



BOARDWALK TRAVEL

Palace Resorts Groups

Requirements

- Minimum of 10 rooms
- Minimum of 20 guests

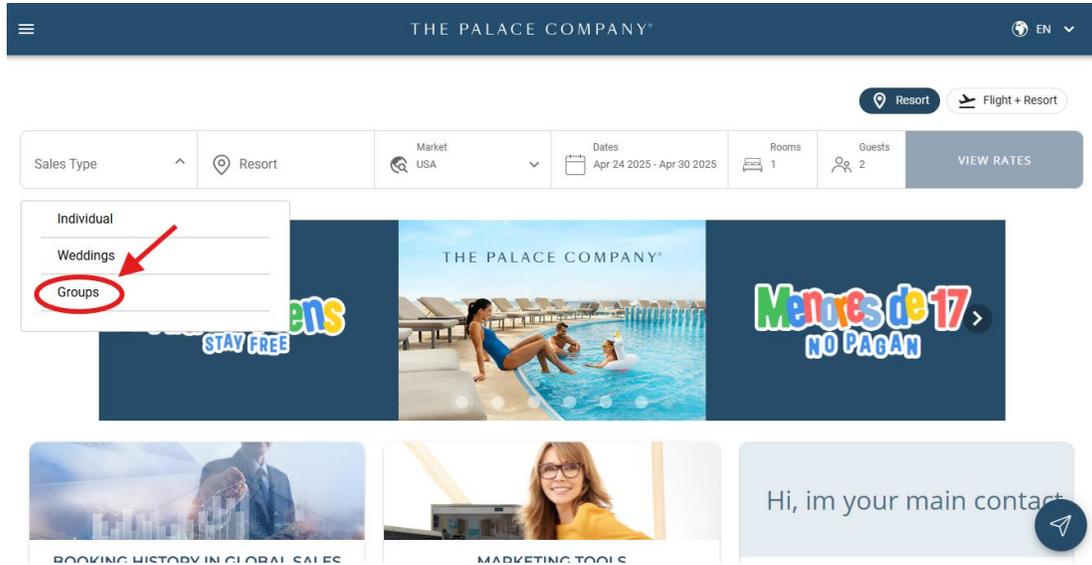
Important Information

- If 10 or more rooms are booked you can qualify for special rates. Example:
 - o 1 free room
 - o 1 free room upgrade
 - o \$500 resort credit
 - o Roundtrip airport transfers
 - o Kids and teens stay free

