACTA, or IATAN full time travel advisors who have confirmed a minimum of four (4) bookings with Holland America Line in the last year to date. Immediate confirmation. Fares are subject to availability. Fares based on Promo YT in the lowest inside, ocean-view, verandah and suite categories. Some restrictions apply. Fares are in U.S. dollars and are for cruise only. Fares are per person, double occupancy and include non-commissionable fares. Fares are non-commissionable. Taxes, Fees & Port Expenses (F&PE) and Hotel Service Charges (HSC) are additional and vary according to itinerary. No other discounts or promotions apply (for example, Mariner/campaign rates, casino rates and net rates/select account rates). Traveling companion sharing the same stateroom with eligible travel advisor is welcome at same fare. Single supplement: 200% inside/ocean-view; 200% verandah. 3rd/4th rates: same as double occupancy rates or promotional 3rd/4th rates, depending on which is lower, unless otherwise noted, subject to actual stateroom availability and combinable with promo YU. Applies to new bookings only. Conversion of existing bookings not allowed. Ground transfers may be purchased by eligible travel advisor. Holland America Line's Flight Ease and pre- and post-hotels are not part of the Travel Advisor Appreciation Fare. Booking not confirmed until credit card payment received in full. Holland America Line's Cancellation Protection Plan (CPP) and Cancellation Protection Plan Platinum (CPPP) may be purchased. Please allow two business days for processing after submitting completed application form. The following must be included with the application form: a copy of the agency IATAN List or CLIA Certificate or ACTA List; a copy of travel advisor's IATAN Card; or CLIA card or ACTA Card and a letter on agency letterhead from agency's owner or manager verifying the applicant has been a full-time employee with the agency for at least six months. Incomplete applications cannot be confirmed. Once booking is confirmed and accepted 100% cancellation fee applies. No refunds allowed. NOTE: Application will be confirmed on a first come, first served basis. Offer is limited and subject to availability. All terms and conditions as stated in the applicable Holland America Line brochure apply. Cruise is provided subject to the terms and conditions of the Cruise Contract available for review on the website at [hollandamerica.com](http://hollandamerica.com). Ships' Registry: The Netherlands.

## Holland America Line Academy and CLIA Onboard Credit

**Terms & Conditions:** Holland America Line Academy graduates and CLIA members receive a free US\$50 onboard credit when booked on a Travel Advisor appreciation fare or full fare; this onboard credit is non-combinable, non-transferrable, not refundable and not redeemable for cash. No other discounts or promotions apply (for example, Mariner/campaign rates, casino rates and net rates/select account rates). Onboard credit cannot be used for any of the following: cruise fares (including Familiarization/FAM sailings), cash back, casino/gambling charges, foreign exchange, any medical services/prescriptions, charities or for payment of International Visas. To apply for the onboard credit you must complete and submit the Travel Advisor Appreciation Fare application form with supporting documentation, and check the appropriate box(es) indicating you are a Holland America Line Academy graduate and/or a CLIA member at the time of completing and submitting the Travel Advisor Appreciation Fare application form. The application form is available online to qualified travel advisors under the Book menu at [GoHAL.com](http://GoHAL.com). Send the completed form via email to [Family\\_and\\_Friends@hollandamerica.com](mailto:Family_and_Friends@hollandamerica.com). Holland America Line Academy graduate benefits and CLIA benefits, including but not limited to eligibility and the onboard credit, are subject to change at the discretion of Holland America Line.



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