

**We offer two types of site inspections for incentive programs:  
A non-sailing site and a sailing site.**

**Non Sailing Site Inspection**

**A non-sailing site** can be accommodated while the ship is in the port of embarkation. Not all ports permit non-sailing sites. This type of “site” is arranged through our in-house Coordinator who will make the arrangements for the non-sailing site. We require approximately two weeks advance notice to ensure that we can accommodate the request. Legal names of the guests, date of birth, country of citizenship, passport or driver’s license number are needed when submitting this request. Please let it be known if you wish for a meeting with on board staff and we will attempt to confirm based upon availability. *We will not confirm venues for function space while on a site. This can only be done through our shore side personnel in Miami.*

**Sailing Site Inspections**

**Site Inspection Staterooms** are based upon availability of space. Stateroom cost will be at the lowest available interior rate (Category 11) on preferred sailing date. Cruise Line will use best efforts to upgrade to a Deluxe Ocean View with Private Veranda at the time of booking, based on availability. One (1) Site Inspection Stateroom per fifty (50) Staterooms (maximum of five (5) Staterooms) will be credited to group’s final accounting.

Site Inspection Staterooms must be prepaid and will be credited back to final accounting of the program. Credit shall include Cruise Fare and NCCF, provided Group ends up sailing with fifty (50) or more staterooms based on double occupancy. Site Inspections must be on the same ship and/or itinerary as group and must be taken prior to group sail date unless cruise line cannot offer acceptable accommodations. Alternative options will be presented and agreed upon by both parties.

Should Travel Company choose to upgrade to a Suite for the Site Inspection, cost will be the applicable published Suite rate and credit will be based on the lowest available interior rate (Category 11) on preferred sailing date.