

# NEW AGENCY ENROLLMENT FORM



## NEW AGENCY ENROLLMENT INFORMATION

Please submit completed form AND the Agency's IATA list to: [insidesales@uvi.sandals.com](mailto:insidesales@uvi.sandals.com)  
OR fax to: US (305) 663-4355 | Canada (416) 223-3306

Please select one:  Owner  Manager

Owner/Mgr. Name: \_\_\_\_\_

Travel Agency Name: \_\_\_\_\_ IATA No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

To enroll additional agents: **Owner/Manager** must provide a list of agent names/e-mail addresses on company letterhead and attach to this form when returning via fax OR provide the same in the future via e-mail to: [insidesales@uvi.sandals.com](mailto:insidesales@uvi.sandals.com)

## TERMS & AGREEMENT

**Agent:** The above named agent(s) agree to fulfill the educational and booking requirements as set forth by Sandals to become certified as an active Certified Sandals Specialist agent and to future requirements needed to maintain active CSS status.

**Owner/Mgr.:** The above named owner/manager agrees to fulfill the requirements as set forth by Sandals to become an active Certified Sandals Specialist agency and to future requirements needed to maintain active CSS status.

**Sandals:** Upon completion and verification of the CSS Agent and agency requirements, Sandals will certify the above-named agent(s) and recognize the above-named agency as an active Certified Sandals Specialist after which the agent/agency will become eligible for program benefits. Unique Vacations, Inc. reserves the right to change or withdraw this program without notice at any time.

I understand that by providing my e-mail address(es) and fax number(s) I agree to receive communications sent by Unique Vacations, Inc. via e-mail or fax at these number(s).

I understand that upon enrollment I will be required to enroll in Direct Deposit and must email my bank name, account & routing numbers, agency name, agency email address, and IATA or CLIA number to [ablanc@uvltd.com](mailto:ablanc@uvltd.com). I understand that failure to do so will result in non-payment of all commissions, co-op reimbursements, car payments and bonus payments. Initial: \_\_\_\_\_

Travel Agents operating at the retail level agree not to buy Keywords that include Trademarks owned by Sandals or Beaches, such as Sandals, Beaches, WeddingMoons®, FamilyMoons®, individual resort property names (collectively "Marks"), or misspellings of the Marks, for use in any form of paid search engine referencing or domain names (URL).

Travel agent agrees that damages for the unauthorized use of the Marks are difficult to calculate and therefore agrees to pay \$1,000 per violation of the Keyword and Domain policy. Travel agent and Unique Vacations, Inc. agree that the \$1,000 payment for the first violation of the policy will not become due and payable if, within two (2) days of travel agent being notified of the violation, travel agent ceases use of the offending keyword or domain name. Travel agent further agrees that repeated violations may result in the termination of CSS status.

I hereby maintain that we have read the above and agree that all identified agents will abide by the rules and regulations outlined in the CSS program.

For additional terms and conditions applicable to all agents, please visit <https://taportal.sandals.com/terms>.

Agency Owner/Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_



## Travel Agent Information

In order to complete the enrollment process for your agency, provide the following mandatory information for you and your agents to create their own Sandals® and Beaches® Travel Agent Portal Account.

*NOTE: Email addresses used to create a personal TA portal account cannot match the agency email address. Any Travel Agent wanting to create a personal TA portal account must have a unique email address that is not assigned to the agency.*

<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>Phone</u>	<u>Gender</u>
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Any additional agents not listed here can be added at a later time by having the Owner/Manager/Administrator listed in our database send an email to [insidesales@uvi.sandals.com](mailto:insidesales@uvi.sandals.com) including Agency IATA # and the same mandatory fields above. These fields are required when creating a Sandals & Beaches TA Portal account.

# 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 “Points To Paradise”, Travel Agent discounted rates, Caribbean Experience trips, Day Passes or on independent resort tours:

- Travel Agent identification (IATA cards only) must be presented upon check-in. Failure to provide a valid IATA card will result in the full rate being applied and required upon check-in.
- 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.
- Agent room assignments are confirmed based on availability at time of check-in, while taking agent status into consideration. We do our best to give our agent partners the best rooms available at time of check-in. Do not request a room upgrade while at the resort.
- There will be times when you are permitted to bring a companion who is not an agent; your companion is also 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 ATTENDANCE PRIVILEGES TO FUTURE EVENTS. THE DURATION OF THE SUSPENSION SHALL BE AT THE SOLE DISCRETION OF UNIQUE TRAVEL CORP. IN ADDITION, MY TRAVEL AGENCY CAN ALSO BE TERMINATED, AND WILL NO LONGER BE AN AUTHORIZED SELLER OF SANDALS AND BEACHES RESORTS.

AGENCY NAME: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_

IATA #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_