

## IMPORTANT INFORMATION

Welcome to Adventure Cycling tours. Thanks you for choosing us for your next bicycle adventure. Please read all the information in this registration form as some of our policies have changed. Because of the popularity of our tours, it is important to complete the registration form and pay the deposit as early as possible.

### CONFIRMATION INFORMATION

Upon receipt of your registration, we will send a Confirmation Packet containing a Tour Confirmation Invoice and a Before You Go booklet to help you prepare yourself and your equipment for the tour sent via email or U.S. mail. Sixty days prior to your tour departure, we will send you a Tour Information Packet that includes final logistical details for your trip. The Tour Information Packet will contain start-point information, transportation options for you and your bicycle, and other logistical information.

### CANCELLATIONS, REFUNDS, AND TRANSFERS

**All deposits are non-refundable but may be partially transferable.**

If you must cancel your trip reservation for any reason, it is your responsibility to notify Adventure Cycling Association immediately in writing via email to [tours@adventurecycling.org](mailto:tours@adventurecycling.org) or via U.S. mail. Sorry, but we cannot accept cancellations or transfer requests via the phone.

Payment schedule: A deposit is due upon your tour registration. Final tour payment is due 90 days prior to tour departure.

Late Payments: If full tour payment has not been received 60 days before the tour departure, and we have not heard from you via phone or email about the remaining payment, your spot on the tour will be canceled and all funds previously paid will be forfeited.

Adventure Cycling Association's cancellation policy is as follows:

- Cancellation more than 90 days before trip departure: **Full deposit retained by Adventure Cycling**
- Cancellation 90 to 0 days before a trip departure: **Total funds paid retained by Adventure Cycling**
- Transfers more than 30 days before trip departure: **Allowed, less a \$100 administrative fee**
- Transfers 30 to 0 days before a trip departure: **Not allowed, cancellation policy applies – total funds paid retained by Adventure Cycling**

Transfers between trips are allowed only within the same calendar year for trips that depart before August 1. Transfers between trips that depart after August 1 are allowed for the current or next calendar year. In all cases, an administrative transfer fee of \$100 will be applied. **Only one transfer is allowed per \$100 transfer fee paid.**

The cancellation policy applies equally to any add-on services related to a tour, including but not limited to single supplements, shuttle services, additional lodging before or after the tour, optional activities, etc.

If transferring to a tour which costs less than the total funds already paid to Adventure Cycling, the difference can be used on another tour according to the schedule outlined above.

No refund will be given for the following:

- Participant's late arrival for a trip
- If a participant leaves a trip for any reason after the trip start date
- Food, services, or overnight lodging for which a participant paid but did not use, once a trip has started

- Dissatisfaction with the weather or road conditions

Adventure Cycling Association reserves the right to cancel or combine trips. If this results in a revised departure date unacceptable to a participant, the participant's tour fees will be refunded or transferred without a transfer fee.

**In order to maintain reasonable tour prices, Adventure Cycling Association will not make exceptions to this cancellation and transfer policy.** Please consider travel insurance to cover any risk of your inability to attend the tour.

**TRAVEL INSURANCE** Adventure Cycling Association sincerely wishes for every trip participant to attend and complete the tour of their choice. In an effort to plan for unexpected personal emergencies, health issues, weather, and transportation problems that might cause you to cancel or shorten your trip, **travel insurance is strongly advised.** Adventure Cycling and TripAssure are now working together to offer you two comprehensive travel insurance packages, which you can find at [adventurecycling.org/travelinsurance](http://adventurecycling.org/travelinsurance) or by calling 800-423-3632.

**HELMETS** DOT, ANSI, CPSC or Snell-approved helmets are required for all Adventure Cycling trip participants. No exceptions.

**DETAILS** The trip descriptions in our Tours catalog are summaries. Please check our website, [adventurecycling.org/tours](http://adventurecycling.org/tours) for more detailed descriptions of our trips and the most up to date information. For questions, please call the Tours Department. We look forward to chatting with you!

**Call: 800.611.8687 or 406.721.1776**

**Fax: 406.721.8754**

**Email: [tours@adventurecycling.org](mailto:tours@adventurecycling.org)**

**Web: [adventurecycling.org/tours](http://adventurecycling.org/tours)**

*\* The number of participants on a tour may be adjusted in response to demand and facility availability.*

*\*\* Adventure Cycling Association is an equal opportunity recreation provider that operates under special use permits with the U.S. Forest Service, National Park Service, Bureau of Land Management, and Departments of Transportation. Adventure Cycling Association is working cooperatively with these agencies to secure the appropriate permits.*

*\*\*\* In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer*

**The remaining pages contain the registration form and agreement which you must fill out fully and send to Adventure Cycling with your trip deposit, or full payment as required.**

**Continued on next page**



# Adventure Cycling Association

## 2019/2020 TOURS APPLICATION FORM

You must fill out this application form fully and sign the agreement on the last page. Mail or fax both documents to Adventure Cycling.

