



694 Milwaukee Avenue
Prospect Heights, IL 60070
(800) 323-6439 Fax (847)541-7602
www.hemispheretravel.com

HELPFUL HINTS FOR YOUR TOUR

1. Don't forget your cameras! Label your cameras with your name!
2. The average extra spending money per student is \$50.00 or less (when all meals are included on the tour). Allow approx. \$8-10 for lunches not included, and approx. \$10-\$15 for dinners not included. (Some cities may be higher.)
3. Make sure that each participant has a wristwatch. It is very important to be on time at all times!
4. Each participant should have a safe place to keep his or her money. A deep pocket with zippers, a hidden wallet, a fanny pack, etc... Girls should avoid carrying a loose purse to avoid getting pick-pocketed.
5. **DO NOT TALK TO STRANGERS!**
6. **DO NOT GO ANYWHERE ALONE!** Develop a Buddy System, and do not go anywhere (even to the washroom) without that buddy! Should a participant get separated from the group, go to the nearest Security Guard or Park Ranger for help.
7. **BE SAFE!** Stay with your chaperones at all times. Follow the instructions of the Chaperones and Tour Guides while on the tour. When walking or crossing streets, follow the rules of the road; only cross the street at a cross-walk when the signal is green. Follow the rules of each site, attraction or destination.
8. Do not hesitate to tell the Tour Leader or Chaperone of any lost item or any problem that you may encounter. Do Not Wait To Tell... Inform the Tour Leader Immediately!
9. Parents should not expect to hear from the tour participant until late the 1st evening as touring begins immediately; the group will not arrive at the hotel until late the 1st evening. No one will be able to make long-distance phone calls from the hotel room.
10. Each participant will receive a lanyard with a label containing the hotel information, in addition to a 24-hour Hemisphere emergency phone number.
11. If taking medication, please let the Tour Leader know ahead of time. All prescription medication should be placed in bags, labeled, and given to the Tour Leader for safekeeping. *Even Tylenol should be given to the tour leader.*
12. Dress Accordingly – Check the weather forecast before leaving (www.weather.com or watch the weather channel)- Wear Comfortable Walking Shoes!! (There is no dress code for this tour, but do not wear anything offensive or clothing that is not allowed at school. Each participant will be doing a lot of walking. PLEASE NO FLIP-FLOPS. No clothing with any references to alcohol, drugs, sex, or gangs will be allowed.
Items to bring:
 - a. Toiletry items- shampoo, conditioner, toothbrush, toothpaste, razor, deodorant, etc...
 - b. Comfortable walking shoes – (*high-heeled shoes and flip-flops are not recommended*).
 - c. Bring Gloves, Warm Waterproof Jackets with hoods (rain ponchos), and/or hats (should there be rain or snow.) WE RECOMMEND BRINGING RAIN COATS/PONCHOS, as umbrellas become a safety hazard in large groups.
 - d. Bring layers of clothing in case the weather is cool. Any extra layers can be left on the motorcoach, as the driver is always with the coach, or it will be locked
13. For most tours each participant will be allowed to bring one suitcase and one carryon bag (backpack, laptop bag, small duffle bag, etc). Please see airline procedures on the next page if applicable.
14. The Tour Leader may specify whether or not CD players, iPods, and cell phones will be allowed on the tour. Regardless, they will not be allowed while touring.



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ADDITIONAL HINTS FOR GROUPS THAT TRAVEL VIA AIR

1. In most cases, each participant is allowed 1 suitcase and 1 carry on bag (backpack, small travel bag, laptop back, etc). *Please keep in mind that your suitcase will not be accessible until arrival at the hotel late the 1st night. Place whatever is needed for the 1st day in your backpack or small travel bag.*
2. **MOST AIRLINES ARE NOW CHARGING FEES FOR CHECKED LUGGAGE. THIS IS NOT INCLUDED IN YOUR TOUR COST. PLEASE SEE ATTACHED SUMMARY.**
 - If you choose to check your suitcase at the airport you are responsible for the applicable baggage fees imposed by the airlines. You may pay by cash or credit card on site at the ticketing counter.
3. **Before participant arrives at the airport:**
 1. Put all cameras and undeveloped film in your carry-on baggage (If you place them in your checked luggage, the X-Ray machines may ruin the film.)
 2. Do not pack or bring "prohibited items" to the airport. View www.tsa.gov for more info
 3. ***IMPORTANT- YOU CAN ONLY BRING LIQUIDS AND GELS IN CONTAINERS OF 3 OUNCES OR SMALLER IN YOUR CARRY ON LUGGAGE. ALL 3 OUNCE CONTAINERS MUST BE PLACED IN A QUART SIZED ZIP LOCK PLASTIC BAG. PLEASE PACK ANY LARGER BOTTLES IN YOUR CHECKED LUGGAGE. This includes all beverages, shampoo, sun tan lotion, creams, tooth paste, hair gel, and other items of similar consistency. The exception is prescription medication that has the original packaging and label with the person's name and that must match the boarding pass.***
 4. Leave gifts unwrapped
 5. Avoid wearing clothing, belts, jewelry, and accessories that contain METAL
 6. Place identification tags inside your bag as well as outside of the baggage.
 7. Do not lock your luggage unless you have a TSA approved lock.
4. **After participant arrives at the airport:**
 1. All adults must have a Photo I.D. (i.e.: driver's license or passport) for check-in
 2. The airline typically assigns all seats in alphabetical order. Participants cannot switch seats with friends, as the airline will not allow this. PLEASE DO NOT ASK
 3. **WHEN GOING THROUGH SECURITY:**
 - I. DO NOT MAKE ANY JOKES OR REFENENCES TO GUNS, BOMBS, WEAPONS, TERRORISM, ETC. YOU WILL BE DETAINED BY THE TSA AND BE LEFT BEHIND.
 - II. The quart sized zip lock plastic bag holding your 3 ounce containers must be pulled out of your carryon bag and placed through the security x-ray machine separately.
 - III. Put any metal items in your carry-on bag.
 - IV. Place your outer coat, shoes, keys, cell phones, coins and place them in the bin to be screened
 - V. Any laptops need to be removed from their bag and placed in a bin to be screened.

PLEASE CHECK THE TSA.GOV WEBSITE FOR LAST MINUTE UPDATES!