

# TRAVEL ADVISOR APPLICATION

**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 GRADUATES** 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 in which they're received. Please allow a minimum of three 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 Vista Suite	Ocean View Obstructed Signature Suite	Ocean View Neptune Suite	Verandah
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

Add **Have It All** package    Yes    No    us\$55pp/day; must be purchased by both 1st & 2nd guests in a stateroom    Yes    No  
Cancellation Protection Plan (Standard)    Cancellation Protection Plan (Platinum)    No Protection Plan

### C. TRANSFERS

### 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 that the applicant has been a full-time employee of the agency for at least six (6) months. If you are signing as the owner/manager, we will require proof of ownership.

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

Booking #1

Booking #3

Booking #2

Booking #4

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## E. READ & SIGN

Please read carefully and sign your name on the 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 airfare. I have read the Terms & Conditions (as stated below) and qualify accordingly for a reduced-rate cruise, 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, A through D, is complete and submitted via email to [Family\\_and\\_Friends@HollandAmerica.com](mailto:Family_and_Friends@HollandAmerica.com)
- All applications are processed in the order in which they're received. Please allow a minimum of three 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.

Holland America Line Academy

OR

CLIA Agency US\$50 Onboard Credit

Please refer to the Terms & Conditions below.

US\$50 Onboard Credit

Not valid for Familiarization (FAM) sailings.

### B. BOOKING DETAILS

Check one and complete the booking # if applicable. 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 [OneSourceCruises.com](http://OneSourceCruises.com).

# TRAVEL ADVISOR APPLICATION

## 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 staterooms. Staterooms are assigned on a space-available basis just prior to sailing.
- All onboard 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 with which you're 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.
- To ensure that the efforts of all our crew members are recognized and rewarded, daily Crew Appreciation is automatically added to each guest's shipboard account. Crew Appreciation applies to all guests, including children, and is mandatory and non-refundable.
- Travel Advisors are expected to dress appropriately at all times, taking particular note of the suggested evening attire 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. 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) full-fare bookings with Holland America Line in the last year to date. Immediate confirmation. Fares are subject to availability. Fares based on Promo YP in the lowest Inside, Ocean View, Verandah and Suite categories. Some restrictions apply. Fares are cruise-only and in U.S. dollars. Fares are per person for double occupancy and include non-commissionable fares. Fares are non-commissionable. Taxes, Fees & Port Expenses (TF&PE) and Crew Appreciation 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% for Inside/Ocean View; 200% for Verandah/Suite. 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. 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 is received in full. Holland America Line's Cancellation Protection Plan (CPP) and Cancellation Protection Plan Platinum (CPPP) may be purchased. Please allow three (3) 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 that the applicant has been a full-time employee of the agency for at least six (6) months. Incomplete applications cannot be confirmed. Once booking has been 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. Maximum of two (2) Travel Agent Appreciation Fares may be used per agent, per calendar year. 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 & 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 neither combinable with other Onboard Credit offers or amenity promotions, transferable, refundable, nor 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 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 that 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 Booking Tools menu at [OneSourceCruises.com](http://OneSourceCruises.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 Onboard Credit, are subject to change at the discretion of Holland America Line.