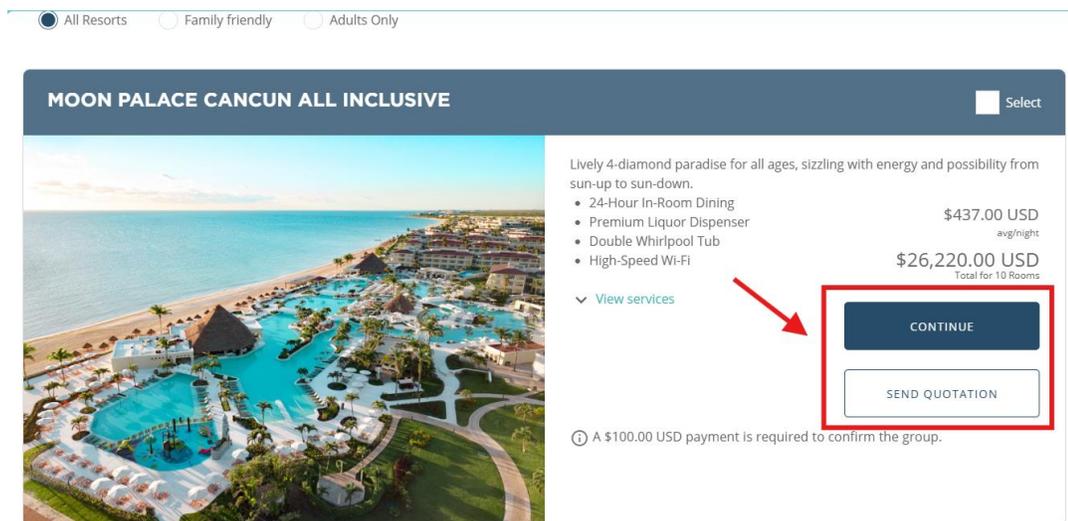


How to book a group with Palace Resorts

1. To book, you will need to log into the Palace Resorts Travel Agent website. Upon logging in, you will select the drop-down menu on the main page and select “groups”. You will then fill out the resort that you are looking for, the dates, and if you need more than the prepopulated rooms/guests you will want to change it. Once you have filled in all the information you will click “view rates”.



2. One the next screen you will want to customize your stay. If you selected a resort on the initial screen, it will be the first resort populated. Below that will be other resort suggestions including price per night, total amount for all rooms, and the deposit amount required to book the room. If everything looks great you will want to select “continue.” If you want to send the quote you will select “send quotation”.





- On the next screen you will fill in the client information and then select continue.

CLIENT'S INFORMATION

Enter contact information to start process

Client's information
*Required Information

Group name*

Mr. Last name*

Phone number* Email*

- Next will bring you to the summary page. Here you will confirm all the client's information is correct. If you mistyped any information you can change it now by selecting "edit client".

GROUP MANAGEMENT

Tracking Number: ADG67081

Client Information [Edit client](#)

Group name [REDACTED]	Name [REDACTED]	Email [REDACTED]	Market USA
Phone [REDACTED]			
Group Information			
Resort MOON PALACE CANCUN ALL INCLUSIVE	Dates 14 Jun, 2026 - 20 Jun, 2026	Nights 6	Peak rooms 10
Pax 20	Event date -	Create on [REDACTED]	Owner GRUPEADCATCHER
Date created Apr 24, 2025 22:04:86	Date of last modification Apr 24, 2025 22:04:86	Exchange rate 1 USD	

Agent Information



- Next, you will scroll down and customize your group. In this section you will select to arrange any events that you need (i.e., wedding ceremony or any other group related events). You can also select your rooms as well.

Use this menu to customize your group

Rooms are set by default to run of the house*

Click on the desired section to enter the information

SELECT YOUR DATES
Click here to view and set your dates. READY

ARRANGE YOUR EVENTS
Click here to add or delete your group related events. OPTIONAL

CHOOSE YOUR ROOMS
Click here to modify your room type selection. PENDING

Additional settings

Rooms are set by default to run of the House

BENEFITS AND CONCESSIONS
Click here to view all concessions granted. PENDING

SUMMARY

MOON PALACE CANCUN ALL INCLUSIVE

14 Jun, 2026 - 20 Jun, 2026

Double occupancy

Nights total	60
Average Rate	\$437 USD
Subtotal	\$26,220 USD

Service Fee \$0 USD

Total \$26,220 USD

VALIDATE

- Next you will continue to scroll down to the additional settings section. This is where you will want to download and send the terms & conditions to your client (this is under the benefits and concessions section). You can also manage, view and modify any reservations within the booking as well as extend the expiration date of the quote. After you complete the necessary components, you will select "validate".

Additional settings

Rooms are set by default to run of the House

BENEFITS AND CONCESSIONS
Click here to view all concessions granted. PENDING

CREATE LINK
Click here to create new client account. BLOCKED

MANAGE YOUR RESERVATIONS
Click here to view and modify your bookings.

EXTEND EXPIRATION DATE
Click here to extend quote date

Total \$26,220 USD

VALIDATE

SEND QUOTE



BOARDWALK TRAVEL

7. Once you validate the quote you will be able to see it under your groups section within your booking history on the main website page. It is from here that you will be able to go back into the group and modify.

Additional Resources:

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