



Planning Fee Overview

1. Once you contact us to book a trip (wedding group, cruise/cruise group, honeymoon, group etc.), we will send you a qualifying questionnaire form via email within 24 hrs. maximum for you to fill out.

A \$97 non-refundable planning fee is then required paid via Zelle using our business email address (thevacationhotspot@gmail.com) for us to provide up to 4 different trip/vacation options with up to 3 revisions. This fee will be applied towards your booking.

All trips must be booked/deposited within 21 days maximum from receiving quotes to have your planning fee applied towards your trip. Otherwise, the fee is retained by the agent as compensation for quoting and planning time.

2. When we receive the completed form and your planning fee via Zelle, we then provide up to 4 different trip/vacation options based on your qualifier form answers with up to 3 revisions. Revisions include date changes, resort/location changes or room occupancy changes (ex: quoting 3 triples and then being asked to quote 4 double occupancy and 1 single). Quotes will be sent to you, the client, within 24-72 hrs. of payment receipt. ***Where group rates are requested from resorts, that timeframe for a quote may be extended up to 7 business days***

3. If any hotels or packages are booked without travel insurance, client will be required to e-sign a waiver that if they cancel their trip, they agree to any and all cancellation fees charged by excursion, hotel and or airline. The Vacation Hot Spot will not be responsible for any financial loss after canceling a clients travel who did not have travel insurance.

4. Any and all name changes more than 24 hrs. after booking will incur a \$25 per change fee.

We offer superior, personalized, dedicated service and we continue to strive to get bigger and better as we grow!