



Things to know before You Go

EUROPE

PASSPORT/VISA

- Your passport must be valid for at least 6 months after the return date of your trip.
- No visa is required for US passport holders. It is the responsibility of non-US citizen travelers to obtain proper visas for all countries in a timely manner.
- Resident Aliens need both a passport and a Resident Alien Card (Green Card) for re-entry to the United States.
- Ritz Tours is not responsible if you are denied entrance for any reason at any foreign country, even if you have a valid passport and visa. The tour fare does not include any passport and visa fees.

FUEL SURCHARGE & TAXES

In addition to the tour fare, taxes for air ticket and airline fuel surcharge must be paid at the time of reservation. Fuel surcharge and taxes vary by airline and destination, and subject to change at any time. Airport taxes vary by locations and must be paid at site if any.

MEDICAL REQUIREMENTS & TRAVEL INSURANCE

- Ritz Tours will provide Travel Protection Insurance at no additional cost for customers who have made their final payment 60 days prior to departure. Please call Ritz Tours for detailed information about the specific kind of insurance for your tour.
- It is advised that you purchase your own travel insurance or additional coverage if necessary.
- Due to the long trip and different geological conditions, it is best to consult your doctor before departure. Remember to pack your own prescription medication if needed.
- In case of illness, please immediately advise your tour manager and/or local guide for further assistance.

TRAVEL DOCUMENTATION

- Please carry the emergency contact's name, address and telephone number with you at all times while on tour.
- Keep travel documents, passport and valuables with you at all times, including a copy of your passport and necessary documents.

INFORMATION ABOUT YOUR TRIP

To make the most of your trip to Europe, it may be a good idea to collect some information about the culture, languages, and customs of the countries you will visit. Please visit Ritztours.com to research more

about these destinations.

CLOTHING

Choose clothing appropriate for the season you will travel. It is recommended to carry raincoat or umbrella, as well as a warm winter jacket for mountains and glaciers in Switzerland. Casual attire is appropriate during the day. Formal attire or a dark suit is not necessary unless you plan to enter fine restaurants or certain occasions.

BAGGAGE

- Try not to over pack and leave space for purchases in Europe. Every luggage must have a lock and baggage tag listing your name, address in the US, telephone number, and the tour code.
- Baggage allowance for USA-Europe flights may vary by airline and is subject to change at any time. Please check the airline's website for baggage allowance before departure. The standard free baggage allowance of American Airlines is one piece per person for checked baggage. The size allowed is 62 in/158cm (length+width+height) each, the maximum free weight allowed is 50 lbs/ 23 kg each. Carry-on baggage is limited to one piece per person.
- Baggage is at the owner's risk throughout. For your own convenience and due to the limited tour coach capacity in Europe, we recommend you bring one checked luggage and one small carry-on piece per person.
- Please use luggage tags provided by Ritz Tours for easy identification.
- Consider including one night's essentials for whole family in one of the suitcases or in your carry on bag to avoid inconvenience in case of loss or delayed flight.
- Keep your personal necessities and valuables with you instead of packing them in check in luggage. Never leave your valuables on the bus.
- The tour fare does not include any porter service at hotels. In order to make appropriate arrangements, please notify the tour manager in advance if you need porter service. The charge varies by hotel and is approximates US\$5 per piece.

THINGS TO PACK

- Casual attire, comfortable walking shoes, sunglasses, hat, sun-block, insect-spray, swim suit, rain coat, short pants, light or heavy jacket.
- Books, magazines, snacks.
- Hair dryer, shaver, voltage converter (220V for



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Europe) and adapters.

- To protect the environment, European hotels rarely provide toothbrushes, toothpaste, slippers, or hair dryers. Please remember to pack these items.
- Camera, camcorder, battery, film, contact lens solution. While on tour you may not have enough time to look for these items.
- The importation of certain goods, such as animal skins, counterfeit and pirated goods is prohibited or restricted for all travelers whether traveling to Europe or the U.S. It is your responsibility to ensure you are not breaking the law.
- It is important to understand airport and airline safety and security regulations, and always cooperate with airport, airline and customs officials.

CURRENCY

- Traveler's checks are recommended. Because the exchange rates for traveler's checks are lower in some European countries, it is suggested you bring sufficient cash.
- Credit cards are widely accepted except Discover Card, and we suggest you bring two credit cards for extra financial flexibility. ATMs are available in some cities.
- All travelers entering or leaving the EU with a sum equal to or exceeding 10,000 Euros have to declare the amount in writing to Customs without being individually requested to do so.
- It is common in Europe to have to pay to use restrooms, so it is useful to have coins on hand.

MEALS & ENTERTAINMENT

- Meals will be provided as specified in itinerary
- It is the customer's decision to join in and pay for any optional sightseeing tour(s) provided by the local operator. Ritz Tours does not take any responsibility for these optional tours.
- We generally recommend bringing \$1200-\$1800 in cash per person for spending money on shopping, personal expenses, optional tours and meals not included in the itinerary.

TELEPHONE & TIME DIFFERENTIALS

For direct dialing within Europe, the country codes and time differences are listed below for your reference. Hotel telephone costs can be quite expensive, so you may want to bring your cell phone with you while on tour. Your tour conductor or local guide can assist you in this matter.

* From USA to Europe, dial:

011 + country code + city code + local number

* From Europe to USA, dial:

International code + 1 + city code + local number

	<u>Country Code</u>	<u>Time difference with U.S. Eastern Standard Time Zone</u>
United Kingdom	44	+5
France	33	+6
Italy	39	+6
Switzerland	41	+6

TIPPING/GRATUITIES

Tipping is at your discretion. As a guideline, Ritz Tours recommends the following gratuities (GBP in the United Kingdom, EURO in other countries of Europe):

Tour Manager (throughout) - €4 or £4 per guest per day

Local Guides - €1 or £1 (half day), €2 or £2 (full day)

Local Drivers - €1 or £1 (half day), €2 or £2 (full day)

Long Distance Coach Driver - €2 or £2 per guest per day

OTHER INFORMATION

- Please keep an eye on your personal belongings and valuables at all times.
- Always be cautious when staying in hotels and never allow strangers into your room.
- Keep in mind that cooking is not allowed in any hotel in Europe
- When preparing for your trip, we recommend that you carefully read your itinerary and hotel information before your departure. Leaving a copy of your itinerary and hotel information for friends and family will help allow them keep in touch with you while you are on tour.
- A smooth trip depends on every tour member's cooperation. It is important to follow the indicated meeting times and points. Use the red-colored name badge provided by Ritz Tours for easy identification.
- In the case of a flight delay, cancellation or any other emergency, please immediately contact Ritz Tours for assistance:

Headquarters: **626-289-2450**

Los Angeles: **626-289-1010**

San Francisco: **650-259-9983**

New York: **212-973-1998**