Our goal is to be Best to Do Business With. There are various stages when we interact with you, the customer. They are: solicitation and marketing, sales and booking, pre-planning, on-site and post-event. Through each of these stages, we focus on the following touch points: creativity, consistency, communication, flexibility and image.

To aid you in the planning process, we have compiled the following hotel information. It is a pleasure to assist you with coordinating the many details that are necessary for making the perfect meeting, convention or event a success. Please note that all pricing is subject to change.

We look forward to supporting you in planning a successful event.

Hilton Los Angeles Airport
5711 West Century Blvd.
Los Angeles, CA 90045
(310)410-4000

www.Hilton.com
www.HiltonLAX.com
http://www.emarketing360.com/Hilton/CA/HLAX/
Table of Contents

General Information
- Hotel Overview
- Guest Room diagrams with specifications
- Suite Information and Descriptions
- Dining Information with Restaurant Descriptions
- Hotel Shop(s) Information

Function Space and Banquets
- Function Space Diagrams with specification
- Catering Menu’s available separately

Spa
- Information
- Pricing sheet

Resource Information
- Hotel specifics listed alphabetically

Forms
- Activities
- Amenity Request Form
- AV Form (For Exhibitors)
- Credit Application
- Credit Card Authorization
- Electrical Form
- Internet Form
- Miscellaneous request form
- Phone Form
- Planning Checklist
- Room Re-Key Form
- Shipping Form
GENERAL INFORMATION

The Hilton Los Angeles Airport is one of the world’s largest airport hotels preferred by both business and leisure travelers alike. All of our guestrooms, meeting space and public areas have wireless Internet access. 1,234 guest rooms including 29 accessible rooms and 1,204 non-smoking rooms. The hotel offers 498 double/doubles and 494 king bedded rooms. State of the art banquet, meeting and exhibit space covers more than 55,000 sq. ft.

FUNCTION SPACE AND BANQUETS

Conference Center includes a Business Center, two Boardrooms, and a hospitality desk for immediate assistance with all of your meeting needs. Thirty separate meeting rooms with high speed connectivity, state of the art lighting and individual temperature controls are equipped to accommodate groups of all sizes on one level.

The international Ballroom is capable of accommodating 1,300 people theater style or 860 people banquet style. 14’ high ceilings compliment any meal or visual presentation.

