

TRAVEL TERMS & CONDITIONS

CANCELLATION & CHANGE POLICY

SHARED CHARTER FLIGHTS CANCELLATION			SHARED CHARTER FLIGHTS CHANGE	
Within 1 day of flight	Within 3 days of flight	Up to 4 days before flight	Within 3 days of flight	Up to 4 days before flight
USD 200.00 penalty per person	USD 150.00 penalty per person	USD 100.00 penalty per person	USD 100.00 penalty per person	USD 50.00 penalty per person
DOMESTIC FLIGHTS CANCELLATION		DOMESTIC FLIGHTS CHANGE		
Within 1 day of flight	Up to 2 days before flight	Within 1 day of flight	Up to 2 days before flight	
100% cancellation penalty	USD 100.00 cancellation penalty	USD 20.00 change penalty per person	USD 10.00 change penalty per person	
Tickets are non-refundable				
Changes of cancellation within period of 24 hours of the original booking will not incur in penalty				
Any reservation for no-show passengers is deemed cancelled/void and is non-refundable.				
Shared Charter Flights: Unused value of ticket is held as a credit for a period of 1 year from cancellation date.				
Domestic Flights: Unused value of ticket is held as a credit for a period of 2 months from date of booking.				

CHECK IN PROCEDURES

GENERAL REQUIREMENTS

- **Domestic Flights** – A government issued photo ID; such as an identification card, passport or driver's license
- **International Flights** – A valid passport and visa where applicable
- **Check-In** – Check in for domestic flights no later than an hour (1) prior to departure and for international flights no later than two (2) hours prior to departure.
- **Documentation for Special Cases** – If travelling with children, medical equipment, pets etc ensure you have all required documentation and arrive earlier to accommodate additional processing time.
- **Security Screening** – Be prepared for security checks and ensure you comply with the relevant authority's guidelines for liquids, electronics and other prohibited items.

N. B Air Adelphi is not liable for missed connections where insufficient time is available to transfer. All passengers are responsible to ensure they have the required check-in time between connecting flights.

RESERVATIONS

For flight availability and reservations please visit our website www.airadelphi.com or email us at reservations@airadelphi.com

For flight changes, amendments, cancellations or flight emergencies please contact us at reservations@airadelphi.com or telephone 1-784-458-6877/1-784-494-8678.

You will need to supply the following details: (prior to receiving final confirmation)

- Full name
- Date of birth
- Nationality
- Passport number
- Passport expiry date
- Country that issued your passport

LUGGAGE

The checked luggage allowance is one (1) piece of checked luggage weighing 44lbs/20kg and hand baggage allowance is one item per passenger 13lbs/6 kg and it should be able to fit under the seat.

Overweight and excess luggage is subject to a fee of \$50.00usd piece for conveyance on a space available basis.

DAMAGE TO BAGGAGE/CLOTHING

Air Adelphi does not assume liability for normal wear and tear to checked baggage. Normal wear and tear being minor scratches, scuffs, stains, dents, cuts and dirt that may occur despite care in handling. There is also no responsibility for damage to or loss of protruding baggage parts such as wheels, straps, pockets, pull handles, zips, zippers, seams, hanger hooks or other items attached to the baggage.