



Travel Instructions for Arrival Day

Gavel Assisted Own Air Participants

Checking in for Your Flight

When departing your home city for your flight to the Bahamas, it is recommended that you arrive at the airport at least 3 hours prior to your flight departure time due to long expected wait times in TSA security lines. Please verify with your airline the minimum check-in time required with checked luggage. If you are not checked in by the required time, you may be denied boarding by the airline. Any fees associated with checked luggage or luggage weight restrictions will be at your own expense. Please check with your airline to confirm the current luggage allowances and any fees associated with checked luggage as some airlines have changed their luggage allowances for 2023.

Ground Transportation

If you meet ALL of the following criteria, you will be provided with ground transportation:

- You are arriving/departing on designated group arrival/departure days.
- If you are extending your trip before or after the group dates and your arrival or departure day overlaps with those of another group, transfers will be provided within the designated times below.
- You arrive into LPIA Nassau International Airport (NAS) between 12:00 p.m. – 4:45 p.m. on a group arrival day.
- You depart from LPIA Nassau International Airport (NAS) between 12:30 p.m. – 6:30 p.m. on a group departure day.
- You submitted your complete flight itinerary and receipt to incentive.travel@aoins.com.
- If your flight is delayed causing you to arrive after the arrival window indicated above, transfers will not be provided unless there are other A-O travelers on that same flight using program air.
- If you arrive at the LPIA Nassau International Airport (NAS) prior to 12:00 p.m. on a group arrival day and wish to wait for a transfer, please notify Gavel International in advance. You will be placed on the earliest departing vehicle with available space.

If you do not meet the requirements to join the group transportation OR if you arrive or depart on NON-GROUP arrival and departure days, you will be responsible for your own transportation arrangements to and from the airport and hotel.

The transfer time from the LPIA Nassau International Airport (NAS) to the Margaritaville Beach Resort is approximately 20-25 minutes depending on traffic.

Taxis are probably the most convenient way to get to the hotel on your own. Taxis are readily available outside of the airport terminal. Approximate costs are: \$45.00 USD per person each way; prices are subject to change. Prices do not include tips. A service fee will be added if using a credit card to pay for taxi.

Uber and Lyft are not yet available in Nassau.

If you would like to book your own transfer, we suggest using our local partner, Cacique. Their contact info is below.

Costs are: \$25.00 each way per person in a van or bus (*not private but with other A-O Trips guests only*); or for private transfers for your family: \$200.00 by sedan one-way (*holding 2 people max*); \$250.00 in an SUV one-way (*holding 4 people max*.)

All transfers costs incur a 5% credit card processing fee, meet and greet staff of \$90.00 min. and 10% VAT.

To arrange a transfer email your request to: bookings@caciqueintl.com and copy the following addresses on the email as well: ccarey@caciqueintl.com and lgardiner@caciqueintl.com

Arrival into LPIA Nassau International Airport – (NAS)

If ground transportation is being provided as outlined above, upon arriving to the LPIA Nassau International Airport (NAS), you will exit the plane and follow the directional signs to the Immigration Passport Control area. You must wear your A-O Trips peach or green wristband for identification by the A-O Trips airport staff.

Once you have completed your passport inspection, you will take the escalator down one level to the Baggage Claim area. We've arranged for uniformed airport porters to assist with your luggage as it comes out of the designated baggage carousel. You will then be escorted with your luggage through the Bahamas Customs Control area, where you may be asked to open your bags in front of a Customs' Officer, or simply answer a few quick questions regarding your visit to The Commonwealth of the Bahamas.

Upon completing this step, porters will escort you outside of the Arrivals terminal, where our local meet and greet staff (*dressed in navy blue pants and white polo shirts*) will be holding Auto-Owners Insurance welcome signs and will escort you to your vehicle to depart to the Margaritaville Beach Resort. The transfer to the resort will take approximately 20-25 minutes.

Arrival at the Hotel

Upon arrival at the hotel, you will need to check-in at the front desk as well as check-in with the A-O Trips hospitality desk where you will receive complimentary welcome refreshments.

- You will need to provide a credit card for incidentals and charging privileges to receive your hotel room keys. There will be a hold of \$100 per day placed on your card. We do not recommend that you use a debit card. The hold on your credit card may not be removed until several business days following your departure from the hotel.
- Hotel check-in is 4:00 p.m. Every effort will be made to have your room ready upon your arrival.
 - If you bring your swimsuit in your carry-on, you can relax by the pool while you wait for your room.
- Lunch this day is at your leisure.
- There will not be a cash allowance for this trip.
- The resort is cashless. Any purchases can be charged to your room or with a credit card.
- Our first group event will be a Welcome Dinner this evening.

