



Specialty Sales Team
5055 - 11th Street N.E.
Calgary AB T2E 8N4

Booking

- Flight schedule information is available on our website www.westjet.com
- Attendees should complete and submit their booking request forms by fax to 1-800-582-7072 or email to conventions@westjet.com.

Payment

- Full payment is at the time of booking. Fares are non-refundable.
- WestJet accepts Visa, MasterCard, American Express, and Diners Club / Enroute.
- Please include your WestJet confirmation number with all payments, names, and other correspondence.

Cancellation

# of Days Prior to Departure	Cancellation Fee	Credit / Refund
Up to 2 hours prior to departure	\$50.00 (+ GST) fee per person	Balance of funds paid will be placed in a credit file good for one year from date of cancellation towards another WestJet booking
Less than 2 hours prior to departure	All funds are non-refundable and non-creditable if no-showed or cancelled with less than 2 hours notice	No credit or refund given

Change

- WestJet does not charge for name changes up to 24 hours prior to the initial departure time. Each name change after that time is subject to a \$40.00 (+ GST) fee.
- Itinerary changes are subject to a \$40.00 (+ GST) fee and any difference in fare, per person. Payment is required at the time of the change.

Other stuff

- Identification is required.
- RBC Travel insurance now available for purchase at www.westjet.com under “Partners”.
- WestJet’s maximum liability for lost or damaged luggage is \$250 per person per incident. WestJet assumes no liability for fragile, valuable, or perishable articles. Guests will be asked to complete a Luggage Liability Release form upon check-in for these items.
- In the event of a flight delay due to weather, WestJet is not responsible for any additional costs such as meals, accommodation, or travel on alternate carriers. Should a delay occur, we will do our best to assist you in reaching your final destination with the least amount of inconvenience possible. Specific options will be advised as required.