

ARRIVAL INSTRUCTIONS - Haneda Airport Arrival

Keep this sheet with you on your travel day along with the Ticket Manifest sheet, which has all your bullet train travel info listed.

Change in Plans?

If you find your plans have changed so much that you'll arrive late for the start of the tour, please call Cristina Bavasi. She'll pass the info on to us.

Cristina Bavasi at 858-342-4271

Also, while you're in Japan, your family can call Cristina in an emergency if they can't reach you at your Japan hotel.

Here's an outline of these arrival instructions and what you'll do:

- 1) Fill out Japan entry forms that you'll be given during your flight. Bring a pen along.
- 2) Arrive and go through passport and luggage control.
- 3) Enter airport public area. Get cash, use restrooms, etc.
- 4) Go to Japan Rail Office in the airport.
- 5) Exchange your Rail Pass Voucher for the actual Japan Rail Pass on the proper start date which is found on the Ticket Manifest you will have gotten from us before leaving home.
- 6) Use your new Rail Pass to get train tickets as set forth in the Ticket Manifest.
- 7) Buy a ticket, or use Rail Pass if valid this day, on Tokyo Monorail to Hamamatsucho Station, the end of the line.
- 8) Take taxi from Hamamatsucho Station to hotel and check-in.

Detailed Arrival Instructions plus maps for taxi driver on the following pages.

JAPAN ENTRY PROCEDURES

On the plane to Japan you'll be given an entry form to fill out. On it, and sometimes by customs officers, you'll be asked why you're in Japan. Your purpose is TOURISM and tourism only. If you feel the need to elaborate you can say watching baseball.

Should you happen to write or say anything to lead them to believe you're in Japan for business or any non-tourism activity, you'll not get the tourist stamp on your passport. If you fail to have that tourist stamp on your passport they'll not issue you a Japan Rail Pass in exchange for your voucher. It will then be very costly for you to travel Japan.

They'll want to know where you'll stay while in Japan. Just list our first hotel. (Tokyo Garden Palace, Bunkyo-ku, 03-3813-6211).

When you exit the plane you'll first go to immigration. Note they have different entry lines for Japan citizens and foreigners.

DO NOT use any sort of automated machine to get in the country. Instead use one of the lines so as to get your passport properly stamped. We understand from the rail pass folks that the new machines may not stamp the passports. You need the stamp on your passport to exchange your Rail Pass Voucher for the Rail Pass.

After getting your passport stamped, continue on to retrieve your luggage, if you checked any, from the carousel.

Go through a final checkpoint where you offer them your passport, customs form, and luggage for inspection.

We've never yet had anything weird happen during entry. It's all pretty straightforward.

Then go into the public area of the terminal building. You'll find restrooms, snacks, currency exchange windows, and a number of ATMs.

If you're exchanging dollars for yen, there's a simple form to fill out at the desk near the currency window. There are two forms from which to choose. Look for the one with the heading for changing from a foreign currency into yen. Rule of thumb: get more yen rather than less. People always spend more. You can always return it at the end.

RAIL PASS VOUCHER EXCHANGE, TRIP TICKETS, and TICKET INTO TOKYO

Find the Japan Railway (JR) Travel Office at the airport. Here you'll exchange your Rail Pass Voucher for the actual Japan Rail Pass.

At the office there is a short form to fill out. Give them the correct start day of the pass. Be careful to do this correctly. I'll have written the start date at the top of your Ticket Manifest that lists the train tickets you will need.

Once they give you the rail pass, you'll now want to use it to get your reserved seat tickets for your travel.

Give them your Ticket Manifest and ask them to fill it. Ask for window or aisle seats as you like. It says on the sheet in Japanese that you want non-smoking cars only.

On rare occasions they can get so overwhelmed doing rail passes that they'll only do seat assignments for travel that day or so. Should that occur, let Mayumi or me know as soon as you see us at the hotel and we'll make plans to arrange seats.

If you should arrive so late that the JR Office is closed, skip this rail pass step and immediately let Mayumi and me know of this when you first see one of us.

MONORAIL TO TOKYO

Find the Tokyo Monorail Station in the airport. You may or may not be able to use your new Japan Rail Pass for your trip on the monorail into Tokyo. I have planned the use of your pass to give you the most value...and that may not have you starting it today.

If your rail pass is valid starting today, use it for the monorail. If not, buy a ticket.

You want to take the Tokyo Monorail to Hamamatsucho Station, the end of the line.

