

PLEASE NOTE: AIRLINE TICKETS ARE NOT INCLUDED IN THIS PACKET. THE DURGAN TRAVEL SERVICE AIRPORT REPRESENTATIVE WILL HAVE THEM FOR YOU AT THE AIRPORT. THEY ARE E TICKETS AND ONLY A RECEIPT. A VALID U.S. PASSPORT IS REQUIRED



**JIM MCWILLIAMS PRESENTS:
PORTUGAL
October 17-25, 2017
DEPARTURE INFORMATION SHEET**

Tuesday, October 17, 2017

Please call your airline on the day of departure to reconfirm your flight times. (TAP Portugal 800-221-7370)

Please have your bags tagged with the enclosed Durgan Travel Service **BLUE** luggage tags prior to arrival at the airport. Put one Travel Service tag on your carry-on bag and the other on your checked bag.

A KNIGHTS LIMOUSINE MINI BUS (1-800-822-5456) will pick up at: 28 Colton Lane, Shrewsbury MA at 2:05 PM on Tuesday October 17th. Please arrive at 1:45 pm to board. The vehicle will depart immediately after boarding. You will be transferred to Boston's Logan International Airport. Upon arrival at the airport, please remain on the coach until you receive procedural instructions from your group leader or the Durgan Travel representative. ***Gratuities are included.***

If you are arriving at Logan Airport on your own, please arrive **3 hours prior to the flight's departure.** You should make your way to the **TAP Portugal Ticket Counter** in **Terminal C** and look for the Durgan Travel Service airport representative who will have your e tickets and travel bags. Then, please *check in* for your flight with your passport.

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

If you are a Frequent Flyer with TAP Portugal, please bring your Frequent Flyer card or number to give to the 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 ticket/ documents until your mileage is credited. If you wish to join a frequent flyer program see the backside of this sheet for information. PLEASE NOTE: GROUP TICKETS ARE NOT ALWAYS ELIGIBLE FOR MILEAGE.

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 airline receipt, pay at the shop, and the purchase will be delivered to you on the plane. If you have not had an opportunity to get Euros, there are exchange kiosks in Terminal C.

FLIGHT INFORMATION

TAP Portugal Flight 218	Boston to Lisbon	Departing at 6:20 PM
		Arriving at 5:50 AM (Oct 18)

A meal service will be provided onboard. The flight from Boston to Lisbon is **6 hours and 30 minutes** Upon arrival at the **Lisbon Airport**, you will proceed through Customs, locate your bags and you will be met by your Tour Escort who will lead you to the motorcoach that will take you to your hotel. **Remember to set your watch ahead to local time.**

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

Wednesday, October 25, 2017

Rise and Shine! This morning please check out of your rooms returning your key and paying any incidental charges that you may have incurred (e.g. phone bill, bar bill, etc.). The motorcoach will depart for the **Lisbon Airport** today. (Your escort will advise of the exact pick-up time Tuesday night.) ***Be sure to keep your passport on your person, as you will need it for check in at the airport.*** Upon arrival at the airport, take your luggage to the airline ticket counter. You will check your baggage onto the flight and await the departure of your flight.

FLIGHT INFORMATION

TAP Portugal Flight 217	Lisbon to Boston	Departing at 10:45 AM
		Arriving at 1:20 PM

The flight time from Lisbon to Boston is **7 hours and 35 minutes.** A meal service will be provided onboard. Upon arrival at **Boston's Logan Airport, Terminal E**, you will proceed through the Passport Control to the Baggage Claim area. Once you have located your bags, look for the pushcarts that are available for your luggage. You will pass through Customs. ***Once you have exited Customs, proceed outside to meet your transportation home.***

Upon arrival and after the group has their luggage; your assigned group leader will call Knights Limousine (1-800-822-5456) to secure the return transfer back to: 28 Colton Lane, Shrewsbury, MA. The expected return time to Shrewsbury will be between 3:30 – 4:00 pm. These times are approximate depending on traffic and weather conditions.

GENERAL INFORMATION FOR TOUR PARTICIPANTS

TRAVEL DOCUMENTS: A valid U.S. Passport is required by the Immigration Authorities. If you aren't a U.S. Citizen, you may need further identification. Call your local passport office or consulate.

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

You are responsible for having all complete valid documents required. ***Please take the time and check your passport now.***

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 TAP Portugal with questions about your flight at 1-800-221-7370

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. The name badge can be worn as a pin or pocket clip.

BAGGAGE ALLOWANCE: You will find **2 BLUE** 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. **(LISBON)**

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 22 x16 x8 inches). The carry-on must be able to fit in the overhead compartment or underneath.

Please adhere to the baggage allowance, as the motor coach cannot accommodate any more luggage AND the airlines are now charging pretty high fees!

PLEASE NOTE: On flights departing back to the United States please be prepared for longer security checks and possible random searches.

FREQUENT FLYER PROGRAMS: If you are interested in receiving information about the individual program please call TAP Portugal. 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 checkpoint. 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. Refer to www.TSATravelTips.us prior to leaving home for a list of prohibitive items in checked and carry-on baggage.

All medications should be kept in the original containers (if possible) in CARRY-ON BAGS. Do NOT check medication.

PLEASE NOTE: ANY MEDICAL CONDITIONS THAT REQUIRE SPECIAL HANDLING SUCH AS PRESCRIPTIONS, OXYGEN, CPAP, ETC. PLEASE HAVE THE DOCUMENTATION WITH YOU-THIS IS YOUR RESPONSIBILITY TO BRING IT. IF THERE IS ANY DOUBT, PLEASE CONTACT THE AIRLINE DIRECTLY

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

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.