

Tips for Travellers

LOS ANGELES

Accommodation

Please note that during major events such as trade shows, conferences and other festivals, accommodation can be scarce and more expensive, so booking early is advised. Visitors will find a large range of hotel accommodation available in Los Angeles and it is advised that you search the web or gain the advice of a travel professional when looking to book accommodation. Accommodation should be in a central location to where your meetings or appointments take place.

All rates incur 14.0% tax.

Double Tree Santa Monica

1707 4th Street
Santa Monica
Tel: 001 310 395 3332
Fax: 001 310 452 7399
Email: not found
Website: www.doubletree.com
Rate: From US\$259.00

Luxe Summit Hotel

11461 Sunset Blvd
Los Angeles
Tel: 001 310 476 6571
Fax: 001 310 471-6310
Email: sunset@luxehotels.com
Website: www.luxehotels.com
Rate: From US\$239.00

Radisson Huntley

1111 2nd Street
Santa Monica
Tel: 001 310 394 5454
Fax: 001 310 458-9776 fax
Email: not found
Website: www.radisson.com
Rate: From US\$239.00

Sheraton Delfina Santa Monica Hotel

530 West Pico Boulevard
Santa Monica
Tel: 001 310 399 9344
Fax: 001 310 399 2504
Email: reservations@sheratonsantamonica.com
Website: www.sheratonsantamonica.com
Rate: From US\$209.00

Channel Road Inn

219 West Channel Road
Santa Monica
Tel: 001 310 459 1920
Fax: 001 310 454-9920
Email: info@channelroadinn.com
Website: www.channelroadinn.com
Rate: From US\$215.00

Transport

Taxi

The average trip from the airport to a downtown hotel is around \$55; getting to West Los Angeles or Santa Monica will cost around \$40. Cab ranks are available at the airport.

Taxis are fine for short distances, but should not be relied upon for distances longer than 6 miles (10km). Taxis are also dear and should be called to book. Flagging down a cab is possible but infrequent. Cab ranks are available in some locations.

Taxi Companies recommended include:

- United Independent – (310) 558-8294
- Beverly Hills Cab – (310) 273-6611
- Yellow Cab – (310) 808-1000

Shuttle

Airport shuttles are available for about \$25 –30 per person for a single way journey

Bus

Buses are not advised from the airport

Buses and rail should be avoided for getting to appointments or meetings. The Los Angeles underground and light rail system is limited, as is connecting services to locales around stations. More information on public transportation can be found at www.mta.net

Companies arriving in Los Angeles might also want to consider attending meetings using a car or limousine service. This option is expensive, but if you are unsure of the area, are uncomfortable driving in Los Angeles and need to make a series of appointments on time, this could be the best investment. We have used Crown in the West Los Angeles area (310) 737-0888, but other companies are available, with competitive rates.

Telephone numbers and codes

The US Country code is +1

- (888) 544-9444 (LA international)
- (818) 840-8840 (Burbank)
- (310) 575 8402 (Los Angeles Police Department)
- 911 for emergencies: fire, police and ambulance

Area codes for the Los Angeles area and cell phones are:

- 213 (Downtown and Hollywood)
- 310 (Beverly Hills, the South Bay and Santa Monica)
- 323 (Mid-Wilshire, South Central and East Los Angeles)
- 626 (Pasadena and the San Gabriel Valley)



- 818 (San Fernando Valley)
- 562 (Long Beach)
- 714 (Anaheim and Newport Beach)
- 909 (Western San Bernardino County)
- 661 (Northern San Fernando and Antelope Valley).

The digit 1 must be dialled for all domestic calls, then the area code and the telephone number.

Numbers starting with 1 (800) are free, as are most 1 (888), 1 (877) and 1 (866) numbers. Limited length local calls from a public payphone will cost approximately 25 cents. A wide range of local and international phonecards can be purchased from retail outlets. Some public payphones will also accept credit cards.

Dialling outside of the United States requires you to dial the international dialling prefix 011, followed by the country code of the country you are dialling, then the area code, and then the number. This doesn't apply to calls made to Canada, which operate on the same area code system as the US.

Tips for Business

- Public transit is poor and cabs are dear - rent a car, preferably with GPS.
- You do not have to give money to those who solicit arriving travellers
- Arrange meetings well in advance of your arrival.
- Don't use sarcastic humour and use appropriate references for various ethnic groups
- Wear sunscreen during the day, and insect repellent in the evenings in the valleys during summer
- The easiest routes to the airports are often La Cienega from central LA or Lincoln and Sepulveda from the north and avoid freeways if congested.
- Tipping is 15-20% in restaurants; porters and bartenders will expect at least \$1. Porters and bartenders - tip is per bag or per drink.; taxi drivers going to the airport \$2 – 5. It's expected that you leave \$1 or so, per day as a tip for the housemaid at the hotel.
- Business dress is usually casual. Ties are not often worn unless in the area of law, finance or high government, but if you are unsure, it is often better to be overdressed than under dressed
- In business, few Americans drink at lunch. Usually the norm is iced tea or another non-alcoholic beverage
- Unlike New York City, often known as the "city that never sleeps", in general, Los Angeles is early to bed and early to rise

