GROUP BLOCK REQUESTS

NEW GROUP BLOCK REQUEST FORM

Fox Portal ➞ Group Travel

- Group Block Services
  - Submit
- Fill in group details
  - Submit

Step 1
- Person filling out form will be the contact
  - Will need to add phone number
- Add back up contact

Step 2
- Add reportable remarks (required by UW)
- Submit request
- Fox Group Block Specialist will be in contact with in 48 hours to verify details and collect air sourcing fee of $205 per group.
  - Paid deposit prior to sourcing occurring. Deposit will be applied against ticketing fees if group moves to ticketing stage.
  - Deposit will also be refunded after the group tickets are issued and ticketing fees are paid to Fox. If the group does not fulfill the block contract (i.e. issue tickets), the deposit is non-refundable.

- Non-air (i.e. hotel and ground sourcing) = $100 per group non-refundable deposit paid prior to sourcing occurring.

- Both group air and non-air sourcing quotes are active for 45 days. If there is sourcing process is needed, it will be considered a new group, and new fees apply. Where sourcing requires 30-days activity for air and non-air sourcing, 30-days will be honored/required and apply.

- Vendor quotes response time
  - Minimum of 3 quotes per type of service, i.e: air, hotel or ground transportation
  - 48 hours for domestic, 72 hours for International
  - Team will communicate if delayed response from vendor, giving an estimate of when to expect quotes.