


## Messe Düsseldorf Visitors - BCD Travel Germany GmbH

### Service fees for business travel bookings

For our travel arrangements and travel agency services, we charge following service fees (in Euro, excl. VAT). Each travel document (air ticket or train ticket), or each service (hotel and car reservation, provision of other services) will be charged:

#### I. Conventional agency services

↓ Provided Service	Booking channel →	Offline-booking 
• Air Domestic and Regional°		35,00
• Air Intercont°		35,00
• Low Cost Carrier Surcharge		15,00
• Hotel-Reservation		7,50
• Rental Car-Reservation		7,50
• Rail National and International		15,00
• Air – Other Services ( „EMD“)		15,50
• Air – Refund		15,50
• Air – Revalidation		15,00
• Rail – Refund		15,00

## II. Other travel agency services

<b>24-hour-emergency service*</b>	<b>36,00</b>
Extra charge additionally to service fee for provided services (s. above)	

<b>Ancillary Fees</b>	<b>20,00</b>
e. g. Air Berlin reservation of seats and food	

<b>Documents shipping by default courier (envelope)</b>	<b>20,00</b>
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<b>Dokuments shipping by express courier (envelope)</b>	<b>40,00</b>
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<b>Procurement of air tickets from frequent flyer and air bonus programms</b>	<b>60,00</b>
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<b>Further services (TAF Sonstige)</b>	<b>20,00</b>
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Handling of reservations of non BCD Travel bookings | Online-Check-In (per traveler) | ferry and boat tickets | Reservation of limousine and transfer services | Visa, including electronic Visa process\*\*\* | registration of entry-, passenger- and passport data (APIS) | completion of missing Visa documents | preparation of standard reports (per report) | manual pricing of air tickets | clarification of declined credit card payment | profile registration on TS:PM | reservation of exceptional luggage | crosschecking of seat requests and availability (waiting list) | special requirements BahnCard | advisory services about bonus programs | UETTR