NEW YORK

Accommodation

New York City offers a wide range of accommodation from two through five star hotels to fully serviced apartments. The best rates can often be obtained through your travel agent, online travel service (www.hotels.com; www.expedia.com), or through travel packages. Please note that during major events such as trade shows, conferences, and other festivals, accommodation can be scarce and will be more expensive, so booking early is advised. Visitors will find a large range of hotel accommodation available in New York City and it is advised that you search the web or gain the advice of a travel professional when looking to book accommodation. Accommodation should be in a location central to where your meetings or appointments take place.

All rates incur 14% tax.

The New York Helmsley

212 East 42nd Street
New York NY 10017
Tel: 001 212 490 8900
Fax: 001 212 490 8909
Email: frontdesk@helmsleyhotels.com
Website: www.newyorkhelmsley.com
Rate: From US\$249 plus tax

UN Millennium Hotel

1 United Nations Plaza
New York NY10017
Tel: 001 212 758 1234
Fax: 001 212 702 5051
Email: unplaza@mhrmail.com
Website: www.millenniumhotels.com
Rate: From US\$299 plus tax

Paramount Hotel

235 West 46th Street
New York NY
Tel: 001 (212) 764 5500
Fax: Not found
Email: Not found
Website: www.paramount-hotel.net411.com/index.html
Rate: From US\$266 plus tax

Soho Grand Hotel

310 West Broadway
New York NY 10013
Tel: 001 212 965 3000
Fax: 001 212 965 3200
Email: reservations@sohogrand.com
Website: www.sohogrand.com
Rate: From US\$311 plus tax

Transport

New York City has excellent public transport including: taxis (yellow cabs), town car/limousine services, MTA subway and bus systems, and rail road services from Grand Central (Metro-North Rail Road) and Pennsylvania stations (Long Island and New Jersey Rail Roads, Amtrak (www.amtrak.com), and Greyhound Bus Services).

Taxis (yellow cabs) and limousine/town car services are a very popular mode of transport in Manhattan. Taxis are not pre-booked, but rather 'hailed down' from the curb side, with the exception of catching a taxi



from the airport. When travelling from the airport to the city a fixed rate fare option is available. Limousine/town cars are pre-booked; more details are available via your hotel front desk. As significant traffic delays do occur during peak times, additional travel time should always be factored into your schedule.

The MTA (Metropolitan Transportation Authority) www.mta.nyc.ny.us subway and bus system is a very efficient mode of travel within the city. Various metro card options are offered depending on your length of stay and anticipated usage. A single ride is US\$2.00. An unlimited ride 7 day pass is US\$24. MTA cards are interchangeable between the subway and bus systems. Maps can be obtained from all serviced subway kiosks, and passes from vending machines located in all subway stations.

Bus and railroad systems are available for travel out of the city. Manhattan rail road services are split between 2 stations (see above).

Airport information:

- JF Kennedy International (Major International Airport) www.kennedyairport.com
- LaGuardia (Regional Flights and closest to Manhattan) www.laguardiaairport.com
- Newark Liberty (Major International Airport located in New Jersey) www.newarkairport.com

Getting To and From the Airport

Taxi: The average trip to/from Manhattan to Kennedy (JFK) is US\$45, LaGuardia US\$30, and Newark Liberty US\$60. Cab ranks are located outside baggage collection. A flat fare option is offered when travelling from the airport to Manhattan.

Super Shuttle Minivan: Shared door to door service. Averages: US\$17-US\$19 per person each way. Phone: 1 800 258 3826. On arrival, an airport attendant can direct you to this service.

New York Airport Service Express Bus: A shuttle bus service is available to/from the airports with pickup/drop-off at Grand Central Terminal (Park Avenue between 41st & 42nd Street just south of Grand Central Station), and Penn Station (33rd Street & 7th Avenues). Average cost is around US\$15 per person each way. Phone: 1 718 875 8200. On arrival, an airport attendant can direct you to this service.

Air train: JFK Airport and Newark Liberty airports are connected to the subway via Air train. See the respective airport and/or MTA websites for more details.

Telephone numbers and codes

The US Country code is +1

Area codes for the New York City area are:

- 212, 646 – Manhattan
- 347, 718 – Bronx, Brooklyn, Queens, and Staten Island

The digit 1 must be dialled for all domestic calls, then the area code and the telephone number.

Numbers starting with 1 (800) are free, as are most 1 (888), 1 (877) and 1 (866) numbers. Limited length local calls from a public payphone will cost approximately 25 cents. A wide range of local and international phonecards can be purchased from retail outlets. Some public payphones will also accept credit cards.

