

## 101 INTERNATIONAL EXHIBITION TRAVEL TIPS

### DOCUMENTATION

1. Be sure your passport is valid and will not expire while traveling abroad.
2. Carry a copy of your passport in each piece of luggage.
3. Find out if a visa is required for any country you plan to visit.
4. Allow enough time for visa/passport processing.
5. Keep passport in a hotel safe. Don't leave it behind in the hotel room.
6. Leave a copy of your passport at the office in case of theft.
7. Make sure your office has an itinerary, complete with telephone and fax numbers.
8. Notify your office immediately of any changes in your Itinerary.
9. Bring your driver's license or some alternate form of identification.
10. Carry key addresses and telephone numbers with you: hotel, exhibit booth.
11. Know the international access code for your long distance telephone company. Dialing direct saves money.
12. Bring an extra supply of business cards.
13. Bring a copy of important paperwork pertaining to the exposition: space contract, show management correspondence, commercial shipping invoices, packing lists, licenses, etc.
14. Use a large wallet to hold your passport, travel tickets, etc.

### AIRLINE INFO

15. Confirm flight reservations 36-72 hours before departure.
16. Allow at least 2 hours prior to board international flights.
17. Plan on sufficient time for the taxi/bus to reach the airport.
18. If you need customs information, ask customs officials and not the airline personnel.
19. Bring your airline mileage cards for identification.
20. Retain your ticket stubs for mileage credit.
21. Purchase insurance on yourself and your belongings.
22. Never carry packages for someone else unless you have inspected the contents.
23. Do not carry tools in your luggage.
24. Drink lots of water during the flight.
25. Avoid carbonated beverages and alcohol on the flight.
26. Use and keep your airline earplugs.
27. Carry a Walkman and some tapes/CD's.
28. Dress comfortably in loose fitting clothing.

### CURRENCY

29. Carry traveler's checks and keep the receipt separate from the checks.
30. Obtain a small quantity of local currency before traveling to your destination country.
31. Never use an ATM in an area that is dimly lit or where trees and bushes obscure your vision of surrounding areas.
32. Get familiar with the look and denominations of the currency before making purchases.
33. Be aware of the Duty Free allowances.
34. Never keep all your money in one place.

35. Don't put your money and credit cards in the same wallet or purse.
36. Always wear your waist-pack on your belly.
37. Learn the Value Added Tax (VAT) and sales tax rates in the country. Ask about the process to recover these taxes when departing.
38. Locate the nearest bank or ATM to handle your currency requirements.

### **HOTEL STAY**

39. Have the hotel name, address and telephone number written in the local language. (Especially in the Middle East or Asia)
40. Leave your business card with front desk.
41. Inquire which areas are unsafe for travel.
42. Alert the front desk when you leave your room so messages can be taken or you can be paged.
43. Never leave valuables in your room.
44. Check hotel business center's list of services.
45. Use your international calling card for telephone calls.
46. Book your hotel room between the 2nd and 5th floors. In many countries fire-fighting equipment reaches no higher.

### **PERSONAL**

47. Obtain city map, find key locations: hotel/exhibition site, etc.
48. Read about local cultural and social customs.
49. Learn the local shopping practices: negotiating, bargaining, etc.
50. Check local dress code for business and pleasure.
51. Learn the customary protocol for business and social activities.
52. Check dates of local holidays before planning hospitality functions.
53. Carry a bilingual dictionary for emergency situations.
54. Learn a few basic phrases and greetings in local language.
55. Check bus/rapid transit schedule and fares.
56. Ask availability of taxis and customary tipping.
57. Obtain the number of a good local taxi.
58. Carry paper and pen to write down addresses for drivers who don't speak your language.
59. Use clearly marked taxis, not "private cars".
60. Check rental car for damages BEFORE leaving the lot.
61. Make sure rental car is properly insured.
62. Familiarize yourself with local driving regulations, such as left side drive.
63. Locate convenient gas stations.
64. Know the type of fuel your car takes, and how pumps are marked.
65. Obtain names, addresses and phone numbers of two good restaurants for entertaining.
66. Learn tipping procedures.
67. Find good local shopping areas.
68. Know the location and phone number of nearest embassy or consulate.
69. Purchase a telephone card, as public phones don't accept coins in many locations.
70. Check restriction on travel, alcohol, pets, drugs and firearms.
71. Travel as lightly as possible.
72. Don't wear company pins or rings that could identify you to a terrorist.

73. Pack one change of clothes in your carry-on.
74. Ask laundry to fold shirts to minimize creasing.
75. Dress for weather conditions on arrival.
76. Bring your own toiletries.
77. Pack your own medications, etc.
78. Bring copies of prescriptions and other pertinent medical information.
79. Obtain necessary vaccinations.
80. Bring eyeglass prescription.
81. Locate English-speaking hospital in the vicinity of your hotel/exhibit venue.
82. Bring travel alarm.
83. Pack travel iron/steamer.
84. Conduct site survey upon arrival.
85. Never trust exhibit hall floor plan. They often do not indicate column locations.
86. Reconfirm set-up and teardown dates and times in advance.
87. Introduce yourself to the *EXTRAS* representatives on-site and advise them of your needs.
88. Make sure suppliers know where you are staying.
89. Give suppliers your telephone numbers: hotel, work, mobile, etc.
90. Get private/after-hours numbers of suppliers.
91. Have copies of forms for furniture, supplies and other items ordered in advance.
92. Know voltage and type of plug.
93. When confirming food/beverage for hospitality functions keep an accurate count of confirmations.
94. Be aware of guest's religious/cultural dietary restrictions.

### **MISCELLANEOUS**

95. Make sure water is drinkable.
96. Ease into foreign cuisine slowly.
97. Bring camera and plenty of film.
98. It is useful to have business cards printed in local language.
99. To convert Centigrade to Fahrenheit: double temperature and add 30.
100. To convert Kilograms to Pounds: double and add 10 percent.
101. Smile- It's your best asset anywhere in the world.