Fax to: 1.406.721.8754

Mail to: Adventure Cycling Association  
150 East Pine Street  
Missoula, MT 59802

### 1. TOUR SELECTION

TOUR \_\_\_\_\_ Date \_\_\_\_\_

### 2. MEMBERSHIP

Are you a member of Adventure Cycling Association?

YES  NO

### 3. PERSONAL INFORMATION

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Gender:  MALE  FEMALE  NON-BINARY

Bicycle Type:

- Touring  Trike
- Road/Cyclocross  Tandem
- Hybrid  eBike
- Mountain  eTrike
- Recumbent

### 4. EMERGENCY CONTACT

Contact's Name \_\_\_\_\_

Relationship \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### 5. HEALTH BACKGROUND

Are you taking any prescription medication?

YES  NO

If yes, please describe below:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any health concerns your leader should know about? Can include recent injury, needing a CPAP etc.

YES  NO

If yes, please describe below:

\_\_\_\_\_  
\_\_\_\_\_

Do you have special dietary needs? Please provide information on both food allergies and dietary preferences.

YES  NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: Adventure Cycling strongly recommends consulting a physician prior to participating in an Adventure Cycling tour.**

Gender:  MALE  FEMALE

T-shirt size:  S  M  L  XL  XXL

Jersey size:  S  M  L  XL  XXL

### 6. ADDITIONAL INFORMATION

Based on participant feedback and in an effort to make our tours more green, we are trying to limit the amount of paper mail we send. May we send your Tour Information Packet electronically?

YES  NO

Share my contact information with participants on my tour?

YES  NO

Are you traveling with others on this tour?

YES  NO

if yes then with whom: \_\_\_\_\_

Continued on next page

How did you find out about this particular tour?

- Adventure Cycling Tour Catalog
- Our website
- Email from Adventure Cycling
- Bike Club Newsletter
- Adventure Cyclist Magazine
- Google Search Engine
- Facebook
- Newspaper/Magazine Article
- Friend/Family Referral
- Other

Group Discount Code: \_\_\_\_\_  
(See Group Incentives for Details)

Participant Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 7. PAYMENT

Payment Type:

- CHECK    MC    VISA    AMEX    DISCOVER

Card Number \_\_\_\_\_

Expires \_\_\_\_\_

**Tour Cost:**

*(please see tour description):* \$ \_\_\_\_\_

**Deposit** *(Trips under 30 days - \$200, Trips*

*30 days or longer - \$700)* \$ \_\_\_\_\_

**Total enclosed** \$ \_\_\_\_\_

**Balance Due:** \$ \_\_\_\_\_

**Full payment is required 90 days prior to tour start date.**

*Continued on next page*





## 8. AGREEMENT

I understand participating in an Adventure Cycling Association tour or event [also referred to as "trip"] is potentially hazardous. I reviewed, understand and agree to the following terms and conditions for my participation in an Adventure Cycling Association trip, and I understand that Adventure Cycling strongly suggests consulting a physician prior to participating in said Adventure Cycling Association trip.

I will only participate in a trip if I am medically able to do so and am in good physical shape. I will undergo any prescribed medical treatment in the event of an accident or illness during an Adventure Cycling Association trip.

I fully assume all risk of illness, injury, or death, and release and discharge Adventure Cycling Association and its employees, agents and assigns from all actions, claims, or demands for damages arising out of my participation in an Adventure Cycling Trip not occurring on National Park Service property. The foregoing release shall be binding upon me, my heirs, executors/administrators, including my family members.

No personal vehicles or non-riding participants are allowed to accompany any of Adventure Cycling's van-supported, self-contained, inn to inn or educational tours.

Personal vehicles and/or non-riding participants are allowed on Adventure Cycling's fully-supported tours under the following circumstances:

1. The non-riding participant must pay 75% of the tour fee.
2. The non-riding participant must make all their own vehicle arrangements at campgrounds.
3. The non-riding participant may, alternatively, ride in our support vehicle.
4. Personal vehicles may not be used as SAG support for any rider.

To maximize trip enjoyment for participating members, Adventure Cycling Association reserves the right to deny a trip registration and deny further participation during a trip if a participant's actions are inappropriate and cannot be corrected. In exercising this right, Adventure Cycling Association will consider the following grounds, including but not limited to: inaccurate or incomplete registration form; physical inability to participate; inadequate equipment or training for the trip; unsatisfactory behavior which is dangerous, detrimental or otherwise interferes with the enjoyment of a trip group; expulsions or unjustified withdrawals from a prior trip. The participant will not receive a refund of the tour fee (partial or whole) if they are dismissed from a tour for any reason.

