



Fact Sheet

Allotments

WHAT ARE ALLOTMENTS?

Allotments are a number of pre-negotiated seats/rooms which are held permanently by booking agents, retail travel agents or wholesalers for sale.

WHAT IS FREE SALE?

Officially, free sale is an open sale arrangement that is an unlimited amount of seats/rooms. However the term free sale is also referred to in relation to the sale of seats/rooms up to your allotment, for example, the rooms are on free sale up to the allotment of 10 seats.

WHAT HAPPENS WHEN AN ALLOTMENT HASN'T BEEN ARRANGED?

Bookings that are not part of an allotment are referred to as a 'Need Request'. This means that each individual booking needs to be confirmed by the operator prior to the travel reservation being confirmed with the client.

NEGOTIATING ALLOTMENTS

You may need to negotiate allotment with another operator (eg a tour company may negotiate an allotment of rooms at a hotel) or an operator or an agent may negotiate an allotment of your product with you. On each occasion allotments are a negotiation between the two parties.

It is often necessary to prove that you provide a consistent level of business before an allotment is granted. Therefore it is very rare for an allotment to be given without a previous sales history.

RELEASE BACK PERIOD

A Release Back period refers to the date at which unsold seats/rooms will be automatically released from a booking agent's computer. An allotment release back period is also negotiated as part of the allotment negotiations (eg four days prior to departure).

MANAGING YOUR ALLOTMENTS

You have the ability to close-out particular dates or periods when you are fully or heavily booked. You also have the ability to request unsold seats/rooms to be returned to you.

**For more information please contact:
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