

COLLINS PHOTOGRAPHY WORKSHOPS

1. Reservations & Payments

A deposit of **\$ 1,500.00** per person is required to confirm your reservation for the **May 2019 Exploring Colombia Workshop**. Final payment in full is due by Feb. 15, 2019. Arlene Collins Photography, LLC, reserves the right to cancel a reservation if full payment has not been received by the stated due date.

2. Cancellations

All cancellation notices must be received in writing and will become effective as of the date of the postmark. If you cancel 90 days or more prior to departure, a refund less an administration fee **of \$750.00** and less any payments made to travel agents, hotels and sub-contractors will be issued. No refunds are issued if you cancel within 90 days prior to departure. For payments not refunded consult your insurance carrier. Refunds cannot be made to participants who do not complete the workshop for any reason at all.

3. Basis of Rates

All prices are quoted in US dollars. Due to unforeseen circumstances including but not limited to the rising cost of airfares, ground transportation, fuel surcharges, accommodations and currency fluctuations prices are subject to change. Therefore, Arlene Collins Photography, LLC reserves the right to amend trip prices or levy a surcharge on the cost of the trip without prior notice.

4. Insurance

Trip Cancellation and Baggage insurance protection and Emergency Medical Evacuation, Accident and Sickness Insurance Protection are strongly recommended. Camera equipment, computers and baggage are carried entirely at the owner's risk, and we accept no responsibility for lost, damaged or delayed property. Suggested travel insurance companies are CSA www.csatravelprotection.com and AIG www.travelguard.com, Allianz travel insurance www.allianztravelinsurance.com and for medical/air evacuation the air rescue card.

5. Itinerary Changes

The itinerary is subject to change without prior notification.

6. Passports and Visas

A valid passport is required for all travels. You are required to notify Arlene Collins Photography LLC, under which nationality your passport is registered. Collins Photography Workshops will notify you, if your destination requires a visa for U.S. citizens. Non-U.S. citizens are required to contact the appropriate consular office for entry requirements pertaining to their trip. Participants are responsible for obtaining their passports and visas. Your passport must have an expiration date of at least 6 months upon completion of this trip.

7. Medical Issues

All participants must be in good health. You must advise Arlene Collins Photography, LLC, prior to booking, of any health, physical, emotional or mental condition that may require special attention or adversely impact the other participants.

8. Single Travelers

Arlene Collins Photography LLC makes every effort to honor shared and single supplementary requests. However, shared accommodations cannot be guaranteed and the single supplement rate will apply, if we cannot provide accommodations.

9. Liability Waiver

Every participant is required to sign the liability waiver before the trip, acknowledging awareness and acceptance of the risks associated with the workshop and related travel.

10. Responsibility & Photography

To ensure a safe photographic experience you are required to obey local customs and be considerate when photographing people or sensitive locations. Arlene Collins has the right to eject any person from the workshop for disruptive behavior, compromising the group's safety, enjoyment or violating the law.