Travel Tips for Disrupted Travel or Lost Luggage

Please Read Before You Depart on Your Trip to be Familiar With the Procedures

Travel delays and cancelled flights are unavoidable. Here is some helpful information to guide you through your journey should your trip be interrupted due to delays or cancelled flights.

At the airport, if your flight is delayed or cancelled, the airline is responsible to rebook you on the next available flight to get you to your destination. There are no federal requirements regarding amenities or services. Each airline has its own policies about what it will do for delayed passengers waiting in the airport terminal.

Lost or Delayed Luggage Instructions

If your luggage does not arrive with you at your destination, you **MUST** file a report with the airline prior to leaving the airport. If there is no one at the baggage claim office, find another airline employee to assist.

Airlines offer an online tracking service, so make sure you have the file claim number before leaving the airport.

Once you arrive at the hotel, please provide your baggage claim information to our onsite staff so that they can assist you in tracking your bags.

You may be entitled to reasonable reimbursement from the airlines for expenses you incur while waiting for your luggage. Save all receipts as you will need them later to file for reimbursement with the airlines.

Delayed Flight Instructions

If your flight is delayed and will result in a missed connecting flight, approach the gate, customer service or counter agent and ask to be rebooked on the next available connecting flight.

Weather delay: Passenger safety is the primary concern of airlines and airports. Weather delays are for your safety and often result in delayed departures. The airline is not required to endorse your ticket to another airline or provide a hotel voucher. Ask for an alternative airline anyway if the airline does not offer it to you.

Mechanical or crew delay: The airline should offer an alternate airline if they cannot rebook you on your original airline. The airline should provide a hotel and meal voucher if the delay requires an overnight stay.

Cancelled Flight Instructions

If your flight is cancelled, approach the gate, customer service or counter agent and ask to be rebooked on the next available flight. If your flight is cancelled, the carrier must offer you either re-routing as close as possible to original departure time or re-routing at a later date. If the cancellation is due to mechanical, air traffic control, crew rest or a late arriving aircraft, you may ask to have your ticket endorsed to another airline. *Note: some airlines do not endorse tickets to alternate airlines.

It is the policy of Auto-Owners Insurance that you seek assistance from the airlines first for accommodations if you experience a disruption in your travel. However, should you need further assistance other than what is being provided by the airlines, please contact the A-O Trips Travel Desk at Gavel International at 877.379.7101 or 816.334.0101. If you need assistance after normal business hours, please contact our 24-hour Hotline: CCRA Travel Solutions at 800.787.2171 and provide the company name of Auto-Owners Insurance and the CODE: **AVOU**. As a reminder, any changes to your airline tickets on the day of travel will need to be done by the airline and any changes you make to your flights/itinerary which incur additional charges will be at your own expense.

Contact the Travel Desk with Updated Information

Once you have been accommodated by the airlines, please contact the A-O Trips Travel Desk at Gavel International at 877.379.7101 or 816.334.0101 to update them on your new flight information.

Overnight Accommodations

If the disruption causes you to have to overnight and depending on the circumstance for which the delay or cancellation occurred, the airline may or may not accommodate you with hotel and/or meal vouchers. In most cases, airlines generally will accommodate passengers who are disrupted due to mechanical issues; however, they typically will not accommodate passengers (*beyond booking the next available flight*) who are disrupted due to weather related issues.

If you are not accommodated by the airline, you will be responsible for paying any expenses related to your disruption. If you need assistance in finding overnight accommodations, please call the A-O Trips Travel Desk at Gavel International at 877.379.7101 or 816.334.0101. A credit card will be required to make and guarantee a hotel reservation.

Packing and Travel Tips

Lost or delayed luggage is unavoidable and there will be delayed luggage on every group. Plan accordingly and do not let this ruin your trip.

Carry-On Bag

We strongly recommend that you pack a carry-on bag with enough clothing, toiletries, and anything (*including medications*) that you may need for the first few days of your trip. Staff onsite will know where you can purchase a few more items you may need once you arrive in Nassau. (*Refer to your Travel Guide for suggestions on what to pack in your carry-on bag.*) For carry-on restrictions, please visit [tsa.gov](https://www.tsa.gov).

Checked Bag

If you are traveling with a spouse or guest and will have two checked bags, we recommend you pack items in each bag for each person. If only one bag makes it to the destination, both guests will have some of their items.

Travel Insurance

Many travelers find travel insurance to be an affordable way to offset expenses associated with delayed or cancelled flights. Please see the Travel Insurance Information located on the aotrips.com website under Important Information.

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