



MEMBER TRIP RESERVATION FORM

Art + Design Tour of Portugal | Sept 18 – 28, 2018

TRIP COST

COUPLE'S TRIP (\$6,400 PER PERSON) | **SINGLE'S TRIP** (\$6,650 PER PERSON)

Please note this Member Trip is **reserved for our members at the Sustainer (\$500) level** and above. Not a Sustainer level member? We are happy to upgrade your current membership or add a Sustainer membership to your total trip cost for ease.

Included in Trip Cost:

- Four night accommodation at PortoBay Liberdade (Lisbon)
- Five night accommodation at Carris Porto Ribeira (Porto)
- One night accommodation at Pestana Palace Lisboa (Lisbon)
- Transportation on a private luxury coach with air conditioning
- All meals listed in itinerary (includes all tips and a non-alcoholic beverage, glass of wine and coffee)
- Admission to all museums and national monuments
- English speaking guide
- Tips for guide and driver, toll fees

Not Included in Trip Cost:

- Airfare
- **Free dinners mentioned in the itinerary (estimated 4 meals)
- Individualized hotel expenses
- Trip cancellation insurance
- Transportation to and from airport

PAYMENT

A **completed reservation form and deposit of \$1,500 per person is due by MAY 18, 2018**. Space is guaranteed only after receipt of deposit. Reservations are made on a first come, first served basis. Deposits will be applied toward total trip costs. The trip **balance is due by JUNE 15, 2018**. We must receive payment by the dates listed in order or hold your reservation. Guests are also welcome to hold their reservation by paying the trip cost in full by the deposit receipt deadline of May 18.

Payment can be made with a check or credit card. Credit card payments can be made over the phone to Caroline Holley at 415.773.0303 or through the enclosed reservation form.

CANCELLATION POLICY

Cancellations **after June 1, 2018** will result in a forfeiture of the deposit (\$1,500 per person). Cancellations **after July 1, 2018** will result in a forfeiture of the entire cost of the trip. Cancellations must be made in writing via email to Caroline Holley at cholley@sfmcd.org.

UNUSED SERVICES & REFUNDS

No refund or adjustment can be made for any portion of the services not used, such as voluntary non-usage of hotel accommodations, scheduled meals, or any planned activity on the itinerary.

MEMBERS TRIP RESERVATION FORM | PORTUGAL: September 18 – 28, 2018

TRIP TYPE (PLEASE SELECT ONE):

- ☐ **Couple's Trip** (\$6,400 per person) ☐ **Single's Trip** (\$6,650 per person)

TRAVELER INFORMATION:

NAME OF TRAVELER #1

NAME OF TRAVELER #2

ADDRESS

CITY

STATE

ZIP

EMAIL

PHONE

PAYMENT INFORMATION (PLEASE SELECT ONE):

- ☐ Payment in Full (**Couple \$12,800 total** or **Single \$6,650**)
☐ Pay Initial Deposit Only (**\$1,500 per person**; *payment applied toward total trip cost*)

TOTAL AMOUNT: \$_____

PAYMENT TYPE:

- ☐ Check enclosed (payable to "Museum of Craft and Design")
☐ Please charge the Credit Card below:
☐ VISA ☐ AMEX ☐ M/C ☐ DISCOVER

CREDIT CARD NUMBER

EXP DATE

CSV #

IMPORTANT DATES AND DEADLINES TO REMEMBER:

- **May 18:** Deposit and reservation form due
- **June 1:** Final date to cancel trip before forfeiture of deposit
- **June 15:** Trip cost balance due
- **July 1:** Final date to cancel before forfeiture of total trip cost
- **Sept 18 – 28:** Art Tour of Portugal

Reservations are limited and are taken on a first come, first served basis. Only four (4) Single rooms are available. Please confirm your participation by completing this form, along with the signed *Responsibility Statement* on the following page, to Caroline Holley at cholley@sfmcd.org by **MAY 18, 2018**.

RESPONSIBILITY STATEMENT

The Museum of Craft and Design (MCD) staff serves only to assist in arranging the members trip, and in no way represents or acts as agent for transportation carriers, hotels, and other suppliers of services connected with this tour. Therefore, the Museum is not liable for any injury, damage, loss, accident, delay, or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in performing any of the services involved. Additionally, responsibility is not accepted for losses or expenses due to sickness, weather, strike, hostilities, wars, natural disasters or other such causes.

All services and accommodations are subject to the laws of the country in which they are provided. MCD does not accept liability for any airline cancellation or delay incurred by the purchase of an airline ticket. Baggage and personal effects are the sole responsibility of the owners at all times. MCD reserves the right to make changes in the published itineraries whenever, in its sole judgment, conditions so warrant, or if they deem it necessary for the comfort, convenience, or safety of the tour participants.

The undersigned agrees to carefully read the schedule of activities for this tour. The undersigned recognizes that there is a moderate level of physical activity involved in the tour, which may require participants to walk some distances and climb stairs or not participate in a particular activity/tour. The undersigned accepts any risks thereof and the conditions set forth therein. The undersigned agrees to release and hold harmless MCD and any of its staff or representatives from any and all liability for delays, injuries or death, or for the loss of or damage to his/her property however occurring during any portion of the program.

I agree to the conditions stated above.

PRINTED NAME

SIGNATURE

DATE

PLEASE RETURN THIS COMPLETED PACKET BY MAY 18, 2018 TO:

Caroline Holley at cholley@sfmcd.org

or via physical mail to

Museum of Craft and Design
c/o Caroline Holley
2569 Third Street
San Francisco, CA 94107