

WORLDWIDE

FORMATTING INSTRUCTIONS FOR APOLLO USERS WHEN USING THE 7TL RATE CODE

Travel Leaders Group exclusively offers the proprietary Worldwide Hotel Program to affiliated agents, offering you access to over 34,000 hotel properties globally with benefits like:

- Unrestricted, best available rates (BAR) with periodic promotions up to 30% off BAR
- Commissions that match or exceed industry standard and can be up to 20%
- Value-added benefits:
 - Over 50% offer free breakfast daily
 - Over 50% offer free parking
 - Over 65% offer free in-room wireless
- No prepayment required – Credit Card guarantee only
- Dedicated Worldwide Hotel Program advocates for assistance with hotel inquiries



Your agency is entitled to these benefits!

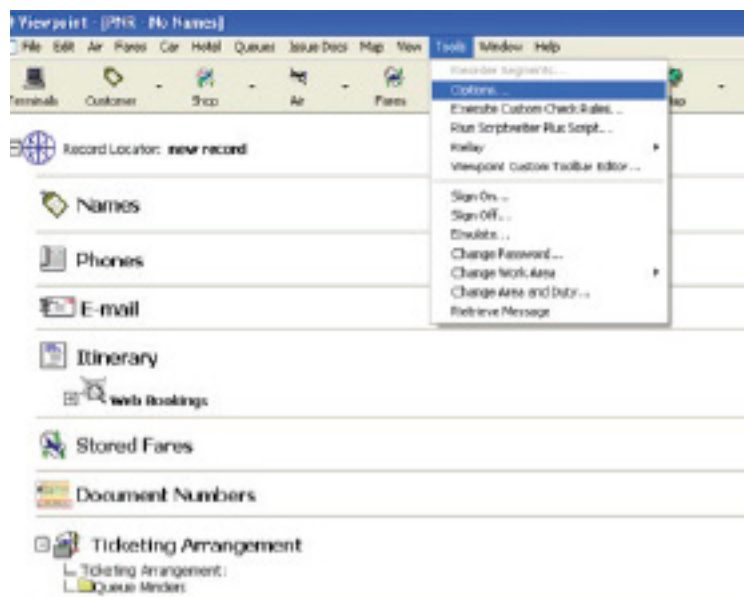
Encourage agents to attach a Hotel Booking with the 7TL rate code to every Air Reservation.

This way, your office receives the maximum benefits of the Worldwide Hotel Program on every hotel booking!

1 HOW TO ADD THE 7TL RATE CODE TO DEFAULT HOTEL MULTILEVEL RATE TABLE

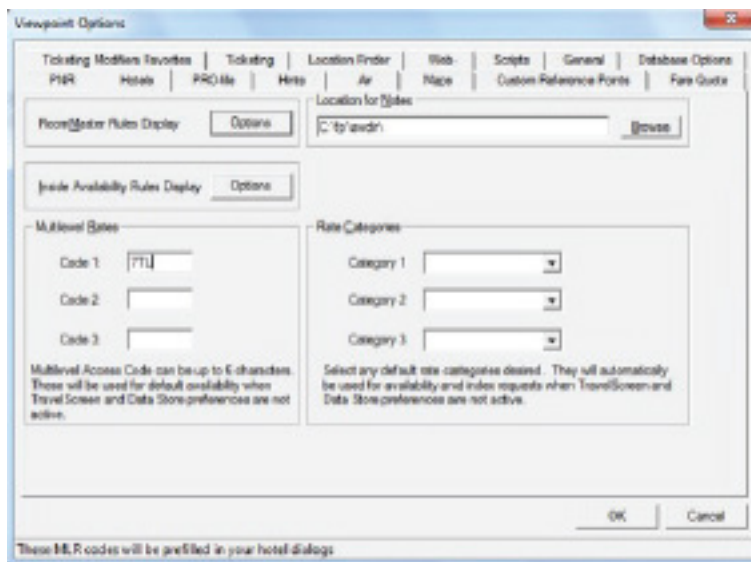
Apollo Subscribers – Viewpoint Users:

Agents can specify up to 3 default multilevel rate codes that are automatically applied to hotel availability and index requests. These default codes are stored in the hotel tab of the Tools, Options screen in Viewpoint. They automatically appear in the list of qualifiers for request screens. You can override them using the Delete key. This is only available for agencies not using TravelScreen or The Data Store.



The following processes in this document must be completed and saved at each agent's workstation:

- In Viewpoint, from the Tools menu click Options.
- Type the desired codes in the Multilevel Rates boxes (up to three defaults maximum, each up to six characters long).
- Click OK. They will be saved to your hard drive for that workstation only. Therefore, this process must be completed by all agents under this agency's PCC.