- Catering Menu’s available separately.
RESOURCE INFORMATION

Advertising Opportunities
Affiliates
Airline Information
Amenities
Americans with Disabilities Act (ADA)
Audio/Visual
Automated Teller Machines
Baby-Sitting Services
Balloons
Banks
Banquet Beverage Selection
Banquet Curfews
Banquet Equipment
Banquet Menu Selection
Banquet Terms and Conditions
Bell Services
Billing
Box Lunches
Business Center
Bus/Bus Companies
Car Rental Agencies
Cash Paid Outs
Cash Paying Guests
Celebrity/ Dignitary Visits
Changing Facilities/Day Use
Check Cashing Privileges
Check-In and Checkout
Coat Check Services
Coffee Maker
Community Outreach
Concierge
Convention Center
Corkage
Credit Cards
Credit Policy
Currency Exchange
Dance Floor
Decorations
Destination Management Companies (DMC)
Deposits
Diagrams
Dietary Requirements
Dine Around
Directions to the Hotel
Doctors on Call
Dressing/Green Rooms
Drug Stores
Dry Cleaning
eEvents
Electrical
Elevators
Emergency Procedures
Entertainment
Environmental Commitment
Executive Meeting Packages
Exhibits
Fax Machines
Fax Numbers
Fire Codes
Fitness Center
Flags
Floral/Florist
Food Donations
Freight Elevator
General Manager
Gift Certificates
Gift Ideas
Golf Course Information
Gratuities
Group Reservations Identification Program (GRIP)
Group Check-In, Arrival and Departures
Guest List Manager
Guest Rooms
Guest Room Deliveries
Guest Service Hotline
Hair Salon
HHonors Floor
Hospitality Desks
Hospitality Suites Functions
Hotel Facts/History
Hotel Map
Housekeeping
In Conjunction With (ICW’s)
Indemnification
In-Room Dining
Interpretation/Translation Services
Internet Services
Key Cards
Key Hotel Contacts
Kiosks
Kosher
Labor
Laundry/Valet
Limousine Services
Linen Selection
Liquor Laws
Load-In/Load Outs (Production, Decor, & Staging)
Loading Dock
Local Information
Lost and Found
Luggage Storage
Manager on Duty (MOD)
Mail Services
Massage Therapy
Master Accounts
Medical Facilities/Services
Meeting Packages
Meeting Room Capacities
Meeting Room Deliveries
Meeting Room Rental
Meeting Room Set Standard
Music/Musicians
Newspapers/Publications
Office Equipment/Supplies
Off Premise Catering
Package Room
Parking
Personalized Group Web Page
Pets (policies)
Photography
Pianos
Pools
Post-Convention Meeting
Post Event Report
Posting of Events
Pre-Convention Meeting
Printing Services
Production Guidelines
Production Crew Meals
Public Transportation
Pyrotechnics
Radios/Pagers/Nextels
Recycling
Registration Assistance
Registration Desks
Reservations (RAPID!)
Resort Fee
Restaurants/Lounges
Restaurant Reservations
Restrooms
Resumes
Rigging
Robes
Ropes/Stanchions
Rooming Codes/Rooming Lists
Safes/Safety Deposit Boxes
Security
Shipping and Receiving
Shoe Shine
Shopping
Signage/Banners
Site Inspection/Pre-planning
Smoking
Sound System
Spa
Special Meal Requests
Storage
Suites
Sunrise/Sunset
Taxes
taxicabs
Team Member Recognition
Telephones/Telecommunications
Tents
Theme Parties
Tours/Sightseeing
Trash Removal
Tuxedo/Formalwear
Voice Mail
Weather
Wheelchairs
Wired Payment
Worship Services
Zip-Out Checkout

ADVERTISING OPPORTUNITIES
The hotel offers groups and their affiliate’s opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Event Services manager will provide detailed information and can discuss other ideas not listed below:
- Logo products, e.g., keycards, cocktail napkins, to go lunch boxes, etc.
- Video Channel
- Plasma Screens
- Banners/Signage

Back to Resource Information

**AFFILIATES**
Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space will work directly with our Event Services Department. All meeting space, if available, will be at the hotel’s normal prevailing room rental rates and will be subject to the hotel’s standard contract terms and conditions.

A listing of all affiliates should be sent to the hotel no later than 90 days prior to the actual event, so that they can be individually contacted by the Catering/Event Services Department to set up food, beverage and billing arrangements.

Back to Resource Information

**AIRLINE INFORMATION**

<table>
<thead>
<tr>
<th>Airline</th>
<th>Nationwide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aero Mexico</td>
<td>1-800-237-6639</td>
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<tr>
<td>Air Canada</td>
<td>1-888-247-2262</td>
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<tr>
<td>Air France</td>
<td>1-800-237-2747</td>
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<td>Air India</td>
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<td>Air Tran</td>
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<td>Alaska Airlines</td>
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<td>All Nippon Airways</td>
<td>1-800-235-9262</td>
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<td>American Airlines</td>
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<td>America West Airlines</td>
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<td>Austrian Airlines</td>
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<td>British Airways</td>
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<td>Continental Airlines</td>
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<td>Delta</td>
<td>1-800-221-1212</td>
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<tr>
<td>Frontier</td>
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<tr>
<td>Japan Airlines</td>
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<td>Jet Blue</td>
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<tr>
<td>KLM Royal Dutch Airlines</td>
<td>1-800-447-4747</td>
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<tr>
<td>Korean Air</td>
<td>1-800-438-5000</td>
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<tr>
<td>Lufthansa</td>
<td>1-800-645-3880</td>
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<tr>
<td>Midwest Airlines</td>
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<td>Northwest (Domestic)</td>
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<td>Northwest (International)</td>
<td>1-800-447-4747</td>
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<tr>
<td>Qantas</td>
<td>1-800-227-4500</td>
</tr>
<tr>
<td>Singapore Airlines</td>
<td>1-800-742-3333</td>
</tr>
</tbody>
</table>
Southwest Airlines 1-800-435-9792
United Airlines 1-800-521-0810
US Air 1-800-428-4322
Varig 1-800-468-2744
Virgin Atlantic 1-800-862-8621

