

TRIP POLICIES



BOOKINGS MUST BE SECURED NO LATER THAN APRIL 30th, 2025

TRIP DEPOSIT & PAYMENT SCHEDULE: A non-refundable deposit of **\$790.00 per person** at booking to secure your spot. The deposit ensures commitment and covers pre-retreat planning time and costs as well as the boat reservation payment in Brazil. When booking you will receive a Google Doc for collecting personal info and a trip policy DocuSign for you to review and sign within 10 days of paying the deposit.

PAYMENT SCHEDULE

- You will receive an email invoice for the full trip amount; you can pay deposit and additional payments, which will go against your open invoice. Secure payments can be made online.
- **(DO) Payment 2: 50% of the total cost of the trip, or \$1,975.00 per person due by March 15, 2025.** If we do not receive this payment by due date you'll receive one reminder invoice due upon receipt. If we do not hear from you your booking will be cancelled and deposit retained.
- **Policy DocuSign:** If you've booked and we have not received your signed DocuSign by April 30th, 2025 your booking may be cancelled and payments retained per the cancellation policy. (We'll send a reminder.)
- **(DO) Final payment: Remaining balance of \$1,185.00 per person due by June 15, 2025.** If we do not receive this payment by due date you'll receive one reminder invoice due upon receipt. If we do not hear from you your booking will be cancelled and all previous payments retained.
- **To Pay in full upfront,** or expedite your payment schedule please contact us in writing at **botanyandbetterment@gmail.com** for a revised invoice.

(DO) DOUBLE OCCUPANCY: Individual travelers paying double occupancy rate will be assigned a roommate. Please indicate travel partner, specific roommate or request for cabin-sharing on intake form so we can assign you together and arrange room. Adjustments to roommates made onboard as necessary. We'll make sure everyone is comfortable!

(SO) SINGLE OCCUPANCY: Single occupancy room trip rate is \$7900.00 per person. Deposit and payment schedule is Deposit \$1580.00, Payment 2: \$3950.00, Final payment \$2,370.00, same due dates as DO.

CANCELLATION POLICY

- **Up to March 15, 2025:** Guests may cancel for any reason and receive a refund of the total trip paid minus the deposit.
- **March 16- April 15, 2025:** Guests may cancel and receive a 75% refund of the total trip cost, minus the deposit.
- **April 16 - June 15, 2025:** Guests may cancel and receive a 50% refund of the total trip cost, minus the deposit.
- **After June 15, 2025:** No refunds will be issued unless a replacement participant is found by or before June 30th 2025.
- If the trip is cancelled by the organizers for any reason all registered guests will received a full refund, including the deposit. If such a notification is necessary guests will be notified in writing no later than June 14th, 2025.

TRAVEL INSURANCE: We don't require it, but we *strongly encourage* participants to purchase comprehensive travel insurance that covers cancellations, medical emergencies, and international evacuations. If you must cancel prior to the trip your insurance may cover all or part of your payments made depending on your reason for cancellation. You can provide us this information after booking in your Google Doc.

PROVISIONS FOR DELAYED FLIGHTS

- We highly recommend you arrive on Copa Airlines Flight CM141 leaving Panama city on Aug 14th at 9:35 PM and arriving in Manaus 2:30 AM on August 15th to avoid additional hotel stays in Manaus, delays and potentially not joining the rest of the group on the retreat.
- **Arrival Policy:** Guests must arrive in Manaus by 2:30 AM on August 15, 2025, for transfer arrangements.
- **Delayed Arrivals:** The boat will wait on the COPA CM141 flight arriving from Panama City August 15th, no matter how long the delay. Significant delays will require small adjustments to our itinerary.
- Guests choosing a different airline or itinerary will be responsible for being at the Manaus airport at designated meeting spot by 2:30 AM on August 15th. (please check for delays on that flight to adjust meeting time as needed). The boat will not wait after picking up the full group arriving from Panama City.
- **If you miss the airport pick up and the boat departure,** you will be 100% responsible for making any further arrangements. We will provide contact information to assist you as we are able if this situation arises.

BAR TAB: Cash bar for alcohol and sodas. We'll keep a tab and you can settle up at the end of the trip in US Dollars if you don't have Reals. **TRIP TIPS:** Trip tips for the boat staff and laundry service are **optional** but appreciated. Can be offered at the end of the trip when settling bar tab.

DETAILS & BOOKING INFO:
botanyandbetterment@gmail.com