



## Holiday Planners L.L.C. Information

Agency Name: Holiday Planners L.L.C.  
18942 State Hwy 13  
Suite F, Box 328  
Branson West, MO 65737

Toll Free Phone Number: 877-338-8747  
Phone Number: 417-272-1601

Hours of Operation: 9:00 a.m.-5:00 p.m. (CST)  
Monday - Friday

Fax Number: 417-272-1638

Website: [www.Holidayplanners.com](http://www.Holidayplanners.com)

Email Address: [reservations@holidayplanners.com](mailto:reservations@holidayplanners.com)

CLIA # 00-46209-2

IATA# 26-652990

ASTA Membership

If you move or change your address, email address or telephone number, please advise us as soon as possible so that we can make sure that commission checks, promotional mailings and industry updates reach you.



# WELCOME TO HOLIDAY PLANNERS L.L.C.

Your **enrollment paperwork** will be processed in the next few days and your information will be input into the Holiday Planners L.L.C.' system. The remainder of your membership materials will come to you in the mail.

Your **Welcome Letter** should arrive in 2 to 3 weeks. This will provide you with valuable information on how to access the Holiday Planners' L.L.C. website with your own personal password. It will also outline how to access the email address we have set up for you and access to the Mailpound Website.

Your **Outside Travel Agent Identification Cards** will also be included in this mailing. These will identify you as an Outside Travel Agent affiliated with Holiday Planners L.L.C. Please note that you do not need to wait until you receive your Agent identification cards to utilize the benefits of the program. If you want to plan a trip prior to receiving your materials, just call Holiday Planners L.L.C. at 877-338-8747 and one of the agents will be happy to assist you.

**Business Cards**, they will be sent to you directly from the printing company. You should receive them within 2 to 3 weeks. Business cards are a valuable tool in the travel industry. They may be a prerequisite for attaining agent rates with some travel vendors. In addition, they are useful for referring family members and friends to travel with Holiday Planners L.L.C.

As a Holiday Planners L.L.C.' OTA, depending on your qualifications, enrollment with CLIA (Cruise Lines International Association) may be possible. Even though CLIA deals primarily with the cruising industry, the **CLIA Card** has many useful benefits in all forms of travel.



# Condominiums

## How to make reservations

Included in your Holiday Planners L.L.C. **Membership Kit** you will find a sample of the **condominium form**. The originals will be mailed with your welcome letter.

Each condo form is valid for an 8-day & 7-night stay at a luxury condo. To reserve one of your condo weeks, first call Holiday Planners L.L.C. at 877-338-8747 and make your reservation request with one of our agents. If the dates and locations that you request are available you may reserve your week at that time. You must also fax or mail your completed form to Holiday Planners L.L.C. so that we have a written confirmation of your choice, along with payment.

If your desired dates and locations are not readily available at the time of your request, then you may submit your completed form, indicating acceptable dates of travel and desired locations and once received, Holiday Planners L.L.C. will work on fulfilling your request.

Condo weeks may be reserved 30 days to 12 months in advance of travel. Regular usage weeks will range in price from \$498-\$798, depending on season and size of unit. Additional surcharges may apply for special events, extremely high demand times or holidays.

**Star Weeks** are unlimited and may be reserved 1 to 30 days in advance of travel. Star Weeks start as low as \$249.00 per week. Please call Holiday Planners L.L.C. at 877-338-8747 to make a request.

In some areas, condos may be available on a **nightly basis**. The nightly rentals do not count against your regular weeks for the year.



# CONDOMINIUM RESERVATION REQUEST

*This request entitles the Holiday Planner's L.L.C. member to reserve 8 days ad 7 nights in a luxury condo of their choice. By completing this certificate the member acknowledges that he/she has read, understands and accepts all of the terms and conditions herein.*

**SAMPLE**

*Reservations are based on availability. To reserve your condominium week, follow the instructions on the reverse side of this request.*