Airport Information
The nearest airport is the LAX Airport located .25 miles, approximately 10 minutes from
the Los Angeles Airport Hilton Hotel. Click on this link for a map: www.los-angeles-lax.com
24-Hour complimentary shuttle running to and from the airport approximately every 15
minutes.

Back to Resource Information

AMENITIES
The Room Service department is happy to service your group gift and amenity needs.
You may choose from the list of amenities below or advise your Catering/Event Manager
of your specific preferences or budgeting guidelines.

All amenity pricing excludes state sales tax, gratuity, and delivery fee. Room service
gratuity is currently 17.0%. For a standard delivery, the fee is $3.

Standard Amenities
(all amenities serve 1-2 guests)

Delight @ $25-five warm cookies and a 14 oz. carafe of whole milk
Relax @ $30-homeade potato chips, assorted gourmet nuts, pretzel sticks and a selection
of three assorted domestic beers
Rejuvenate @ $30-a selection of the season’s best fruits and berries with two bottles of
375 ml. Voss water
Savor @ $35-50 ml. of fine French cognac accompanied by an assortment of Godiva
Truffles and chocolates
Enlighten @ $40-a 300 ml. chilled bottle of premium Japanese sake accompanied by
wasabi peas and seaweed rice crackers
Indulge @ $45-five long stemmed strawberries dipped in white and dark chocolate, paired
with a 187 ml. bottle of pop/pommery champagne
Appreciate @ $50-a 375 ml. bottle of j. lohr chardonnay or cabernet sauvignon,
accompanied by a selection of three international cheeses served with dried apricots,
candied walnuts, honeycomb and specialty breads
Celebrate @ $60-blue and white corn tortilla chips accompanied by hot and mild salsas
and a sampling of patron tequilas

(requires a minimum 5 business day advance notice)
Appetize @ $50-an assortment of trail mix, smoked almonds, champagne chocolates,
wine truffles and biscotti
**Nourish** @ $100—a selection of dried fruits, cabernet chocolates, pistachios, chocolate olives, red pepper sausage, gouda cheese, biscotti and wine truffles

**AMERICANS WITH DISABILITIES (ADA)**
The Hotel represents that the Hotel facilities being rented or reserved by you including guest rooms, common areas and transportation services are, and will be, in substantial compliance with applicable public accommodation obligations under the Americans with Disabilities Act. You agree that one week in advance of your event, you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree that you will be responsible for the procurement and payment of all charges for any and all auxiliary aids. We will, upon your request, furnish you with the names of businesses you can contact to obtain these aids. You also agree to be responsible for compliance with the ADA in the set up and conduct of meetings for your event.

**AUDIO/VISUAL**
PSAV our audiovisual company brings over 20 years of experience in the field of audio visual to your meeting at the Hilton Los Angeles Airport. PSAV may be reached by dialing 310.410.6090.

**AUTOMATED TELLER MACHINES**
There is an ATM conveniently located in the lobby. There are also ATM locations in Los Angeles at all major bank locations.

**BABY-SITTING SERVICES**
The following childcare companies are licensed, bonded, insured and CPR trained. Parents should arrange directly with the company selected. None of the babysitting agencies are affiliated with the hotel, and as such, the hotel is not responsible for the services rendered by these agencies.

