

TRAVEL GUIDE & CHECKLIST

Luggage Care

How should I clean and care for my bags (ballistic, leather)?

Ballistic nylon and nylon bags which are dirty and/or dusty can easily be cleaned off with a soft, damp cloth.

For stains we recommend using Luggage Cleaner. Adhesive lint brush rollers work great to remove lint, fuzz balls and dust as well.

For leather bags we recommend using leather conditioner to clean, protect and polish the bag.

Packing Tips

Tip #1: Pack your clothing tightly without over-stuffing your suitcase. Tight packing means no loss of space and fewer wrinkles. There are three basic ways to pack efficiently:

1. **The Rolling Method:** Roll clothing, especially garments like turtlenecks, pajamas sweaters, slacks, etc. By wrapping a rubber band around each item, they stay rolled up.
2. **The Interweave Method:** This works best with longer items such as dresses, pants, etc. Start with the longest items first, placing them in the bottom of the suitcase, with the ends hanging over the case. Then place smaller items on top of the longer ones. Finally, when the suitcase is filled, fold the hangover on top. This will prevent sharp creases on your long garments.
3. **The Bundling Method:** Like the interweave method; bundling is accomplished by folding longer items around smaller items. However, bundling is done by outfit. In other words, if you plan to wear a particular shirt with a particular pair of pants, you bundle them together. Starting with socks and underwear, you then wrap the shirt and finally the pants. The advantage of this method is that each outfit is together and easily accessible. If you then put the complete bundle in a zip-lock bag and expel all of the air out of it, you have a fairly wrinkle free outfit at your fingertips. With longer garments, however, a garment bag or a suitcase with a suitor is best of all to prevent wrinkles.

Tip #2: Make use of dead space. Stuff underwear, socks, ties, scarves etc. into shoes. This not only saves space, but also keeps your shoes from being crushed.

Tip #3: Layering clothing with plastic dry cleaning bags or tissue paper helps to prevent wrinkles.

Tip #4: Don't bring full sized toiletries. Many drug stores carry sample size toothpaste, hair spray, shaving cream, etc. These take up a lot less space and are much lighter than their full-sized counterparts. Also available at drug stores are small plastic bottles and jars that can be inexpensively and ecologically refilled with your preferred toiletries.

Tip #5: Traveling with a friend or your family? Consider ³cross packing². Pack essential items of each person in each other's bags. That way, if a suitcase is lost, everyone will still be able to enjoy their trip until the bag is found.

Tip #6: Place jewelry, medicines, contact lenses, and other valuable or irreplaceable items in your carry-on. Also consider packing a change of socks and underwear in your carry-on (see Tip #5).

Tip #7: Unpack as soon as you arrive at your destination. Doing so will keep your clothes as wrinkle free as possible.

Tip #1: Remember that list of clothing you made? Attach that list, your itinerary, visa, a list of emergency numbers, your medical history, etc. to your passport with a paper clip. That way, if a bag does get lost, you will have a complete inventory of what was lost. Keep all these essential items in your carry-on!

Tip #2: Mark your suitcase well. Not only should you have luggage tags on your suitcases (preferably with a business return address for privacy), you can mark your bags in some distinctive way...a bright ribbon or yarn. It will make your bags easily identifiable at the baggage claim (you'd be surprised at how many bags look exactly like yours.)

Tip #3: Remove all old baggage claim tickets from your suitcases. You don't want your bags going to last year's vacation spot. When you arrive at the airport, make sure the correct baggage claim tickets are attached to your suitcases.

Tip #4: Try to book direct flights if at all possible. Almost half of lost baggage is due to transfers from one flight or one airline to another.

Tip #5: Get to the baggage claim area as quickly as possible to reduce the chances of theft of your bag.

Tip #6: Lock your luggage. Although it won't deter professional thieves, it will discourage others. In addition, it will ensure that your suitcases will not accidentally open due to rough handling by the baggage handlers.

