

## Guest Essentials



## Europe

### THE EVOKE | INSPIRE EXPERIENCE

Welcome to EVOKE | INSPIRE. Every remarkable journey begins with a moment, sometimes small, sometimes unexpected, that quietly shifts the way we see the world. At EVOKE | INSPIRE, we believe those moments are what transform travel into something far more meaningful. To that end, we ensure your entire journey is memorable and seamless. Enclosed you'll find tips, contact numbers and helpful details to accompany you on your journey. Enjoy fine travel made easy – enjoy the EVOKE | INSPIRE experience.

### PREPARING FOR THE JOURNEY

The perfect journey starts with being prepared. That's why we created a list of tips and reminders to help:

- Ensure your passport is signed, valid at least six months past your return date and your name matches your boarding pass. If you need a new passport, you may choose expedited service. Call 877.487.2778 or visit [travel.state.gov/passport](https://travel.state.gov/passport) for more information
- Review and prepare required travel protocol documents and forms – ask your travel advisor for guidance on what is required
- Check your flight seating and contact your travel advisor if you need to request changes
- Talk with your travel advisor to add destination experiences
- Leave a copy of your ID and itinerary with family
- Prepare small bottles for carry-on – the TSA only allows 3.4 oz. bottles, fitting in a quart-size bag

### 24 HOURS UNTIL DEPARTURE

- Confirm your flight's time with your airline, and if possible, check in online, paying any baggage fees
- Call your travel advisor or airline if you have questions about check-in times (generally three hours before flight), baggage limits or other regulations
- Check against your packing list to include:
  - › Valid passport (details above)
  - › Confirm required travel documents or forms (including online forms) are prepared
  - › Power adapter, cell phone and charger
  - › Wallet, credit cards and cash (spread among multiple locations)
  - › Toothbrush, toothpaste, make-up, toiletries
  - › Layered clothing for diverse weather
  - › Swimsuits, sandals, sunglasses and sunscreen
  - › Paper and pens, magazines or reading material
  - › Medications and doctor information

### TRAVEL DOCUMENTS

A valid United States passport with a minimum six months' validity remaining is required for U.S. citizens of all ages who travel to Europe and when re-entering the United States. For further information, visit: [travel.state.gov](https://travel.state.gov) A Green Card is not acceptable as the sole means of identification for U.S. residents.

A visa may be required to enter some countries. Some visas require payment well in advance of travel dates.

A departure tax may be required upon airport check-in for some flights. The amount of this tax varies between countries and is not included in your package price for most countries. Some countries do not allow this tax to be included on an international airline ticket in advance, thus it must be paid locally. Most departure taxes must be paid in the local currency.

Many cities have a city tax that is to be paid directly to the hotel upon check-out. Please refer to your itinerary to advise if city taxes apply. Day visitors to the Old City of Venice are required to pay an entry fee of €5 at [cda.ve.it/en/](https://cda.ve.it/en/). The fee only applies on certain dates, primarily high season and weekends, and between the hours of 8:30 A.M. and 4:00 P.M. Guests overnighing in the municipality of Venice are exempt from paying the entry fee but will need to register on the site to receive an exemption code. Visitors to the United Kingdom (England, Wales, Scotland, Northern Ireland) are required to have an Electronic Travel Authorization prior to entry. The cost is £16 and is valid for multiple entries over two years. Visit [uketa.com](https://uketa.com). The EU has begun the phased implementation of its new Entry/Exit System (EES) for non-EU citizens on short stays. This automated digital system replaces passport stamping, requiring travelers to scan their passports and provide fingerprints and a photograph on their first entry. Travelers should allow extra time for border checks during the system's gradual rollout, with full implementation by April 2026.

Please verify the most current document and entry requirements with each country's consulate or immigration office, or online at [travel.state.gov](https://travel.state.gov).

### CUSTOMS

Your bags will go through customs upon entry and return. Each country has its own customs laws, but generally travelers may not bring plants or produce. Upon return to the U.S., you'll declare the goods you acquired; the duty-free exemption per traveler is usually \$800, plus there are limits on importing alcohol and tobacco products. For details, visit [cbp.gov/travel](https://cbp.gov/travel), call 877.227.5511, or speak with your travel advisor. Allow at least three hours to clear customs when connecting to another flight. The United States Customs and Border Protection (USCBP) facility at

Terminal 2 in Dublin Airport and at Shannon Airport is a purpose built facility that allows U.S. bound passengers to undertake all immigration, customs and agriculture inspections at Dublin or Shannon prior to departure. Having cleared USCBP, passengers arriving in the U.S. are treated as domestic arrivals, which allows for a faster processing through their arrival airport in the United States including the checking through of any baggage to the traveler's final destination.

### SEAT ASSIGNMENTS

Whenever possible, our system will assign your airline seats in advance. Please contact the air carrier directly if you wish to change your seat assignments. Airline seats are subject to change and may not be available in advance.

### TRANSFERS

If you confirmed a private transfer, please refer to your itinerary for details. For airport pickups, a driver will generally greet you outside the airport's main exit with a sign with your name on it. If your hotel provides a transfer, look for your hotel representative or resort kiosk in the arrival terminal.

### HOTELS

Simply show your itinerary and photo ID to the front desk. Your room and taxes are prepaid, though hotels require a credit card for incidentals. The standard check-in time is 3:00 P.M. and check-out time is noon. Please consult your travel advisor for special requests.

### EXPERIENCES

Don't just visit Europe – fully experience it. If you confirmed a private or shared excursion or activity, you will find the details and a voucher with your itinerary. Plan your activities with your travel advisor before you travel, so you can enjoy your vacation to the fullest once you arrive.

### CELL PHONES

Please contact your mobile phone carrier to determine whether your cell phone service extends to the islands you plan to visit. If you have an unlocked phone that takes a SIM card, you may be able to purchase a SIM card for use abroad.

### CURRENCY & EXCHANGE RATES

The official currency for Europe is the Euro, with some exceptions. In the United Kingdom the official currency is the British pound; Iceland is the Icelandic krona; Sweden is the Swedish krona; Norway is the Norwegian krone; Romania is the Romanian leu; Switzerland is the Swiss franc; Hungary is the Hungarian forint; Turkey is the Turkish lira; Poland is the zloty; and the Czech Republic is the Czech crown. Major credit cards are widely accepted, and you can obtain local currency through an ATM or exchange dollars at the airport currency exchange facility, bank or most hotels. Find the latest exchange rates at [xe.com](https://xe.com).

### ATMS & CREDIT CARDS

Contact your bank before departure for information on using your ATM and credit cards while abroad. Notify your bank of your travel dates so your cards will not be suspended due to "suspicious" charges. You may want to leave a photocopy of your cards with someone at home.

### CUSTOMER SERVICE

From start to finish, we want to make your vacation seamless and memorable. If there are questions before your vacation, your travel advisor will assist you.

We are available any time at **866.602.8650** or email [last.minute@evokeinspire.com](mailto:last.minute@evokeinspire.com).

Our local representatives below can assist you. Local representative daytime hours are approximately 8:30 A.M. – 5:00 P.M. Please have your booking number available.

### TERMS & CONDITIONS

Please visit [evokeinspire.com](https://evokeinspire.com) or reference your itinerary for full terms and conditions.

### ABOUT EVOKE | INSPIRE

At EVOKE | INSPIRE, we craft journeys shaped by memorable moments, tailored experiences designed with intention, sophistication, and a deep understanding of what moves today's discerning traveler. Because luxury isn't found in extravagance alone; it's found in meaning, in authenticity, and in the details that elevate every step of your journey. Thank you for choosing EVOKE | INSPIRE.