The fees for babysitting services vary by vendor and holiday rates may also apply. Direct payment is required to the vendor. No room charges or master billing for babysitting services is permitted.

**Buckingham Nannies and Domestics**
13737 Ventura Blvd
Sherman Oaks, CA 91423
818.784.6504 or 310.247.1877
http://www.buckinghamnannies.com/index.html
8:30 to 5:00 pm Monday through Friday
BALLOONS
There is a $150 clean up fee for the use of helium balloons. All helium tanks must be in an approved safety stand or cart. There must be prior written approval for the use of all displays and/or decorations proposed by guest. Please see the Banquet Event Order (BEO) for other specific contractual information.

Balloon Celebrations
1059 Gayley
Los Angeles, CA 90024
310.208.1180
http://www.ballooncelebrations.com/

Any Occasion
12002 W. Pico Blvd
Los Angeles, CA 90064
310.473.9963
http://www.anyoccasionballoons.com

BANKS
Bank of America
8946 S. Sepulveda Blvd
Los Angeles, CA 90045
310.884.1870
M-F 9:00am-6:00pm; Sat 9:00am-2:00pm; Sun CLOSED

WaMu
Westchester Financial Center
8915 Sepulveda Blvd
Los Angeles, CA 90045
310.645.6300
M-F 9-6; Sat 9-1; Sun CLOSED

Wells Fargo
8814 S Sepulveda Blvd
Westchester, CA 90045
BANQUET BEVERAGE SELECTION

The Hilton Los Angeles Airport offers a choice of standard and premium beverages on banquet bars. The following is a list of beverages currently offered by our beverage department for banquets. As the availability of some of the items vary, this list may or may not be complete and is subject to change. Specialty items are available upon request.

Select Hilton Brands: Gordon’s Vodka, Gordon’s London Dry Gin, Jim Beam Bourbon Whisky, Grant’s Reserve Blended Scotch, Sauza Gold Tequila, Ron Castillo Silver Puerto Rican Rum, Canadian Club Whiskey

Premium Brands: Skyy Vodka, Beefeater London Dry Gin, Jack Daniel’s Sour Mash Whiskey, Dewar’s White Label Blended Scotch, Jose Cuervo Gold Tequila, Bacardi Superior Light Puerto Rican Rum, Canadian Club Whiskey

Deluxe Brands: Ketel One Vodka, Tanqueray London Dry Gin, Maker’s Mark Bourbon Whiskey, Johnnie Walker Red Blended Scotch, Jose Cuervo 1800 Reposado Tequila, Bacardi Select Dark Puerto Rican Rum, Crown Royal Canadian Whiskey

Cordials: Amaretto Di Saronno, Bailey’s Irish Cream, Cointreau, Drambuie, Grand Marnier, Kahlua

Cognac and Single Malt: Courvoisier V.S., Remy Martin V.S.O.P., Glenlivit 12 Years Old, Glenfiddich 10 Years Old

Domestic Beer: Budweiser, Bud Light, Miller Light, Miller Genuine Draft, O’Doul’s-Non Alcoholic

Premium Beer: Heineken, Amstel Light, Samuel Adams, Corona

House Wine: Beringer Stone Cellars, CA, Chardonnay, White Zinfandel, Cabernet Sauvignon, Merlot

Selected Hilton Wine: Pinot Grigio, Caposaldo, Italy; Chardonnay, St. Francis, CA; Cabernet Sauvignon, St. Francis, CA; Merlot, St. Francis, CA

Premium Wine: Sauvignon Blanc, Montevina, CA; Chardonnay, Kendall Jackson, CA; Cabernet Sauvignon, BV Signet, CA; Merlot, Blackstone, CA

Bottled Water: San Pellegrino, Crystal Geyser

Soft Drinks: Coca-Cola Products

All banquet bars serve wines by the glass, domestic and imported beers, soft drinks, juices, mineral water, and non-alcoholic beers and wines. Blended drinks and champagne by the glass are available upon request.
**BANQUET CURFEWS**
There is an outdoor function curfew of 10:00 p.m. In accordance with California liquor laws, all alcoholic beverage sales will conclude at 2:00am.