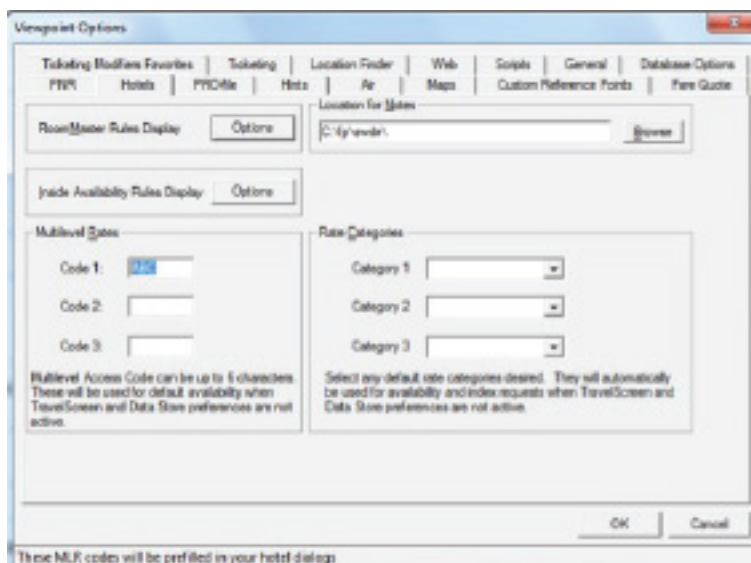


2

HOW TO DELETE COMPETING RATE CODES FROM HOTEL MULTILEVEL RATE TABLE

Highlight the rate code, in this case "ABC", to be removed and hit the delete button.

Click OK. **They will be saved to your hard drive for that workstation only. Therefore, this process must be completed by all agents under this agency's PCC.**



3

HOW TO SELL A HOTEL WITH THE 7TL RATE CODE:

Format to retrieve 7TL rate in Apollo, chain generic:

HOADDMMM-#NTXXX#7TL

- DD = day of month
- MMM = 3 letter month
- #NT = number of nights
- XXX = City code

Example

HOA10JUN-2NTNYC#7TL

```
>HOA10JUN-2NTNYC/17TL
NEW YORK NY 10JUN-12JUN 2NT 1ADULT MI RATES FROM
1 A!DT DBLTREE STES NYC TS 1568 BROADWAY 1NW USD 489
2 A!HX HAMPTON INN MANHATT 851 EIGHTH AVE 1NW USD 1000
3 A!SI SHERATON NY TIMES S NEW YORK NY 1NW USD 389
4 A!IC INTERCONTINENTAL TI 300 WEST 44TH STREET 1NW USD 629
5 A!GI HGI TIMES S CENTRAL 136 WEST 42ND STREET 1W USD 429
6 A!IQ YOTEL NEW YORK NEW YORK NY 1NW USD 208
7 A!WY NY GARDEN MANHATTAN NEW YORK NY 1SW USD 341
>HOA*PD- >HOC-... >HOD-...
-----
$IKTY HOTELS - LUXURY HOTELS IN NYC AND LOS ANGELES >AH*1-
$IKTY HOTELS - LUXURY HOTELS IN NYC AND LOS ANGELES >AH*2-
```

To display the Hotel Availability rate description for the hotel on line 001.

Example:

>HOC1 the TRAVEL LEADERS
WORLDWIDE PROGRAM room category
rates are displayed.

```
*HOC* DT 56943 DBLTREE STES NYC TS 10JUN-12JUN 02NT 1 ADULTS
LOCATIONS IN OVER 160 CITIES
REF RATE CUR COM CAT ST RF CR
1 NT 489.00 USD NEG
AT 1133.26 1 TRAVEL LEADERS GROUP
7TL 1 KG BED STD SUITE-LIU RM SOFA BED-NON SMK
REFRIG-MICROWAVE-2TVS-WORK DESK
2 NT 489.00 USD NEG
AT 1133.26 1 TRAVEL LEADERS GROUP
7TL 1 QN BED STD SUITE-LIU RM SOFA BED-NON SMK
REFRIG-MICROWAVE-2TVS-WORK DESK
>HOC*PD . >HOV . >HOC*R . >01INSIDE .
```

To display rate rules type HOV1:

```
**HOV1 INSIDE AVAILABILITY** DT 56943 DBLTREE STES NYC TS
ADDRESS: 1568 BROADWAY PHONE: 212-719-1600
NEW YORK NY 10036 FAX: 212-921-5212
**RATE*
1 TRAVEL LEADERS GROUP
1 KG BED STD SUITE-LIU RM SOFA BED-NON SMK
REFRIG-MICROWAVE-2TVS-WORK DESK
SWEET DREAMS EXPERIENCE BED
USD 489.00 PER NIGHT 10JUN - 12JUN
978.00 TOTAL FOR 10JUN THROUGH 12JUN
1133.26 APPROX TOTAL INCL ALL KNOWN TAXES/FEES
TAX: 14.75 PCT PLUS 5.50
COMMISSION: 10 PERCENT
>HOV*PD . >01INSIDE . >HOV . >HOC*R . >HOC*R .
```

To book, tab to >01INSIDE.. to add credit card and to book the room.

```
1 HHL DT $$$ NYC 10JUN-12JUN 2NT 56943 DBLTREE STES NYC TS
1A03A48 -1/RT-USD489.00/AGT24632145/G-VIXXXXXXXXXXX1111EXP0
/NM-LEADERS TRAVEL
/RG-48900USD
/AT-113326USD
/CF-81088627
RATE DESCRIPTION-
1 TRAVEL LEADERS GROUP
1 KG BED STD SUITE-LIU RM SOFA BED-NON SMK
REFRIG-MICROWAVE-2TVS-WORK DESK
CKL:24 HR CANCELLATION REQUIRED
GUARANTEED BY CREDIT CARD
WELCOMING YOU WITH A WARM COOKIE AT OVER 370 HOTELS *
```

Apollo agents using the Smartpoint product do not have the capability of setting the hotel rate code default code at this time. We will advise when that enhancement has been completed.

Congratulations on Maximizing Your Benefits!

Please share this document with your fellow agents in your agency so that they too can maximize their booking capabilities through Apollo.

For questions about the Worldwide Hotel Program,
contact us at hotels@travelleaders.com