



Amawaterways Groups

Requirements

- Dependent on the sailing
 - Europe/Vietnam and Cambodia/Colombia
 - Minimum 5 staterooms/10 guests
 - Africa Safaris & Wildlife Cruises/Egypt
 - Minimum 4 staterooms/8 guests

Important Information

- Different types of groups
 - Affinity
 - A group of people that have already decided to travel together and are ready to book
 - Promotional (also known as speculative groups)
 - Groups where you will need to attract clients by publicizing a date/theme
 - Custom groups
 - For a larger target than a standard group
 - Has a goal of filling 10 staterooms or 20 guests
 - Important to know if they require special services onboard or on shore
- Once you request a group, a group contract will be drawn up and a “Good faith” deposit will be required of \$50/per stateroom (It is advised that agents do not pay for their client’s bookings. It is recommended to collect this from each stateroom or from the lead guest).
- Staterooms are only assigned once the client details are provided and deposits are paid in full.
- Depending on the date of the sailing, the destination, the group may be eligible for discounts
 - \$500 per stateroom for 7-night river cruises
 - \$1000 per stateroom for 10-, 11-, and 14-night river cruises
- Discount remains applicable even if you fall under the required 5 stateroom minimum - Enhanced group offer: save up to \$2,500 per stateroom on select Europe and Asia sailings - For large groups, a full charter or partial charter may be better, however deposits are higher and guarantees are required
- GAP points
 - On select enhanced group sailings: earn two (2) GAP points for 7-night river cruises or three (3) points for 10- to 14-night river cruises.
 - On select Celebration of Wine Cruises: earn one (1) GAP point for 7-night river cruises or two (2) points for 10- to 14-night river cruises
 - On all Christmas Market cruises” earn one (1) GAP point for 7-night river cruises or two (2) points for 10- to 14-night river cruises
 - Example of benefits of using 1 GAP point: \$50 OBC per stateroom, a bottle of red or white wine per stateroom, a box of chocolates per stateroom
- Tour Conductor credits: a value earned based on the number of full paying participants in the group (**Africa and Egypt earn ½ TC credit for every 7 full fare – double occupancy paying guests. It is applicable to the 8th guest. 1 TC credit is earned at the 14th full fare guest)



- Earned for every 9 full fare guests (berths) reserved; the credit gets applied to the 10th guest
- There is no limit to the number of tour conductor credits that you can earn based on the group size
- You can use the TC credit to reward yourself or your group leader with a complimentary berth.
- If the TC credit is paid out as additional commission, the amount will be paid on a net basis and paid after the cruise
- You can also use it to spread across everyone's cabins and increase their savings.



How to book a group on Amawaterways

1. If you have not already requested access to the online booking page for Amawaterways you will need to request access prior to booking. You will need access to the online booking engine in order to make payments and update requests.
2. You will log into the Amawaterways TA website. Once on the website you are going to click on “booking tools & forms” on the left-hand side of the screen.