**BANQUET EQUIPMENT**
Items in our banquet inventory are for your use at no additional charge. Any equipment requested not in inventory, which have associated costs, will be passed on to your group.

Please note the hotel does not carry the following items:
Stools, seat covers

For more information on banquet equipment, please see your Catering/Event Manager.

**BANQUET MENU SELECTION**
We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering/Event Manager 72 hours prior to your conference date. We are happy to custom design menu proposals for your group and assist in selecting the proper menu items and program arrangements to ensure a successful event.

Specialty and theme parties may be designed to meet your particular needs. Special meal requests can be accommodated. Please advise your Catering/Event Manager in advance with any special dietary requirements.

**STANDARD BANQUET TERMS AND CONDITIONS**

1. **ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:** The function space assigned indicates the space is tentatively being held and will be held on a definite basis upon signing of the Event Order (“EO”). The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and the EO is intended to provide specific function/event information in support of the original agreement. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event. If you plan to print or publish the assigned space, please contact us first to confirm the room assignment.

2. **GUARANTEE OF ANTICIPATED REVENUE:** At least 72 hours before your event, you must inform us, in writing, of the exact number of people who will attend your event. The arrangements set forth on the reserve side of your EO will serve as the final arrangements for your event. The services, products, fees, etc. as noted will be provided
at the time of your event and you will be charged based on the event guarantee that you give us or the number of people indicated at the time you signed the sales agreement or the EO, whichever is greater. We will not undertake to serve more than 3% more than this guaranteed minimum.

3. **LABOR CHARGE:** If the guaranteed number for your event is less than 20 persons, we will add a $50 labor charge to your account. This will be used to cover our costs of the event and will not be distributed as a service charge or gratuity to our employees working at your event.

4. **OVERTIME:** You agree to begin your event promptly at the scheduled start time and agree to have your guests; invitees and other persons vacate the designated event space at the end time indicated on the final BEO. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.

5. **FACILITY CHARGE:** 20% of the food and beverage total, plus any applicable state or local tax, will be added to your account as a facility charge. This facility charge is not a gratuity and is the property of the Hotel to cover discretionary costs of the Event.

6. **PRICE INCREASES:** There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

7. **SET UP CHARGES.** Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel’s inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any Hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, or contractors.

8. **OUTSIDE FOOD AND BEVERAGE:** Due to state law, you may not bring into the Hotel alcoholic beverages. You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources. A Hold Harmless Agreement and Liability Insurance are required if food or beverage products not purchased and served by Hotel staff are brought in for consumption by your guests. Service fees will apply to any outside food or beverage served in our function space regardless if Hotel labor is required.

9. **AUXILIARY AIDS:** The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Hotel.

10. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Hilton name or logo. Hilton does not offer or accept any terms or conditions which provide commissions, rebates, HHonors points or other forms of compensation related to revenue for food, beverage, room or equipment rental.
11. **CANCELLATION:** You may cancel this Agreement only upon giving written notice to us. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, you agree to pay the liquidated damages outlined in your sales agreement, if any, or the guarantee amount as set forth in paragraph 2, whichever is greater. As products and services must be purchased and scheduled in advance, notification seven (7) business days or less before the event will require all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional damages may be owed for cancellation of your sleeping room contract.

12. **CONDUCT OF EVENT:** Group agrees to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations including compliance with the provisions of 29 CFR part 470, and our rules, copies of which are available from the hotel’s sales department. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event. Should you require any rigging services for this event, all such services must be arranged through the in-house AV provider or the Hotel and you will be responsible for all costs associated therewith.

