

GROUPS PROCEDURE

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1. General information

A group fare is valid from 10 people travelling on the same flight and on the same dates. The group quota is fixed at 30 passengers per flight.

2. Quotation

The validity date of the offer is 2 weeks from the receipt of the quote and depending on the proximity of the departure date.

The offer is subject to availability at the time of confirmation (seats are not blocked).

Extension of the offer is possible only on request and as an exception.

Any change of date or number of passengers will result in a new quote.

The quotation is based on the estimated number of passengers on the flight.

Prices are published including all taxes and service charges.

3. Procedures

a. Validation

Validation of the quote by email before the deadline indicated on the quote.

A PNR is created at this time as an option.

A confirmation is sent to the client upon confirmation of the quote.

The finalization of the option will be done by signing the contract and paying a deposit by bank transfer.

Balance to be paid at the latest 30 days before departure.

**In the case of groups departing in less than a month, full payment must be made.*

b. Deposit

20% until D-30 to be paid 2 weeks

100% to D-30

c. Balance

At D-30 before the departure of the group



d. Issue

At D-7

For agencies and individuals, an Excel file to be completed with all the necessary information for the passengers to be sent by email groupes@flyamelia.com 15 days before departure maximum.

If a name change is required after the issue, the group service will charge 30€ per passenger for this modification.

An Excel file for the list of passengers will be attached to facilitate the entry of names.

It is possible to reduce the number of passengers in the group or even cancel it under certain conditions depending on the total number of passengers.

e. Adding passengers

To add passengers to a group, send a request with the group's references.

Depending on flight availability and without guaranteeing that the fare is the same as the original reservation.

4. Registration

Check-in is only done at the airport for better management of the group. At the check-in desk, you will get your boarding pass upon presentation of your ID

5. Refund of taxes

In case of cancellation or NO SHOW of any passenger of the group, the refund of airport taxes must be requested by e-mail to groupes@flyamelia.com

6. Baggages

To be specified when quoting if hold luggage is included or not according to the customer's request.



7. Summary of general terms and conditions of sale for groups

Nb pax	10 min
Class	G
Deposit	20% up to D-30 100% if less than D-30 Deposit to be paid within 2 weeks of reservation
Balance	D-30
Issue	D-4 (working days)
Pax list	D-15
Name change	Possible until ticket is issued / Afterwards, 30€ per pax
Modification	All modifications= new négociations Less than 90 days, cancellation conditions apply
Cancellation	Total cancellation - 90 days before = full refund - 89 to 60 days = 25% fee - 59 to 30 days = 50% fee - 29 to 15 days = 75% fee - less than 15 days = no refund
	Partial cancellation - 90 days prior = full refund - 89 to 60 days = 20% reduction without penalty. Beyond that, 25% fee - 59 to 30 days = 10% discount without penalty. Beyond, 50% fee Less than 30 days before, the general cancellation conditions apply

- Offer validity date: Max. 2 weeks and depending on the proximity of the departure date
- Offer subject to availability at time of confirmation (seats are not blocked)
- Extension of the offer on request and as an exception.
- 1 piece of luggage of 23kg included