



## Travel Agency Commission Eligibility Application

In order to be considered for commission eligibility under the Walt Disney World® Resort Commission Policy, the Aulani, a Disney Resort & Spa, Ko Olina, Hawai'i Commission Policy, the Adventures by Disney Commissions Policy, the Disney Cruise Line Commission Program and the Disneyland® Resort Commissions Policy, please submit the following requirements. This application is for new travel agencies wishing to become eligible to receive commission payments and existing travel agencies that need to modify their profile.

### For New Agency Applicants, complete ALL of the following steps below:

1. A cover letter on agency letterhead including all of the following in the body of the letter (signed by agency owner/manager):
  - Agency ID number (such as an IATA, CLIA, or TIDS number)
  - Agency Name
  - Physical Street Address (Express couriers will not deliver package documents to a post office box)
  - City, Province, and Postal Code
  - Business Phone Number
  - Agency Owner or Manager's First and Last Name
  - Agency Owner or Manager's Email Address
  - GDS system utilized by the Agency and Pseudo City Code (if available)
2. A completed Disney Destinations Travel Agency Profile Form ([see attached](#))
3. Photocopy of business license and one of the following:
  - Photocopy of a valid **CLIA** certificate
  - Photocopy of a valid IATA list or **IATA** certificate of appointment
  - Photocopy of a valid **TIDS** Certificate

### For Agency Modifications, complete ALL of the following steps below:

1. If the Agency has changed their Business Name, Owners, Address/Phone, Agency ID (IATA/CLIA or TIDS), then please also submit a cover letter on agency letterhead (signed by agency owner/manager):
  - New and previous Agency Name
  - New and previous Physical Address (including City, Province, and Postal Code)
  - New and previous Telephone and/or Fax Numbers
  - New and previous Email Address and/or Agency Website Address
  - Agency Owner/Manager name
2. A completed Disney Destinations Travel Agency Profile Form.

All documents must be signed (electronic signatures not accepted) by the agency owner/manager and sent to the email below to be setup for all Disney Destinations:

[WDW.Canada@disney.com](mailto:WDW.Canada@disney.com)

Contact: 800-939-8265 Option 2 for additional assistance



## Sample Cover Letter

<Enter date here>

Disney Destinations  
International Travel Sales  
PO Box 10000  
Lake Buena Vista, FL 32830-9600

Greetings Sales Team,

Enclosed please find the required documentation to register our agency for the first time, or modify our existing information. I am interested in establishing a relationship with the Walt Disney Travel Company, Disney Cruise Line, Adventures by Disney, as well as access the [www.disneytravelagents.ca](http://www.disneytravelagents.ca) site. Here is the information regarding the Agency as you requested:

IATA 12341234  
Sample Travel Agency, Inc.  
123 Main Street  
Celebration, FL 34747  
407-566-6666, Phone  
407-566-5555, Fax  
Jerry Johnson – Owner  
[info@sampletravel.com](mailto:info@sampletravel.com)  
[www.sampletravelagency.com](http://www.sampletravelagency.com)  
Apollo – pseudo city code XYZ

If there is any further information that you may need, please do not hesitate to contact me.

Regards,

< Agency Owner or Manager **Signature** >

Jerry Johnson  
Owner  
Sample Travel Agency, Inc.  
[jerry@sampletravel.com](mailto:jerry@sampletravel.com)

Enclosure



# TRAVEL AGENCY PROFILE

1. Your Travel Agency's legal name, exactly as it appears on business registration.

\_\_\_\_\_

1a. Your Travel Agency's brand name(s) if different than legal name.

\_\_\_\_\_

1b. Will you be booking under your brand name(s) or legal name?

Brand name(s)       Legal name

If multiple brand names, which ones you will be booking under:

\_\_\_\_\_

1c. What year was your Travel Agency established?

\_\_\_\_\_

1d. How many offices do you have using the same IATA and/or CLIA #?

\_\_\_\_\_

1e. Is this agency a headquarters or branch?

