# Guest Reservation Checklist

## Due Immediately to Secure Reservation
- Medical Information Form
- Personal Information Form
- Skills Questionnaire *(if required for your experience)*
- $5000 (USD) Deposit

## Due ASAP
- Terms and Conditions
- Waiver
- Clothing Rental Form *(optional, only available for non-technical experiences)*
- Passport Copy
  - Please email a scan of the face page of your passport. These details are used to prepare the passenger manifest for immigration officials for your Antarctic flight. Visa and health documents may also be required for travel to Chile but do not need to be submitted to our office.

## Due 90–120 Days Before Departure
- Medical Evacuation Insurance Policy
  - All guests are required to hold Medical Evacuation Insurance for the duration of their experience and at least 7 DAYS BEYOND their return Antarctic flights.
  - $150,000 (USD) required for Mount Vinson, Antarctic Odyssey, Skydive Antarctica, Ski Antarctica, Climb Antarctica, and Ice Marathon.
  - $300,000 (USD) required for all other experiences and expeditions that travel outside the Ellsworth Mountains.
  - **Mountaineering:** Guests on mountaineering experiences must hold specific coverage for roped travel and climbing.
  - **Skiing:** Guests on ski experiences must confirm that their policy covers skiing in Antarctica.
  - **Skydiving:** Guests on Skydive Antarctica must confirm that their policy covers skydiving in Antarctica.
  - **Races:** Guests competing in the Ice Marathon must confirm their policy covers races and/or endurance events.

- Trip Cancellation Insurance *(optional)*
  - We enforce a strict Refund Policy and strongly advise you to purchase Trip Cancellation Insurance to protect yourself against an event which may force you to cancel your trip or leave an experience early. We do not require this insurance and you do not need to provide a copy of your policy to us.

## Final Payment

## Due 30 Days Before Departure
- Flight Details
  - Email your airline, flight number, and arrival/departure dates and times in Punta Arenas, Chile (PUQ).

- Hotel Reservation Form