Dialling outside of the United States requires you to dial the international dialling prefix 011, followed by the country code of the country you are dialling, then the area code, and then the number. This doesn't apply to calls made to Canada, which operate on the same area code system as the US.

Directory Service can be accessed by dialling 411.

Tips for Business

- Don't expect to arrive in New York and be able to arrange meetings once you're here.
- Tipping is 15-20% in restaurants; porters and bartenders will expect at least \$1. Porters and bartenders - tip is per bag or per drink; taxi drivers going to the airport 15-20% of fare. It's expected that you leave \$1 or so per day as a tip for the housemaid at the hotel.
- Business dress is professional. If you are unsure, it is often better to be overdressed than underdressed.
- In business, few Americans drink at lunch. Usually the norm is iced tea or another non-alcoholic beverage.
- New York City is known as the "city that never sleeps".
- Most offices (including post offices) in New York City are open Mon-Fri 9am-5pm. Banks are open Mon-Fri 9am-6pm, Sat 10/11am-3pm.
- Shops tend to open Mon-Fri 10am-8pm, Sat 10am-7pm; many also open Sun 11am-6pm.

WASHINGTON D.C.

Accommodation

All rates are in US Dollars and incur a 14.5% tax.

Westin Embassy Row

2100 Massachusetts Ave., N.W.
Washington, 20008
United States
Tel: 202 293 2100
Fax: 202 293 0641
Email: not found
Web: www.westin.com
Rate: From US\$189.00

Hotel Monaco

700 F Street NW
Washington DC 20002
Tel: 202 628 7177
Fax: 202 628 7277
Email: not found
Web: www.monaco-dc.com
Rate: From US\$169.00

Rouge Hotel

1315 16th Street, NW
Washington, DC 20036
Tel: 202 232 8000
Fax 202 667 9827
Email: not found
Web: www.rougehotel.com
Rate: From US\$289.00

Hotel Lombardy

2019 Pennsylvania Avenue, N.W.
Washington, DC 20006
Tel: 202 828 2600
Fax: 202 872 0503
Email: sberkeley@hotellombardy.com
Web: www.hotellombardy.com
Rate: From US\$159.00

Transport

Washington DC is one of the easiest cities to navigate and tour. With one of the safest, cleanest and most efficient public transportation systems in the country serviced by Metrorail (subway) and Metrobus, Washington DC's many attractions and neighbourhoods are easily accessible.

Five rail lines and an extensive bus system connect the District with the Maryland and Virginia suburbs. Train lines are named for colours: Red, yellow, blue, green, and orange. Station entrances are marked by brown pylons, capped with the letter "M" and coloured stripes indicate which lines are available.

Route maps are posted at each station and inside each subway car. Metrorail opens 5:30 am weekdays and 7 am on weekends. It closes at midnight Sunday to Thursday. On Friday and Saturday nights, it stays open until 3 am. Each train displays the name of its farthest destination. Base subway fare is \$1.35 and increases during rush hour and for longer trips. Rail farecards can be purchased at vending machines located inside the stations. Farecards are inserted into the turnstile gates to enter and exit subway platforms. The fare is automatically deducted each time you exit a station. To continue your trip by



Metrobus, obtain a transfer at your originating station before boarding the train. Buses travel to Georgetown and other areas not serviced by the subway.

To obtain schedules for connecting Metrobus service, locations of Metro sales offices, and other public transportation information, call Washington Metropolitan Area Transit Authority at (202) 637-7000. For bulk fares and/or bonus offers on farecards for large groups, call (202) 962-1326. Check out <http://www.wmata.com/> for more information.

Taxi service is plentiful and economical in Washington DC. Taxis operate on a zone, rather than meter, system and by law all rates must be posted in each cab. Rates are usually \$1.50 for each additional passenger. Cabs for Maryland and Virginia can take passengers from DC to locations in their respective states but not to different locations within the city. For more information, call the DC Taxicab Commission or (202) 645-6005.

Other useful transportation numbers:

- Super Shuttle (Blue Van) 1888 258 3826
- Amtrak (enquiries and reservations) (202) 484 7540
- Greyhound Bus (202) 565 2662
- Washington Flyer (703) 661 6655

Telephone numbers and codes

The US Country code is +1

Area codes for:

- Washington DC – 202
- Northern Virginia - 703
- Maryland - 301

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Tips for Business

- Arrange meetings before arriving in the city; do not expect to arrive in Washington DC and be able to arrange meetings once you are here.
- Keep sarcastic humour to a minimum.
- Tipping is voluntary; gratuities are not automatically added to the bill. Here are a few tipping guidelines: Servers are usually given 15% of the bill. For outstanding service tip 20%. Taxi drivers usually receive 15% of the fare and door attendants, skycaps and porters are usually tipped \$1 per bag.

Tips from the industry

If you have any tips that you can share with your fellow industry members, please email them to educationnz@educationnz.org.nz

Information correct as at 7 September 2006.

