

**Notes, Etc.**


Liquids and all fragile items such as cameras are carried at the risk of the passenger. Claims are not compensatory for damage to or by such articles when they are contained in checked baggage.

**EXCLUDED RESPONSIBILITY**

Airline flights may be overbooked and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. In such a case, the person may be entitled to a compensatory payment. The rules for denied boarding compensation are available at all ticket counters.

**DELIBERATE OVERBOOKING**

The following items are NOT permitted in your carry-on baggage, but CAN be included in your checked baggage: metal scissors, pocket knives, loose razor blades which are not in a cartridge or safety razor, golf clubs, hockey and lacrosse sticks, pool cues, ski poles, baseball bats, BB guns, compressed air guns, martial arts weapons, and tools such as screwdrivers, saws, drills, hammers, pliers and wrenches. Please pack your baggage appropriately to avoid problems at security checkpoints.

**PROHIBITED ITEMS**

Airlines have the right to refuse to check in baggage which is not identified as to ownership on the outside of each piece. A last name and OFFICE address should insure that no casual observer can be aware that you are away from your home address.

**LUGGAGE IDENTIFICATION**

A government-issue picture I.D. will be required at check-in. Please make sure the name on your ticket matches the name on your I.D.

**PICTURE I.D.**

Be sure to check in and reconfirm your on-going reservations at each destination in accordance with instructions from your travel agent. Time requirements vary for check-in and reconfirmation depending on whether your flight is domestic, international or intercontinental and also according to the plan under which you are traveling.

**CHECK-IN & RECONFIRMATION**

**TRAVEL TIPS**



**AGENCY  
NAME/LOGO**

**Address  
Phone / Fax  
Website**

**Prepared for** \_\_\_\_\_