\_\_\_\_\_

2. Name of Owner:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_

3. Name of Manager:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_

4. Physical Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

5. Are you a Home Based Agency?  Yes  No

6. Accounting information:

Billing Address: (If different from physical address)

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

6a. IATA # \_\_\_\_\_ CLIA # \_\_\_\_\_

ARC # \_\_\_\_\_ True # \_\_\_\_\_

ACTA# \_\_\_\_\_ TIDS# \_\_\_\_\_

6b. Has your agency been given a Pseudo IATA# in the past?

Yes  No If Yes, what was that number:

\_\_\_\_\_

7. Your Travel Agency Website Address:

\_\_\_\_\_

8. What % of business is done through your website? \_\_\_\_\_ %

9. How will the Disney Product be promoted?

Website       Newsletter       Other (specify)

10. What Disney destinations do you plan to sell?

Walt Disney World® Resort \_\_\_\_\_  
Disneyland® Resort \_\_\_\_\_  
Disney Cruise Line® \_\_\_\_\_  
Aulani \_\_\_\_\_  
Adventures by Disney \_\_\_\_\_

11. How many agents do you have?

\_\_\_\_\_

11a. How many agents are home based?

\_\_\_\_\_

12. Ability to service clients in the following languages (check all that apply):

English \_\_\_\_\_ Spanish \_\_\_\_\_ Portuguese \_\_\_\_\_  
French \_\_\_\_\_ Other \_\_\_\_\_

13. Are the agents experienced in selling Disney Product?

Yes  No

14. How many agents are current with the College of Disney Knowledge courses?

\_\_\_\_\_

15. Does your Travel Agency bring group business to Orlando?

Yes  No

If Yes,  Leisure  Incentive

16. Has your Travel Agency previously been registered with Disney under any other name(s)? [If "yes," specify name(s)]

Yes  No

\_\_\_\_\_

17. Has your Travel Agency previously done business under or used any other name(s)?

Yes  No

If "yes", please list all names:

\_\_\_\_\_

18. Has any owner or manager of your Travel Agency owned all or part of, worked for or with or managed any other travel agency that has done business with Disney?

Yes  No

If "yes", list all such agencies:

\_\_\_\_\_

19. Has any owner, manager, agent, employee or contractor of your Travel Agency owned all or part of, worked for or with or managed any other travel agency that (i) Disney made ineligible to receive commissions from Disney or terminated any commission arrangement with or (ii) Disney ceased to accept bookings, orders or reservations from or (iii) Disney notified may no longer book vacations or other product of Disney or (iv) received any notice from Disney of early termination of any contract or of any default or violation of any contract or policy?

Yes  No

If "yes", please give details:

\_\_\_\_\_

"Disney Intellectual Property" shall mean the names "Walt Disney World® Resort," "Disneyland® Resort," "Disney," "Pixar," "ABC," "ESPN," "Lucas" and "Marvel" (either alone or in conjunction with or as part of any other word or name), and all fanciful characters, designs, trademarks, copyrighted works and other intellectual property rights of The Walt Disney Company and its affiliates (including, without limitation, Lucasfilm Ltd. and Marvel Enterprises, Inc.).

Travel Agency shall neither acquire nor assert any proprietary right in any Disney Intellectual Property, or in any derivation, adaptation or variation thereof.

Travel Agency shall not apply to register or claim ownership of any Disney Intellectual Property. Travel Agency shall not oppose or seek to cancel or challenge any intellectual property ownership, application or registration of Disney or its designee regarding any Disney Intellectual Property. Disney or its designee shall have the right to enforce intellectual property rights with respect to Disney Intellectual Property, and Travel Agency shall not attempt to assert any such rights.

Any ideas, business proposals or suggestions provided by your Travel Agency to Disney shall be deemed non-confidential and non-proprietary and may be used or disclosed by Disney without liability or compensation, unless otherwise expressly agreed to the contrary in writing by Disney.

Your Travel Agency acknowledges that all discussions and communications shall be non-binding and no agreement or approval for commission eligibility shall be deemed entered into or given unless and until a formal, written notification, specifically identified as such, is executed by Disney and delivered to your Travel Agency.

\_\_\_\_\_  
Legal Name of Travel Agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature**

Print Name: \_\_\_\_\_