



PLEASE NOTE: **A VALID U.S. PASSPORT IS REQUIRED.** YOUR AIRLINE TICKETS ARE NOT INCLUDED IN THIS PACKET. YOU WILL RECEIVE THEM FROM THE DURGAN TRAVEL SERVICE AIRPORT REPRESENTATIVE. JUST SAY YOUR NAME AND SHOW YOUR PASSPORT AT THE AIRPORT.

JOE AND ELAINE PRESENT:

**FLORENCE AND ROME
Departure Information Sheet
October 20, 2017 – October 28, 2017**

Friday, October 20

Please call your airline on the day of departure to reconfirm your flight times. (Alitalia 1-800-223-5730)

Please have your bags tagged with the enclosed 2 **RED** luggage tags prior to your arrival at the airport. Please put one on your carry-on bag and the other on your checked suitcase.

Keep your passports handy; you will need them for check in at Boston’s Logan International Airport.

Please be at **Logan Airport, (Terminal E) 3 hours prior to the flight’s departure, to the ALITALIA ticket counter and** look for the **Durgan Travel Service airport representative** who will have your travel item. Then, check –in for your flight with your passport (any non-U.S. citizen will need further identification).

If you are a Frequent Flyer with Alitalia bring your Frequent Flyer card or number to give to the airline agent at check in. Failure to have your card or number at check in can result in forfeiture of any credit you may have earned. Keep all your tickets documents until your mileage is credited. If you wish to join a frequent flyer program see the general information on this sheet for information. PLEASE NOTE: GROUP TICKETS ARE NOT ALWAYS ELIGIBLE FOR MILEAGE.

WHEN YOU CHECK IN WITH THE AIRLINE, JUST SAY YOUR NAME AND SHOW YOUR PASSPORT.

You will be required to take your carry-on through the security check before proceeding to your gate of departure to await your flight’s departure. You are welcome to visit the Duty Free Shop while you await your flight’s departure. To purchase goods, simply show your e ticket, pay at the shop, and the purchase will be delivered to you on the plane. If you have not had an opportunity to get foreign currency, there are currency exchange kiosks in the terminal at the airport.

FLIGHT INFORMATION

Alitalia	Flt AZ 615	BOSTON – ROME	Departing at: 10:45 PM
			Arriving at: 12:45 PM (Oct 21)
Alitalia	Flt AZ 1677	ROME– FLORENCE	Departing at : 2:15 PM
			Arriving at : 3:15 PM

A meal service will be provided on the flight. The flight time to **ROME** is **8 hours** You arrive in **(Terminal 3)** and depart for **Florence in (Terminal 1)**. The flight time to **Florence** is **1 hour**. Once you arrive the **Florence Airport**, you will claim your baggage, proceed through Customs, and head for The Arrivals Hall where you will be met by our escort and coach driver who will lead you to the **motorcoach**.

Remember to set your watch ahead to the current time.

PLEASE REFER TO YOUR ENCLOSED ITINERARY FOR YOUR DAILY ACTIVITIES AND THE HOTEL SHEET

Saturday October 28

After breakfast we will check out of our rooms returning our key(s) and paying any incidental charges that we may have incurred (e.g. phone bill, bar bill, etc.). **The motorcoach will** depart for the **Fiumicino Airport in Rome**. (Your guide will provide transportation details Friday evening)

Be sure to keep your passport on your person, as you will need it for check in at the Rome Airport. Upon arrival at the airport, take your luggage to the airline ticket counter. You will check your baggage and await the departure of your flight.

FLIGHT INFORMATION

ALITALIA	Flt # AZ 614	ROME – BOSTON	Departing at: 10:10 AM
			Arriving at: 1:30 PM

A meal service will be provided on the flight. The flight time from Rome to Boston is **9 hours and 20 minutes**.

Upon arrival at Boston’s Logan Airport, (**Terminal E**) please proceed through the Passport Control to the Baggage Claim area. Once you have located your bags, look for the pushcarts that are available to get your luggage out to the curb. You will pass through Customs. If family and friends wish to check on the flight, they can call **Alitalia at 1- 800- 223- 5730**.

Remember to set your watch back to the current time.

GENERAL INFORMATION FOR TOUR PARTICIPANTS

PLEASE NOTE: *Countries are now requiring your passport to be valid 6 MONTHS PAST YOUR EXPECTED RETURNED DATE. (This was just changed very recently).*

Please take the time and check your existing passport now. We strongly suggest that you make 2 copies of your passport page with your photo and the passport number. Leave one copy at home and have the other one with you while traveling, keeping it in a different place than your actual passport.