*Expiration Date:* \_\_\_\_\_ *Member #* \_\_\_\_\_

## Condo Week Calendar

2009			
Week #	Friday-Friday	Saturday-Saturday	Sunday-Sunday
1	Jan 2-Jan 9	Jan 3-Jan10	Jan 4-Jan 11
2	Jan 9-Jan 16	Jan 10-Jan 17	Jan 11-Jan 18
3	Jan 16-Jan 23	Jan 17-Jan 24	Jan 18-Jan 25
4	Jan 23-Jan 30	Jan 24-Jan 31	Jan 25-Feb 1
5	Jan 30-Feb 6	Jan 31-Feb 7	Feb 1-Feb 8
6	Feb 6-Feb 13	Feb 7-Feb 14	Feb 8-Feb 15
7	Feb 13-Feb 20	Feb 14-Feb 21	Feb 15-Feb 22
8	Feb 20-Feb 27	Feb 21-Feb 28	Feb 22-Mar 1
9	Feb 27-Mar 6	Feb 28-Mar 7	Mar 1- Mar 8
10	Mar 6-Mar 13	Mar 7-Mar 14	Mar 8-Mar 15
11	Mar 13-Mar 20	Mar 14-Mar 21	Mar 15-Mar 22
12	Mar 20-Mar 27	Mar 21-Mar 28	Mar 22-Mar 29
13	Mar 27-Apr 3	Mar 28-Apr 4	Mar 29-Apr 5
14	Apr 3-Apr 10	Apr 4-Apr 11	Apr 5-Apr 12
15	Apr 10-Apr 17	Apr 11-Apr 18	Apr 12-Apr 19
16	Apr 17-Apr 24	Apr 18-Apr 25	Apr 19-Apr 26
17	Apr 24-May 1	Apr 25-May 2	Apr 26-May 3
18	May 1-May 8	May 2-May 9	May 3-May 10
19	May 8-May 15	May 9-May 16	May 10-May 17
20	May 15-May 22	May 16-May 23	May 17-May 24
21	May 22-May 29	May 23-May 30	May 24-May 31
22	May 29-Jun 5	May 30-Jun 6	May 31-Jun 7
23	Jun 5-Jun 12	Jun 6-Jun 13	Jun 7-Jun 14
24	Jun12-Jun 19	Jun 13-Jun 20	Jun 14-Jun 21
25	Jun 19-Jun 26	Jun 20-Jun 27	Jun 21-Jun 28
26	Jun 26-Jul 3	Jun 27-Jul 4	Jun 28-Jul 5
27	Jul 3-Jul 10	Jul 4-Jul 11	Jul 5-Jul 12
28	Jul 10-Jul 17	Jul 11-Jul 18	Jul 12-Jul 19
29	Jul 17-Jul 24	Jul 18-Jul 25	Jul 19-Jul 26
30	Jul 24-Jul 31	Jul 25-Aug 1	Jul 26-Aug 2
31	Jul 31-Aug 7	Aug 1-Aug 8	Aug 2-Aug 9
32	Aug 7-Aug 14	Aug 8-Aug 15	Aug 9-Aug 16
33	Aug 14-Aug 21	Aug 15-Aug 22	Aug 16-Aug 23
34	Aug 21-Aug 28	Aug 22-Aug 29	Aug 23-Aug 30
35	Aug 28-Sep 4	Aug 29-Sep 5	Aug 30-Sep 6
36	Sep 4- Sep 11	Sep 5-Sep 12	Sep 6-Sep 13
37	Sep 11-Sep 18	Sep 12-Sep 19	Sep 13-Sep 20
38	Sep 18-Sep 25	Sep 19-Sep 26	Sep 20-Sep 27
39	Sep 25-Oct 2	Sep 26-Oct 3	Sep 27-Oct 4
40	Oct 2-Oct 9	Oct 3-Oct 10	Oct 4-Oct 11
41	Oct 9-Oct 16	Oct 10-Oct 17	Oct 11-Oct 18
42	Oct 16-Oct 23	Oct 17-Oct 24	Oct 18-Oct 25
43	Oct 23-Oct 30	Oct 24-Oct 31	Oct 25-Nov 1
44	Oct 30-Nov 6	Oct 31-Nov 7	Nov 1-Nov 8
45	Nov 6-Nov 13	Nov 7-Nov 14	Nov 8-Nov 15
46	Nov 13-Nov 20	Nov 14-Nov 21	Nov 15-Nov 22
47	Nov 20-Nov 27	Nov 21-Nov 28	Nov 22-Nov 29
48	Nov 27-Dec 4	Nov 28-Dec 5	Nov 29-Dec 6
49	Dec 4-Dec 11	Dec 5-Dec 12	Dec 6-Dec 13
50	Dec 11-Dec 18	Dec 12-Dec 19	Dec 13-Dec 20
51	Dec 18-Dec 25	Dec 19-Dec 26	Dec 20-Dec 27
52	Dec 25-Jan 1	Dec 26-Jan 2	Dec 27-Jan 3
53	*****	*****	*****

