

## **ARRIVAL INSTRUCTIONS - Narita Airport Arrival**

(For Rail Pass starting ON arrival date taking JR Narita Express NEX train to downtown.)

**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 downstairs to Japan Rail Office.
- 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) With your Rail Pass, get a train ticket into Tokyo on the Narita Express (NEX).
- 8) Board the Narita Express (NEX) for the 53-minute trip to downtown Tokyo Station.
- 9) Arrive downtown at Tokyo Station.
- 10) Take taxi from Tokyo Station to hotel and check-in.

**Detailed arrival instructions plus map 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 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**

Take an escalator downstairs. Look for the Japan Railway (JR) Travel Office. Here you'll exchange your Rail Pass Voucher for the actual Japan Rail Pass.

At the office there often 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. 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 in town.

If you should arrive so late that the JR Office is closed, proceed to buying a train ticket into town and immediately let Mayumi and me know of this when you first see one of us.

## **TRAIN TO TOKYO**

Also use your new Japan Rail Pass for your trip into Tokyo. They can give you that ticket at the same time you are taking care of your Rail Pass exchange.

I've planned the days of the your pass to give you the best value. So on your Ticket Manifest I've also asked them to give you a ticket into Tokyo Station on the next available train on the Narita Express.

Once you have the ticket they can point you in the right direction to get to the train.

If the proper track and train is not clear to you simply show anyone traveling your ticket and they'll show you the right train. Same if you don't understand the car or seat numbers. Many people speak English and those who don't will easily understand your simple needs if you show them your ticket.

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

## **ARRIVING AT TOKYO STATION**

The train station at which you want to arrive, Tokyo Station, may or may not be the terminus of your particular train. So you'll need to pay attention to the stops. It will take about 53 minutes to get to Tokyo Station.

Upon arrival at Tokyo go upstairs a few flights to the main level to look for an exit where you can get a taxi. If you have any trouble at all, simply say "Taxi?" to anyone. It's the same word in Japanese. They'll get what you're after and point you in the right direction to an exit.

It can be a bit rough finding your way out of this rather large station and asking for the taxi help might save you some needless steps.

Have your train ticket and rail pass handy since you'll generally need both to either pass through the automatic exit wicket or give to the train officer at his exit post.

Once outside you should see a taxi stand and a line for customers in which to wait.

## GETTING TO THE HOTEL

Your driver will probably offer to help put your luggage in the trunk that the driver will open. 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.

Give the driver the hotel map shown on the next page.

Average cost of taxi ride from Tokyo Station to the hotel is 2,800 yen or so. More or less depending on time of day and traffic. Pay the amount on the meter. **There's no tipping in Japan for anything.**

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.

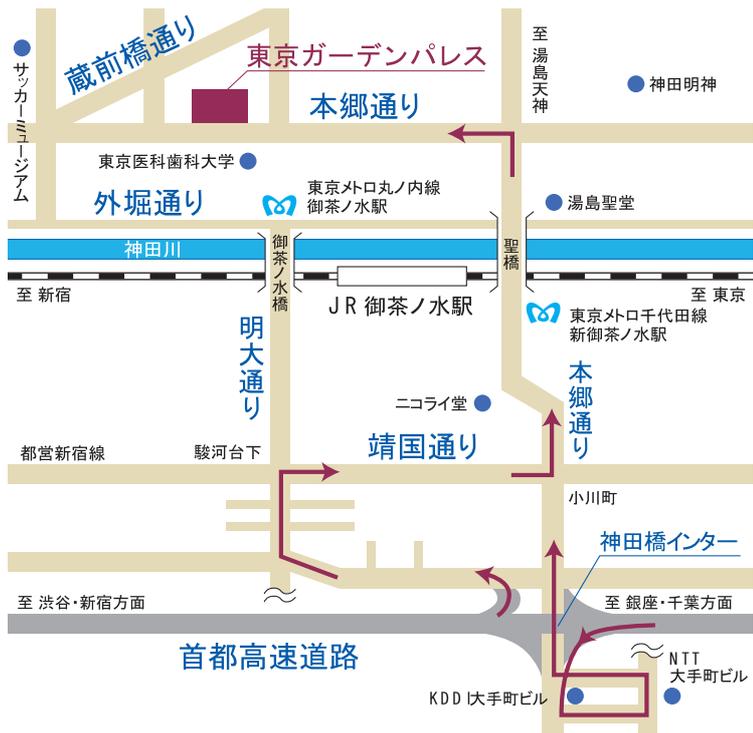
Hotel info:

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 ● 宿泊…1泊/¥1000 (税込) ● 宴会・会議…3時間無料 ● レストラン…2時間無料
入口	
エントランス	
本郷通り	