**BELL SERVICES**
Our bell services department is responsible for the movement of your luggage and the delivery of all non-food and beverage amenities and golf bag handling/storage. Porterage charges will be set forth in your contract. The current rate is $6 per round-trip, plus state tax, and is subject to change. Departure notices and bag pulls should be coordinated with our Guest Services Manager and/or Bell Captain or Catering/Event Manager.

For golf bag storage, the rate is $2 per bag, per day, if left over night.

**BILLING**
Should you require a master account for billing purposes, please complete and return our credit application. Upon approval, master accounts will be assigned per your instructions. Please be sure to advise your Catering/Event Manager in advance for any specific instructions on how you would like your bill organized. We recommend on-site daily review with the Group Billing Coordinator.

**BOX LUNCHES**
Box lunches are available through banquets. We can help you create your own customized lunch. If you wish to order box lunches for your group, your Catering/Event Manager will arrange the order for you and provide delivery to your specified location on the property.
BUSINESS CENTER
Whatever your business needs are, they can all be accommodated through our in-house Business Center.

Prices are quoted on an individual basis, depending on the type of equipment needed as well as the scope of the job requested. In order to address your specific group’s needs, please refer to the Business Center or discuss them with your Catering/Event Manager. Whether you require a fully operational office setup on property or various limited services, the Business Center is designed with everyone’s needs in mind.

Business hours are:
24-Hours Daily

For large quick printing or copying jobs, we recommend calling:

FedEx Kinko's Office & Print Center
5575 S Sepulveda Blvd
Culver City, CA 90230
(310) 313-2578
Mon: 9am-10pm
Tues: 6am-11:59pm
Wed-Fri: Open 24 Hours

CAR RENTAL AGENCIES
Following are the three Hilton Los Angeles Airport preferred companies, their locations, and contact numbers.

Hertz Rent-A-Car 800-654-3011
Locations: Located in the Lobby of the Hilton Los Angeles Airport

Avis Rent-A-Car 800-321-3712
Los Angeles Intl Airport - LAX
9217 Airport Blvd, Los Angeles, CA 90045, U S A
CASH PAID OUTS
Cash Payouts are available for certain groups based upon your billing set-up with the hotel. Please speak with your Catering or Event Manager for further details.

CASH PAYING GUESTS
In the event a hotel guest does not have a major credit card to secure his/her room, the Hilton Los Angeles Airport will require full payment in advance for room and tax charges. In addition, there will be a $50 per day refundable deposit for incidental charges. If the guest does not wish to establish credit for incidental charges, the guest room phone will be restricted to room-to-room calls. All room folio charges from the Food and Beverage outlets and movie charges will also be restricted.

CELEBRITY/DIGNITARY VISITS
Rest assured your celebrities or dignitaries will be treated with the utmost confidentiality. Your Catering/Event Manager is happy to work with you to accommodate any needs you have.

CHANGING FACILITIES/DAY USE
Please contact your Catering/Event Manager regarding use of a changing facility.

CHECK CASHING PRIVILEGES
Hotel guests may cash checks at the Front Office. The check must be imprinted with the guest’s name and address and made out to Hilton Los Angeles Airport. Identification may be required.
CHECK-IN AND CHECKOUT
Hotel check-in is 3 p.m., and checkout is 12 p.m. (All guests arriving before 3 p.m. will be accommodated as rooms become available. Our Guest Service Department can arrange to check luggage for those guests arriving early when rooms are not available and for guests attending functions on departure day.)

Early Departure
Your guests will have the opportunity to confirm their departure date at check-in. Once this departure date has been confirmed, there will be a $50 early departure fee (24 hour notice) assessed in the event the guest departs prior to their confirmed departure date.

Late Departure
Late checkouts are available upon request and subject to availability. Please contact the Front Desk directly to discuss availability and associated fees.

Satellite Check-In
Satellite check-in is available. The following conditions must be met in order to be eligible for consideration; arrival manifest provided 2 days in advance of major arrival. The success of a satellite check-in is very dependant on the hotel's occupancy the evening before and flow of your arrival manifest. Your Catering/Event Manager will be able to discuss these issues in more detail to determine if this is the correct solution for your arrival. The Hilton Los Angeles Airport can also provide your groups own check-in desk on the 2nd floor of the hotel. Guest rooms can also be pre-keyed if separate check-in desk is not needed.

