



BOARDWALK TRAVEL

Sandals Groups

Requirements

- A minimum of 5 rooms is required (if the group drops below 5 rooms, the booking will revert to regular bookings and the benefits will be lost)

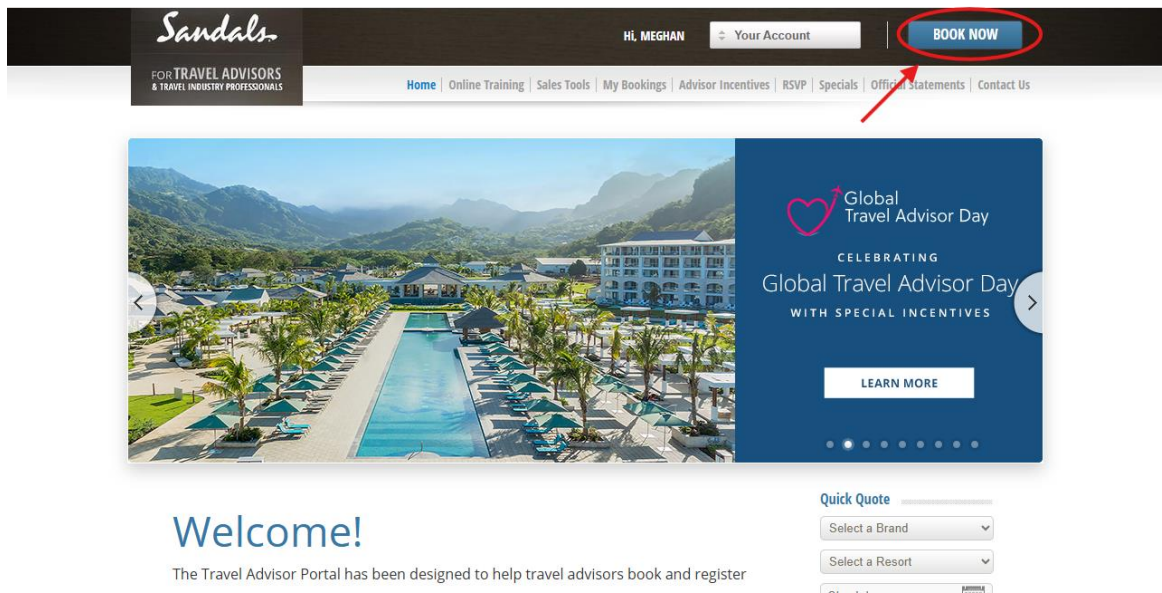
Important Information

- In order to get your group established you will need to call the groups department at 1-800-487-7324 extension 6172
- Depending on where you live, you will have a group manager from that region
- Turn around times for quotes is approximately 24-48 hours
- There are two different types of groups: group code or contract
 - o Group code: consists of up to 25 rooms
 - Once you go over those 25 rooms you will be automatically moved to a contract group (****ALL AGENTS MUST SEND ANY CONTRACTS THEY RECEIVE TO CONTACT@BOARDWALKTRAVELAGENCY.COM PRIOR TO SIGNING ANY CONTRACT**)
 - With a group code the prices are subject to pricing when booked, prices are not locked in
 - Anyone can sell into the group code (multiple agents with the group code can sell into it), however it is capped at 25 rooms – in the event that it goes over 25 rooms then only one agent may be on the contract group
 - The group gets a welcome cocktail reception, each room in the group gets (1) 5x7 group photo, and 1 night where they will get a hosted dinner
 - o Contract group: consists of over 25 rooms
 - Only one agent may be on the contract group
 - Requires a 10% deposit when booking
 - There is a 10% discount and prices are locked in once the group is created, however no promotions can be applied to the group



How to book a group with Sandals

1. In order to get your group established you will need to call the groups department at 1-800-487-7324 extension 6172
2. **For group codes only:** you will log into the Sandals Travel Agent Website. Once logged in, you will click on “book now” at the top of the screen



3. This will then bring you to the search engine page, you will select the brand, resort, and input the travel information. After that is entered where it says “is this a group” you will change the drop-down menu to “yes”. This will then prompt you to enter the group code



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4. Once you enter the group code you will select continue and proceed with the reservation as you would with any other reservation.
5. **For contracted groups:** you will work with the group representative that you assigned to upon requesting a group

Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: groups@boardwalktravelagency.com