If the proper track and how to get a ticket is not clear to you, ask someone for help. Many people speak English and those who don't will easily understand your simple need.

Keep your ticket in a safe place. You'll need it again to exit.

ARRIVING AT HAMAMATSUCHO STATION

Upon arrival at the Hamamatsucho Monorail Station, go down to street level and take a taxi to the hotel.

If any trouble, simply ask anyone, "Taxi?" They'll get it. It's the same word in Japanese. They'll point you in the right direction. You will either find a nearby taxi stand or simply hail a cab.

GETTING TO THE HOTEL

Your driver will probably offer to help put your luggage in the trunk. Allow the driver to automatically open and close the curbside passenger door. Always get into a cab from the curb. Never go out into the street.

Once in the taxi, give the driver the hotel map on the final page.

The average taxi ride from Hamamatsucho to the hotel is 3,200 yen, more or less depending on time of day or traffic. Pay the amount on the meter. **There's no tipping in Japan.**

Your room key will be waiting for you at the hotel. Simply give the desk clerk your name and passport. As is the law in Japan, they'll make a copy of the cover page of your

passport and immediately return your passport to you. Sometime hotels, I notice, forego this since we have already given them our group list.

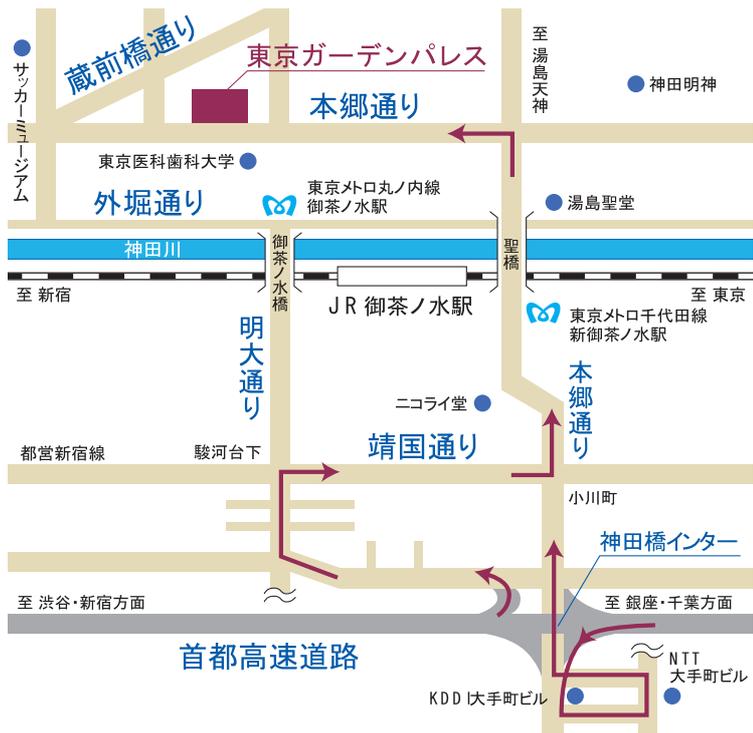
Hotel info:

Tokyo Garden Palace
1-7-5 Yushima, Bunkyo-ku
Tokyo 113-0034
Phone from outside Japan: 011-81-3-3813-6211
Phone in Japan: 03-3813-6211

Map to give taxi driver on next page.

アクセス&マップ

ホテル 東京ガーデンパレス 〒113-0034 東京都文京区湯島1-7-5 TEL.03-3813-6211 FAX.03-3818-6060



電車でお越しの場合 (東京駅起点)

- JR 中央線「御茶ノ水駅」下車、「聖橋口」より徒歩5分
- 東京メトロ千代田線「新御茶ノ水駅」下車、徒歩5分
- 東京メトロ丸の内線「御茶ノ水駅」下車、徒歩5分

自動車でお越しの場合

- 渋谷・新宿方面からお越しの場合
神田橋インターから本郷通りに直接出られませんので、矢印に従って本郷通りへ出て下さい。
- 銀座・千葉方面からお越しの場合
神田橋インターの出口から本郷通り聖橋方面へ直接出られませんので、矢印に従って迂回し、本郷通り聖橋方面へ進んで下さい。

駐車場ご利用案内 (64台収容)

東京ガーデンパレス 出口	● 駐車料金…30分/¥400
入口	● 宿泊…1泊/¥1000 (税込)
エントランス	● 宴会・会議…3時間無料
本郷通り	● レストラン…2時間無料