2010			
Week #	Friday-Friday	Saturday-Saturday	Sunday-Sunday
1	Jan 1-Jan 8	Jan 2-Jan 9	Jan 3-Jan 10
2	Jan 8-Jan 15	Jan 9-Jan 16	Jan 10-Jan 17
3	Jan 15-Jan 22	Jan 16-Jan 23	Jan 17-Jan 24
4	Jan 22-Jan 29	Jan 23-Jan 30	Jan 24-Jan 31
5	Jan 29-Feb 5	Jan 30-Feb 6	Jan 31- Feb 7
6	Feb 5-Feb 12	Feb 6-Feb 13	Feb 7-Feb 14
7	Feb 12-Feb 19	Feb 13-Feb 20	Feb 14-Feb 21
8	Feb 19-Feb 26	Feb 20-Feb 27	Feb 21-Feb 28
9	Feb 26-Mar 5	Feb 27-Mar 6	Feb 28-Mar 7
10	Mar 5-Mar 12	Mar 6-Mar 13	Mar 7-Mar 14
11	Mar 12-Mar 19	Mar 13-Mar 20	Mar 14-Mar 21
12	Mar 19-Mar 26	Mar 20-Mar 27	Mar 21-Mar 28
13	Mar 26-Apr 2	Mar 27-Apr 3	Mar 28-Apr 4
14	Apr 2-Apr 9	Apr 3-Apr 10	Apr 4-Apr 11
15	Apr 9-Apr 16	Apr 10-Apr 17	Apr 11-Apr 18
16	Apr 16-Apr 23	Apr 17-Apr 24	Apr 18-Apr 25
17	Apr 23-Apr 30	Apr 24-May 1	Apt 25-May 2
18	Apr 30-May 7	May 1-May 8	May 2-May 9
19	May 7-May 14	May 8-May 15	May 9-May 16
20	May 14-May 21	May 15-May 22	May 16-May 23
21	May 21-May 28	May 22-May 29	May 23-May 30
22	May 28-Jun 4	May 29-Jun 5	May 30-Jun 6
23	Jun 4-Jun 11	Jun 5-Jun 12	Jun 6-Jun 13
24	Jun 11-Jun 18	Jun 12-Jun 19	Jun 13-Jun 20
25	Jun 18-Jun 25	Jun 19-Jun 26	Jun 20-Jun 27
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51	Dec 17-Dec 24	Dec 18-Dec 25	Dec 19-Dec 26
52	Dec 24-Dec 31	Dec 25-Jan 1	Dec 26-Jan 2
53	Dec 31-Jan 7	Jan 1-Jan 8	Jan 2-Jan 9



# Travel Services

## Associate Agent vs. Accredited Agent

As an agent of Holiday Planners L.L.C., all Outside Travel Agents (OTA's) are eligible to receive numerous travel benefits, agent rates and/or discounts. There are two levels of OTA: the **Associate Agent** and the **Accredited Agent**.

Initially, all OTA's are enrolled as Associate Agents. The **Associate Agent** is one that primarily contacts Holiday Planners L.L.C. to arrange their travel bookings. If they are beginning to book travel independently, the Associate agent **will contact Holiday Planners L.L.C.** for instruction and guidance prior to any direct booking. As an Associate Agent becomes more knowledgeable and comfortable with the travel industry, they may increase the number of bookings that they do directly with travel suppliers. Members always have the option of having Holiday Planners L.L.C. book travel for them.

Associate Agents will instruct their referrals to contact Holiday Planners L.L.C. to book travel. When your referral contacts Holiday Planners L.L.C., they will need to provide your name and member number. Any bookings arranged by Holiday Planners L.L.C. will be booked at the lowest available rate and you will earn a portion of the commission. Associate Agents receive 25% of the commission on the travel booked under their member number.



Once an OTA reaches the point where they have earned \$5000.00 in commissions they will be reclassified as an **Accredited Agent**. Accredited Agents are usually those that have the desire to take the program to the next level and work the program as a business.

Accredited agents are permitted to book travel directly with travel vendors not only for themselves but also for their clients. Once an Agent has been classified as an Accredited Agent, Holiday Planners L.L.C. will begin the process enrolling the agent with IATAN so that the agent may receive their own identifying IATAN card. As an Accredited Agent, you will receive 50% of the commission on the travel you book.

(To claim all commissions as an Agent you **MUST** complete the commission log and send it to Holiday Planners L.L.C.).

## Price Match Guarantee (PMG)

Holiday Planners L.L.C. is dedicated to finding the lowest available price for you and your referrals. If you find a lower price on the identical travel, Holiday Planners L.L.C. will instigate their Price Match Guarantee (PMG). You can be assured that you are receiving the best possible rate, along with the best possible service.