Tip #7: Additional items to consider bringing:

1. A security pouch to carry money and other valuables. A zippered pouch that hangs around the neck is a good choice.
2. Personal address book or pre-addressed labels to attach to postcards.
3. Sun block, lip balm, sunglasses. Also moisturizing cream. Pressurized airline cabins are kept at zero percent humidity.
4. Reading material. If it is a long flight, a book is a good way to pass the time. Magazines are a good choice because they can be left behind and lighten your load as you travel. And then there are always delays....
5. A calling card with a list of access numbers. Long distance phone calls can be very expensive from overseas.
6. Traveling with your computer? Be sure to carry it in a computer friendly bag. Back up all your information before you leave. Even with power converters, voltage fluctuations can cause havoc to your hard drive.
7. Extra passport photos. If you decide to take a side trip, you may need a visa which you didn't plan for.
8. Photocopy the photo page of your passport and keep separate from your passport. Should your passport become lost or stolen, the photocopy will make it easier to obtain a new one from your embassy.
9. Medicines. See your doctor for medications you may need, such as anti-diarrheal, malarial, etc.
10. A small flashlight, Swiss Army Knife (or a multi-purpose tool, a clothespin - you'd be surprised how often you will use them!)
11. Duct tape - Can temporarily repair rips in anything!

How to Reduce Wrinkling

Well, there is no way to guarantee that your clothes will arrive wrinkle-free, but there are some helpful tricks and tips that will reduce the wrinkling to some extent.

The best method is to separate clothes in plastic dry cleaning bags. The plastic traps the air around the garment and eliminates wrinkle-producing friction between the garments. You can also put tissue paper between the garments to prevent wrinkling.

Another thing you should keep in mind is to pack the right amount of clothes. Both under packing and overstuffing will increase wrinkles.

TRAVEL GUIDE & CHECKLIST

Travel Checklist & Packing Guide

Use this handy checklist, to help make packing for your trip a snap!

Business Needs:

- Accessory Satchel or Tote
- Briefcase
- Business Cards
- Credit Cards
- Cell Phone & Charger
- Essential Office Supplies: (Note pads, pens, highlighters, paper clips, etc.)
- Important Business Documents: (Be sure to leave an extra set of these behind with someone in the office)
- Laptop Computer and Power Cords
- Local Map of Destination
- Personal Identification (Driver's license or passport)
- Personal Organizer (Palm Pilot)
- Scotch Tape and Safety Pins
- Spare Laptop Battery
- Wheeled Carry On

Personal Needs:

- Prescription Medications
- Copies of prescriptions with physicians phone number
- Aspirin or pain relief medicine
- Atomizer

Personal Needs: (cont)

- Bacitracin
- Band-Aids
- Benadryl
- Comb / Brush
- Shampoo / Conditioner
- Cosmetics
- Cotton Balls / Cotton Swabs
- Dental Floss
- Deodorant
- Ear Plugs
- Eye Shades
- Extra pair of eye glasses or contact lenses with lens cleaning supplies
- Hair care products
- Hair Dryer
- Hand Sanitizer
- Travel Mirror
- Moisturizer / Hand Lotion
- Nail Clippers / File
- Neck Pillow
- Sanitary Napkins
- Other Personal Hygiene Items
- Shaving Items
- Soap
- Tissues
- Toothbrush / Toothpaste
- Tweezers

Garment Care:

- Dry Cleaning Bags
- Lint Brush
- Sewing Kit
- Shoe Bags
- Tissue Paper
- Travel Iron / Steamer

Relaxation and Wellness:

- CD Player
- CD's
- Travel Candle / Incense
- Books / Magazines
- Exercise Gear (Athletic Shoes, Fitness Apparel)
- Vitamins
- Bottled Water

Miscellaneous:

- Comfortable Walking Shoes
- Travel Umbrella

International Business:

- Copy of Immunization Records
- Currency Converter
- Electric Converter
- Foreign Currency

- Guide Book (One that lists important information such as embassy address and phone number, taxi services, hospitals, etc.)
- Passport (very important - make two extra photocopies of passport ID. Pack

- One in a location separate from the original and leave one at the office with a colleague.
- Phrase Book / Translation Guide
- Travelers Cheques