

The Moorings Terms & Conditions – Instructions for PowerForm Submission

As the Lead Charterer, it is your responsibility to review, sign and submit the Terms & Conditions of your charter within 14 days of booking. Each page must be initialed with a final signature required on the last page

1. In your booking confirmation email, click the Terms & Conditions link to be taken to the PowerForm page online.
2. To begin, please provide your name (first and last) and email address in the fields provided. Click the **Begin Signing** button.
3. If/when prompted, review the Electronic Records and Signature Disclosure, tick the check box, then click **Continue**.
4. At the top of the form, enter your name (first and last) and charter start date in the fields provided. The contract number field may already be filled in, but, if it is not, please enter it now. Refer to your booking confirmation invoice for the contract number.
5. Review the contract in full. If you have any questions prior to signing, please contact The Moorings.
6. Begin the signing process by either clicking the **Next** button or using the **Tab** key on your keyboard. You will be guided automatically to the proper location on each page to initial your acceptance.
7. On the last page, you will both **Sign** and **Print** your name. The contract number field should already be filled in, but, if not, please enter it now.
8. When you are done signing, click the **Finish** button. Your signed Terms & conditions have now been submitted to The Moorings.
9. On the next page, you will be given the option to save and/or print a copy of your signed Terms and Conditions.

If you have any questions, please do not hesitate to reach out to a Vacation Planning Specialist.

Thank you!

The Moorings