To be eligible for the Price Match Guarantee, Member's must fax in valid written confirmation, not an advertisement or internet listing, of the lower available rate, issued for the exact same itinerary using the exact same vendors dates and routes. This written confirmation must be from the same day that the original price was quoted by Holiday Planners L.L.C. and faxed within 24 hours.



Consolidators, groups, meetings, convention and travel agent rates are excluded. Airfare is not a part of the Price Match Guarantee.

## Information to Have Ready When Making Reservations

- ◆ Full Name(s) of Travelers
- ◆ Address and telephone numbers
- ◆ Number of passengers
- ◆ Passenger type(s) and ages (i.e. adult, senior, child)
- ◆ Destination/ type of travel to be booked
- ◆ Departure and return dates
- ◆ Are dates fixed or flexible for a better fare?
- ◆ Preferences or any special needs (handicap access, vegetarian menu, etc.)
- ◆ Method of Payment
- ◆ Travel Insurance recommended
- ◆ Rewards Program membership numbers or affiliations (ex. Hilton Honors, Holiday Inn' Priority Club)





## Booking Travel Directly As an Agent

Holiday Planners L.L.C. will book travel for you and your referrals at the lowest rate available through their affiliations and negotiated discounts. You will also earn commission back as additional savings.

If you are booking travel for yourself, you may request an **Agent Rate** when available. When requesting an agent rate, you may be required to present one of your identification cards or a business card and provide the CLIA or IATAN number for Holiday Planners L.L.C. This information, along with Holiday Planners L.L.C.' address, etc. may be found on the first page of your kit. Occasionally a travel vendor may ask you to provide an **Industry Supplier Letter** from Holiday Planners L.L.C. as additional documentation. If this happens to be the case for you, please contact Holiday Planners L.L.C. in advance so that they may send one out for you. A sample is enclosed.

\*Please note at no time can an agent change the address or contact information for Holiday Planners L.L.C., with any Vendor or association. This could be in breach of an OTA practice and immediate termination may follow.



# Websites

Within 2-3 weeks from your purchase date, you will receive your passwords and instructions on how to access both the **Holiday Planners L.L.C.' website** and the **Mailpound website**. Mailpound is a site designed especially for agents and is a useful resource.

As you become more involved in the travel industry, you may want to explore additional agent websites, and learn how to book travel online with travel vendors. Please contact Holiday Planners L.L.C. for recommendations on additional websites and instruction on booking online.

You can subscribe online for a complimentary subscription to **Recommend** magazine. Please allow two months to receive your first issue. If you are interested in additional travel publications, please contact Holiday Planners L.L.C. for suggestions!



## A Word about Airfare

Due to changes in the airline industry in recent years, Travel Agent benefits and commissions paid on airfare have become extremely limited.

There are some air consolidators that still offer special rates for travel agents. In addition, some international and a few domestic air carriers continue to pay a small commission. Your Holiday Planners L.L.C. Travel Representatives are able to advise you of these. They are able to provide you with information on alternate travel routes that may be more cost effective for you.

Please note that if your airfare purchase is part of a complete travel package, your benefits may be greater.

If you would like Holiday Planners L.L.C. to book your air reservations for you, we are more than happy to assist you. Please note that due to the time involved in finding you a competitive price, a small service fee may be charged for your airfare reservation.



# Commissions

On travel booked with Holiday Planners L.L.C., the commissions will be tracked automatically and commission checks will be issued quarterly.

If an agent books travel directly with the travel vendor for family or friends, they will need to complete a Commission Log and submit it to Holiday Planners L.L.C. to receive the commission.

Complete the log along with any accompanying receipts. It is important that the log is completed properly, otherwise it may not be possible to track the commission to the proper agent.

Travel booked for the agent may be included on the commission log if the agent did not receive an agent rate on the travel. Agent rates are non-commissionable and do not need to be included on the log. A blank log is included on the next page. You may make photocopies, as you need additional logs.





