

Portland Audubon

Domestic and International Tour Policy

Guide Gratuities & Tips (We place this first as it has often caused confusion amongst participants) **Local guides:** Your trip fee now includes tips to **local guides** that we utilize during our trip, so you can expect your Portland Audubon Trip Leader to give a gratuity to local guide(s) in the name of the group at the end of the guide's service. **Portland Audubon guides:** Tipping your Portland Audubon Trip Leader(s) is completely at your discretion. If you wish to, it may be done directly or in the form of a donation to the Portland Audubon Education Department.

Tour Date and Trip Leaders Changes Disclaimer Leaders and schedules are determined up to a year in advance of our tours. In the event that we have a change in a trip's dates or leaders, we reserve the right to do so, and will strive to inform participants as early in the process as possible. Additional leaders will be added to tours according to the group size, and will be specified in the tour itinerary. We also reserve the right to cancel any trip for which there are insufficient reservations.

Type of Travel Vans or small buses are most often used for Portland Audubon tours unless otherwise specified in the tour itinerary.

Deposit Policy A deposit is due at the time of registration for our trips. **A deposit is the only thing that guarantees your place on the trip.** Checks should be made out to Portland Audubon and include the trip name on the memo line. Send to 5151 NW Cornell Rd, Portland, OR 97210.

Payment Policy Payment in full is required **90 days** prior to the trip departure date for international trips or any trip involving flights; and **30 days** prior to the trip departure date for local, van-based trips.

Cancellation Policy In the event a participant needs to cancel a reservation for any multi-day tour, the following policies will apply:

- **90 days** or more prior to trip departure date, deposit is refunded*, minus an administrative fee equal to 10% of trip deposit.
- **Less than 90 days / more than 60 days** prior to trip departure date, 50% of deposit is refunded.
- **Less than 60 days** prior to trip departure date, no refunds will be given.

*Please note: the cost of any internal air flight purchased by Portland Audubon for your trip is not refundable. This may or may not fall within the standard 90 day cancellation period.

If for any reason, Portland Audubon cancels a trip, prior to its start: full refunds, minus the cost of any airline tickets purchased, will be given to all participants. In the event the trip is cancelled while underway due to unforeseen events such as but not limited to natural disaster, military activities, social uprising, or other extremely dangerous conditions not within the control of Portland Audubon; no refund will be issued. **We strongly recommend the purchase of trip insurance and trip cancellation insurance to protect yourself from unforeseen circumstances.**

What is included? Unless otherwise stated in the "Trip Packet" you receive after registering for a program, the following is included in the cost of the tour: all land transportation as noted in the itinerary; all accommodations for the dates of the program; all park fees and cost of activities except those on "Free Days", All meals except dinners; the educational and guide services of the trip leaders and local experts. Trip costs are based on double occupancy. The availability of a single occupancy rate will vary from trip to trip. When requested and available, the additional



TOGETHER FOR NATURE

cost is approximately 50% of the lodging cost/night. In some cases a “forced single occupancy” will be necessary due to circumstances beyond our control. If this is the case the additional cost will be approximately 25% of the lodging cost/night. The trip cost does not typically include the following: airfare, phone calls, items of a personal nature, snacks, alcoholic beverages, passport and visa fees, immunizations, laundry, and trip insurance. All fees are based on tariffs and exchange rates in effect at the time of itinerary publication and are subject to adjustment in the event of any changes in these tariffs or rates of exchange.

Travel Insurance and Trip Cancellation Insurance: We strongly recommend the purchase of trip insurance and trip cancellation insurance to protect yourself from unforeseen losses due to accident or illness. Check with your insurance agent regarding coverage you may presently have via other insurance policies that may cover illness during your trip.

Smoking Smoking is not permitted indoors nor in vehicles while on a Portland Audubon tour. If you smoke, please be sensitive to the group and refrain from smoking in close proximity to your travel mates.

Responsibility Portland Audubon and/or its agents act only as agent for the passenger in regard to travel, whether by railroad, automobile, boat, or airplane and assume no liability for injury, damage, loss, accident, delay, or irregularity which may be occasioned either by reason of defect in any vehicle for any reason whatsoever, or through acts of default of any company or person engaged in conveying the passenger or in carrying out the arrangements of the tour. **Portland Audubon and its agents can accept no responsibility for losses or additional expenses due to delay or changes in air or other services, sickness, weather, strike, war, quarantine, or other causes.** All such losses or expenses will have to be borne by the passenger, as tour rates provide for arrangements only for the time stated. The right is reserved to substitute hotels of similar category for those indicated and to make any changes in the itinerary where deemed necessary or caused by changes in air schedules. No refunds will be issued for any unused portion of the tour. We reserve the right to decline acceptance of, or to retain any person as a member of the tour. Baggage is at owners’ risk entirely. The airlines concerned and their agents and affiliates are not to be held responsible for any act, omission, or event during the time passengers are not onboard their aircraft. The passenger ticket in use by said airlines, when issued shall constitute the sole contract between the airlines and the purchaser of these tickets and/or passenger. The services of any I.A.T.A.N. carrier may be used for these tours, and transportation within the United States may be provided by any member carrier of the Airline Reporting Corporation.

Information on who to contact with questions Each trip packet will contain specific information on the itinerary and tour details. Unless otherwise stated in the trip information, Portland Audubon’s Adult Education Coordinator, Erin Law, will be available to answer questions and inquiries on local and international tours. Erin can be reached at 503-292-6855 extension 119; fax 503-292-1021; email address is elaw@audubonportland.org; the mailing address is 5151 NW Cornell Rd, Portland OR 97210. In the event the Adult Education Coordinator is not available, contact Dan van den Broek, Ecotour Manager, with your questions: dvandenbroek@audubonportland.org

The Pace and Style of Our Tours The primary goal of our trips is to experience and learn about the natural world, especially the area’s birds and other wildlife, and of course, to have fun! As birding is often a primary focus of our tours, and birds are active in the morning, we will often have early morning outings before breakfast. The pace of most of our trips is moderate which encourages anyone in good health to attend and enjoy the experience. Each trip itinerary will provide detailed information on the amount of walking and the specific physical requirements.

Some lodging will be more basic than others, but our accommodations on our trips are always safe and comfortable. We strive to keep our trip as affordable as possible and lodging is often the single largest expense of any trip; we look for value without sacrificing comfort or safety. We also strive to immerse participants in the local



TOGETHER FOR NATURE

culture, and we find that staying in large chain hotels is counter to this goal.

Equipment to Bring What should you bring? Binoculars! The personal fit and feel of your own binoculars is important for your enjoyment and comfort level. Please bring a pair in good working order to get the most out of the experience. The Portland Audubon Nature Store (503-292-9453) offers a wide variety of optics and field guides for our trips and most destinations around the world. Members receive discounts on the purchase of optics from the Nature Store. Other items to bring include the basics for travel: good walking shoes, clothes for all types of weather, and a personal water bottle. Bringing your own spotting scope is optional. Because space is often limited in the vans, please contact trip coordinator before hand if you plan to bring your own scope.

Each trip packet will include a complete equipment list, and most trips have a “pre-trip meeting” to discuss equipment and the itinerary to better prepare you for the experience.