

AGENT TRANSFER FORM



AGENT'S ORIGINATING AGENCY INFORMATION

Agent Name: _____ Agent E-mail: _____

Agency Name: _____ IATA No.: _____

Owner/Manager: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Fax No.: _____ Website: _____

NOTE TO ORIGINATING AGENCY: In order to remain as an active CSS Agency there must be a minimum of one qualified CSS Agent employed. All new agents hired (non-CSS) must complete the CSS requirements i.e. complete a CSS Workshop and make one booking to become a CSS Agent.

AGENT'S NEW AGENCY INFORMATION

Agent Name: _____ Agent E-mail: _____

Agency Name: _____ IATA No.: _____

Owner/Manager: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Fax No.: _____ Website: _____

There are many benefits to remaining and becoming a Certified Sandals Specialist. We appreciate your attention to the following important information.

TO AGENT: In order to remain an active CSS Agent, you must:

- Notify Unique Vacations, Inc. within 10 days of transfer by completing this form and either mailing or faxing to Inside Sales
- You may only transfer your Workshop completion dates
- You must make at least one new traveled booking within enrollment year

TO NEW AGENCY: If not a CSS Agency, a new agency must comply with program requirements in order for your agency to become an active CSS Agency.

Agent Signature: _____ Date: _____

New Agency Owner/Manager Signature: _____ Date: _____

Please submit completed form to: insidesales@uvi.sandals.com

OR fax to: US (305) 663-4355 | Canada (416) 223-3306

SANDALS RESORTS AND BEACHES RESORTS

Code of Conduct for Travel Agents

Sandals and Beaches have instituted this “Travel Agent Code of Conduct” to continue to maintain the professionalism of all travel agents when visiting our resorts.

Travel Agents are requested to abide by this “Travel Agent Code of Conduct” when visiting the resorts for any of the following visits including but not limited to “Sell N Go”, travel agent discounted rates, FAM trips, Day Passes or on independent resort tours:

- No soliciting of guests on resort property to change future booking to your agency or to another resort or destination.
- No soliciting of travel agents, guests or employees to join MLM (Multi-Level Marketing Schemes).
- No soliciting of travel agents, guests or employees to join another travel agency.
- Do not attempt to connect via social media with guests you meet while on property.
- Maintain professionalism at all times and adhere to appointment times as stated.
- Dress appropriately – Follow the established dress codes at resort restaurants.
- Promotional items which display your agency name, logo or contact information may not be worn or distributed to guests or staff. This includes but is not limited to badges, buttons, shirts, bags, pens, business cards, etc.
- The discounted rate on which you are traveling must remain confidential and should not be discussed when speaking with full-revenue guests on resort property. Under no circumstances should you mention you are a travel professional or discuss the cost of your trip.
- There will be times when you are permitted to bring a companion who is not an agent; your companion is expected to maintain the same level of professionalism.

I AGREE TO ABIDE BY THE GUIDELINES OF THIS TRAVEL AGENT CODE OF CONDUCT. FOR ANY BREACH OF THESE GUIDELINES, UNIQUE TRAVEL CORP RESERVES THE RIGHT TO SUSPEND FUTURE EVENT ATTENDANCE PRIVILEGES & I, THE TRAVEL AGENT, WILL BE CHARGED THE PREVAILING NIGHTLY RATE FOR THE DURATION OF THE ENTIRE TRIP. THE DURATION OF THE SUSPENSION SHALL BE AT THE SOLE DISCRETION OF UNIQUE TRAVEL CORP. IN ADDITION, MY TRAVEL AGENCY MAY BE TERMINATED AS AN AUTHORIZED SELLER OF SANDALS AND BEACHES. **All Travel Agents must return this form to tacodeofconduct@uvi.sandals.com along with the request to travel to the resort. Failure to do so will result in denial of access to the resort.**

AGENCY NAME: _____

AGENT NAME: _____

IATA #: _____

EVENT: _____

RESORT: _____

DATE OF TRAVEL: _____

SIGNATURE: _____ DATE: _____