## Holiday Planners L.L.C.' Travel Checklist

### Planning the Trip

- ◆ Check your frequent flyer mileage information
- ◆ Request any special needs (dietary, smoking/non)
- ◆ Decide if you need travel insurance, highly recommended
- ◆ Make sure your passport is valid and obtain visa if necessary
- ◆ Obtain inoculations if required
- ◆ Know benefits of your medical coverage out of your home area
- ◆ Determine if your car insurance will cover you on a rental car
- ◆ Arrange Transportation
- ◆ Arrange for care of pets while you are away
- ◆ Leave emergency contact information with family member or friend
- ◆ Put hold on mail, newspapers or arrange for someone to pick up
- ◆ Pay bills that will be due when gone

### Day of Departure

- ◆ Water plants
- ◆ Clean out the refrigerator and empty the trash
- ◆ Update answering machine
- ◆ Turn down thermostat
- ◆ Lock windows, doors, set house alarm,
- ◆ Tag all your luggage

### Don't forget to pack...

- ◆ Medications, vitamins, over the counter medications
- ◆ Extra Sunglasses, glasses, contact lenses
- ◆ Cell phone & charger
- ◆ Cameras, film, batteries, portable music players
- ◆ Snacks and water
- ◆ Travel maps, guidebooks, phrase book
- ◆ Mini first aid and sewing kits,
- ◆ Toothpaste, brush, floss,
- ◆ Lip balm and sunscreen, insect repellent
- ◆ Alarm clock
- ◆ Travel plugs/adapters if traveling to a foreign country
- ◆ Comfortable walking shoes
- ◆ Confirmation numbers for all of your reservations
- ◆ Travelers checks, credit cards
- ◆ Drivers license, auto insurance info, health insurance card
- ◆ Passport/Visa, any other required documentation
- ◆ Long distance phone card

# Holiday Planners L.L.C. Family Member Identification Form



Please list names and address of additional family members to be included on the membership. If you are not certain of the **correct address** for your family member, please submit it at a later date rather than guessing.

I understand that an additional \$415.00 for each family member (maximum of 4) added to the membership is required. This includes an Outside Travel Agent ID card, enrollment and a box of Holiday Planners' L.L.C. business cards.

I understand that those listed below must be at least 21 years of age and in my immediate family. I understand that my family members must abide by all of the Terms & Conditions of my membership. Failure to do so could result in the revocation of their and /or my Agent credentials, and possibly the cancellation of my membership.

I understand that my family members will need to submit a passport-sized photo in order to have their Identification card processed. The photo should be mailed to Holiday Planners L.L.C. at:

**18942 State Hwy 13  
Suite F, Box 328  
Branson West, MO 65737    or    faxed to: (417) 272-1638**

I understand that my family member may renew the Holiday Planners L.L.C.' membership next year for a \$49.00 renewal fee per person. Family members should contact Holiday Planners L.L.C. for renewal information or to order additional business cards.

<b>Family Member Name</b>	<b>Address Information</b>
<b>Family Member Name</b>	<b>Address Information</b>
<b>Family Member Name</b>	<b>Address Information</b>

**Credit Card #:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_      **Amount to be Charged \$** \_\_\_\_\_

**Name as it appears on Credit Card:** \_\_\_\_\_

\* By signing, I authorize Holiday Planners to charge my credit card for the amount indicated above. I indicate that I have read, understand and agree to the above terms.

-----  
**Signature**

-----  
**Date**

# Holiday Planners L.L.C.

Outside Travel Agent

# Business Card Order Form

Dear Outside Travel Agent

Now you can order customized agent business cards directly from Holiday Planners L.L.C.

Agent business cards identify you to your clientele and vendors as an authorized agent and representative of Holiday Planners.

Card quantity	Cost
250 cards	\$30.00
500 cards	\$55.00
1000 cards	\$75.00

(Enlarged to show detail)

## *Holiday Planners L.L.C.*

#  
Name/s  
*Outside Travel Agent*  
Address line 1  
Address line 2  
City, State, Zip

For Reservations Call: 1- 877-338-8747  
E-mail: reservations@holidayplanners.com  
Website: Holidayplanners.com

**SPECIAL 'Shipping & Handling' INCLUDED IF ORDERED TODAY** – valued at \$6.00

Imprint Information (please print clearly)

Name

Address

City, State, Zip

Member ID#

Phone

Fax

(Optional) Web or E-mail Address

I would like to order the following:

Qty.	Price	Subtotal
<input type="text"/>	<input type="text"/>	<input type="text"/>
Shipping & Handling		<input type="text"/>
Order Total		<input type="text"/>

**You may mail this form to:**

Holiday Planners L.L.C.  
18942 State Hwy 13  
Ste F, Box 328  
Branson West, MO 65737

Form of payment: Check

(Must be included with this form if method of payment)

Visa/MasterCard/Amex/Discover

Credit Card #

Exp date

I hereby authorize HP to charge this account

Signature

Date

**You may fax this order form to: (417) 272-1638**