I agree to all conditions stated and will follow the instructions in the Adventure Cycling Association "Before You Go" booklet that will be sent to me upon receipt of my registration.

### Travel Insurance

I understand that travel insurance is optional and available to cover some unforeseen cancellations or emergencies.

Adventure Cycling Association sincerely wishes for every trip participant to attend and complete the tour of their choice. In an effort to plan for unexpected personal emergencies, health issues, weather, and transportation problems that might cause you to cancel or shorten your trip, travel insurance is strongly advised. Adventure Cycling and TripAssure are now working together to offer you two comprehensive travel insurance packages, which you can find at [www.adventurecycling.org/travelinsurance](http://www.adventurecycling.org/travelinsurance) or by calling 800-423-3632.

### Cancellations and Transfers

All deposits are non-refundable but may be partially transferable.

If you must cancel your trip reservation for any reason, it is your responsibility to notify Adventure Cycling Association immediately in writing via email to [tours@adventurecycling.org](mailto:tours@adventurecycling.org) or via U.S. mail. Sorry, but we cannot accept cancellations or transfer requests via the phone.

Payment schedule: A deposit is due upon your tour registration. Final tour payment is due 90 days prior to tour departure.

Late Payments: If full tour payment has not been received 60 days before the tour departure, and we have not heard from you via phone or email about the remaining payment, your spot on the tour will be canceled and all funds previously paid will be forfeited.

Adventure Cycling Association's cancellation policy is as follows:

- Cancellation more than 90 days before trip departure: **Full deposit retained by Adventure Cycling**
- Cancellation 90 to 0 days before a trip departure: **Total funds paid retained by Adventure Cycling**
- Transfers more than 30 days before trip departure: **Allowed, less a \$100 administrative fee**
- Transfers 30 to 0 days before a trip departure: **Not allowed, cancellation policy applies – total funds paid retained by Adventure Cycling**

Transfers between trips are allowed only within the same calendar year for trips that depart before August 1. Transfers between trips that depart after August 1 are allowed for the current or next calendar year. In all cases, an administrative transfer fee of \$100 will be applied. Only one transfer is allowed per \$100 transfer fee paid.

The cancellation policy applies equally to any

add-on services related to a tour, including but not limited to single supplements, shuttle services, additional lodging before or after the tour, optional activities, etc.

If transferring to a tour which costs less than the total funds already paid to Adventure Cycling, the difference can be used on another tour according to the schedule outlined above.

### No refund will be given for the following:

- Participant's late arrival for a trip
- If a participant leaves a trip for any reason after the trip start date
- Food, services, or overnight lodging for which a participant paid but did not use, once a trip has started
- Dissatisfaction with the weather or road conditions

Adventure Cycling Association reserves the right to cancel or combine trips. If this results in a revised departure date unacceptable to a participant, the participant's tour fees will be refunded or transferred without a transfer fee.

**In order to maintain reasonable tour prices, Adventure Cycling Association will not make exceptions to this cancellation and transfer policy.** Please consider travel insurance to cover any risk of your inability to attend the tour.

**IMPORTANT NOTE:** Avoid purchasing non-refundable travel tickets before receiving confirmation through Adventure Cycling Association that your tour departure is a "go" 60 days prior to the trip start date. Adventure Cycling Association is not responsible for any travel costs or cancellation fees related to your getting to/from the start/end points of the tour.

### Other Terms and Conditions

I understand that Adventure Cycling Association reserves the right to make photographic records of its activities, and I agree that, without compensation to me, Adventure Cycling Association may use such photographic records for promotional and commercial purposes.

This agreement shall be interpreted according to the laws of the State of Montana and is subject to binding arbitration under the Montana Uniform Arbitration Act. Venue for any court proceedings shall be the district courts of Missoula County, Missoula, Montana.

**I read and understand Adventure Cycling Association's policies, including those stated above, and agree to the terms and conditions stated in this agreement and in the registration form. I agree that the terms of this agreement shall be binding on Adventure Cycling Association only if Adventure Cycling Association accepts my trip registration.**

**SIGN**

Printed Name of Participant \_\_\_\_\_

**X**

Signature of Participant or Parent \_\_\_\_\_ Date \_\_\_\_\_  
(If participant is 18 or older, he/she signs for self; if not, parent or legal guardian signs above)

FOR OFFICE USE ONLY:

ACCEPTED BY ADVENTURE CYCLING TOURS:

*Adventure Cycling has authorized no domestic agents to act on its behalf. All trip arrangements are made through Adventure Cycling headquarters in Missoula, Montana.*