3. Next, once the drop down for the booking tool & forms appear you are going to click on “group request form”.

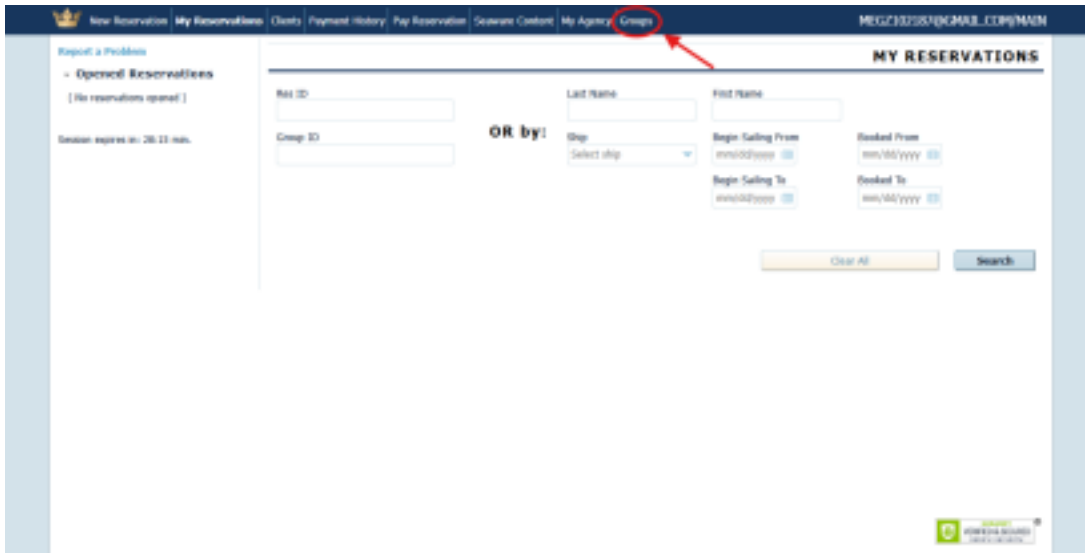


4. Next you will fill out the group request form and submit it. Amawaterways will be in contact with you about your group.

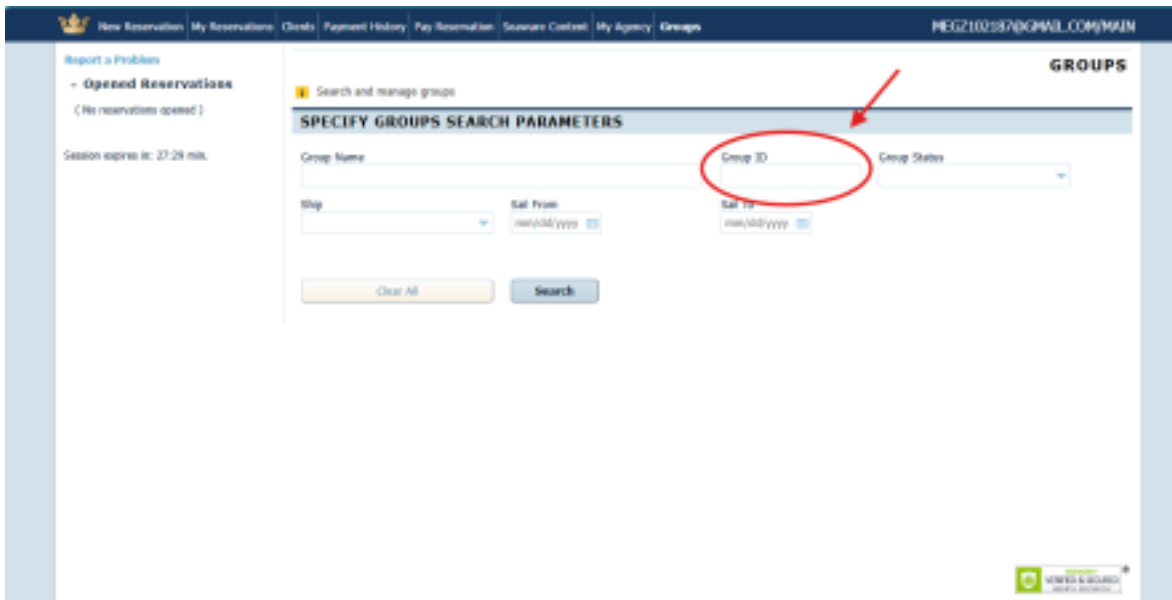
***This takes up to 24 hours to hear back. It may take additional time if they have multiple requests. If you have not heard back within a few days (excluding weekends) you can reach out to their Groups Department at (800) 626 – 0126 and follow the prompts.

5. In order to make a payment or do anything within the group you will want to head to the “online booking engine”.

6. Once on the booking screen you are going to click “groups” at the top left-hand side of the screen.



7. To access the group, you will input the Group ID and then click search. This will pull up all the group information. The group ID will only be provided when the group contract is signed and deposit has been made.





8. Once you have paid the deposit and signed the contract a Group Coordinator will be assigned to you to assist you along the way.

Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: groups@boardwalktravelagency.com -
- Amawaterways River Cruises YouTube channel
- Amawaterways Advisor Forum Facebook Group