FLIGHT INFORMATION: All flight names and numbers are indicated on your itinerary. It is a good idea to leave a copy of your itinerary with a family member or friend. Please note that it is necessary to arrive at the airport no less than **three hours prior** to departure to allow sufficient time for check in. Call **Alitalia** with questions about your flight at **1-800-223-5730**

CHECK-IN: Although we send your seating requests to the airlines, we cannot guarantee them, as you are traveling on a group ticket. By arriving early at the airport, you can reconfirm your requests at the check-in desk, and, if necessary and if possible, make changes.

NAME BADGE: We have enclosed 1 Durgan Travel Service name badge per person. Print your name in large block letters with a ballpoint or felt-tip pen (be sure to let the ink dry). Please wear your name badge to the airport and at least the first full day of touring and social functions.

BAGGAGE ALLOWANCE: You will find **2 RED baggage tags** per person enclosed in your documents. Be sure to carefully attach these to your luggage prior to your departure for the airport. Print your name and address on each tag. Print your FINAL outbound destination on the destination line. **(Florence) You are allowed one checked bag (not to weigh more than 50 lbs. or exceed 62" overall (length + depth + width) and one carry-on bag (not to weigh over 17 lbs or exceed 45" overall). Please adhere to the baggage allowance** as the motorcoach cannot accommodate any more luggage. Be sure to attach a permanent nametag to your bags as well, in case of loss.

FREQUENT FLYER PROGRAMS: If you are interested in receiving information about the program please call **ALITALIA 1- 800-223-5730** and Remember: airlines do not always give miles points on group tickets. **Keep all ticketing documents until your miles are credited.**

PRECAUTIONS: Due to heightened security precautions, it is advisable that you pack any of the following classes of items in your checked bag, rather than your carry-on. This will speed your time at the security check point. Items to avoid in your carry-on luggage: scissors, razor blades, aerosol cans, nail clippers, cutlery, knives, syringes (unless you have a doctor's note that you need it on the plane), knitting needles, corkscrews, and any sports equipment that could be used as a weapon (i.e. – golf clubs, baseball bat, pool cue, etc.). If in doubt, pack in the items in question in your checked piece of luggage. NOTE: All of your baggage will be screened and possibly hand-searched. Here are some helpful tips: Keep all checked bags unlocked to permit security personnel to open bags, if needed. Use cable or zip ties as an alternative to baggage locks. Put footwear on top of other contents within your baggage and personal belongings in clear plastic bags. Store all valuable items in your carry-on bag. Undeveloped film should also be stored in carry-on luggage to prevent possible damage during screening. **Visit <https://www.tsa.gov/travel/security-screening> for the most up to date list of prohibited items in baggage.** **Please follow the 3-1-1 rule for Carry-Ons: Use 3 ounce or smaller containers of liquid or gel. Place those containers in a 1 quart sized clear plastic zip-top bag. 1 bag per passenger.**

All medications should be kept in the original containers in the CARRY-ON BAGS- do NOT check medication

PLEASE NOTE: ANY MEDICAL CONDITIONS THAT REQUIRE SPECIAL HANDLING SUCH AS PRESCRIPTIONS, OXYGEN, ETC.

PLEASE HAVE THE DOCUMENTATION WITH YOU-THIS IS YOUR RESPONSIBILITY TO BRING IT.

IF THERE IS ANY DOUBT, PLEASE CONTACT THE AIRLINE DIRECTLY

INSURANCE: Durgan Travel Service cannot assume responsibility for damaged baggage or loss of luggage. Please note that you are traveling on a group ticket. If for any reason you were unable to return with the group, you would be responsible for paying extra airfare applicable at the time of travel, as well as any transfers involved. If you cancel your trip, either before departure or once the tour has commenced, the unused portions of the tour will be refunded only if you purchased travel insurance prior to departure AND only if the cancellation meets the provisions of your travel protection contract. To be covered, you must have completed and mailed in an application before the tour.

TELEPHONE: As an added service, we have included the access codes to help place your calling card calls from abroad to the United States. Dial the access code listed below for your service provider. Once connected, follow the instructions you will be given. Remember that you do not need to dial the 1 before the area code, once you have reached your provider. For AT&T dial: 172 1011/ For US Sprint dial: 172 1877

VALUE ADDED TAX: VAT is value-added tax. Many countries have this tax. It is sometimes referred to as Goods and Services Tax (GST). If you are a visitor to a country that has VAT, you may be entitled to get your VAT amount back for a purchase when you leave the country. You should take care of this at the airport where you check in for your flight home. Also, you need to have the items you purchased with you. Be sure to ask the airline check in agent where the Value Added Tax desk is located.

THANK YOU FOR CHOOSING DURGAN TRAVEL SERVICE.