Zip Checkout
With zip checkout, your room folio is provided at your door early in the morning of your departure. Simply verify the charges, use the television remote or dial extension 55 to check-out. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged at the bellman’s desk.

Kiosks
The Hilton Los Angeles Airport offers Kiosk check-in and checkout as a convenience to our guests. Our kiosks are user friendly and accept credit or HHonors cards. Guests are able to retrieve room keys at check-in and a printed folio at checkout. All Kiosks are located in the Main Lobby across from Front Desk Registration.

Airport Self-Service Kiosk Check-In
The Hilton Los Angeles Airport does not currently offer Airport Self-Service Kiosk Check-In. When arriving at the airport, Kiosks are available for guests to check-in and also print boarding passes for future flights.
COAT CHECK SERVICES
The Hilton Los Angeles Airport provides coat check services for a fee of $250 for four hours of service. A coat rack and hangers will be located outside of the function hall.

Back to Resource Information

COFFEE MAKER
Coffee makers are available in all guest rooms.

Back to Resource Information

COMMUNITY OUTREACH
Santee High School / Travel & Tourism Students
Hilton Los Angeles Airport welcomed 40 students and 2 faculty from the Santee Education Complex (http://www.santeefalcons.org/) for a Mentor and Job Shadow Day. Santee Education Complex is a multi-track year around high school comprised of Small Learning Communities; included one dedicated to Travel, Tourism and Culinary Studies. The hotel’s goal in this event was to inspire youth interested in the hospitality industry to pursue careers in travel and tourism.

CASA/Foster Care Youth
Hilton Los Angeles Airport annually hosts a Job Shadow day dedicated to Foster Care Youth. Not only does the team share opportunities within the hotel, the Executive team counsels and mentors them individually on interviewing and resume techniques that will enable them to be successful in the future.

Annual Toy Drive for Lennox school district
Each winter season, the team at Hilton LAX pools together toys and educational supplies for the children in the surrounding Lennox community. Once gathered, the team delivers the packages to various pre-kinder schools and spends a day in the classroom with the students.

“Unity in the Community” Celebration
The first annual Unity in the Community celebration held in the Los Angeles and Compton city centers were heavily sponsored and attended by Hilton los Angeles Airport and its team members. The weekend-long event celebrated diversity, non-violence, community pride, and educational excellence.

Annual AIDS Walk Participation
For the 3rd year in a row, Hilton Los Angeles Airport team members offered donations and support for the annual AIDS Walk Los Angeles. Over 70 team members and their family walked 5K down the streets of West Hollywood in support of this cause. The team intends to participate in this year’s event in October.

Best Buddies - place individuals with disabilities with work
The Hilton Los Angeles Airport is highly concerned with maintaining a diverse workplace. The hotel works with the Best Buddies program, a non-profit organization dedicated to finding employment for individuals with intellectual disabilities.

Back to Resource Information
CONCIERGE
Concierge services are available in the lobby 24-Hours a day. Please dial x34 from your guestroom or any house phone for further information.

Back to Resource Information

LOS ANGELES CONVENTION CENTER
Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, California 90015
Phone: (213)741-1151
Parking: $12.00 (No In/Out) Parking: $12.00 (No In/Out)
http://www.lacclink.com

Driving directions to 1201 S Figueroa St, Los Angeles, CA 90015
17.2 mi – about 23 mins (up to 40 mins in traffic)
Hilton Los Angeles Airport
5711 W Century Blvd
Los Angeles, CA 90045
1. Head west on W Century Blvd toward International Rd 0.9 mi
2. Turn left at S Sepulveda Blvd 0.8 mi
3. Take the ramp onto I-105 E 6.7 mi
4. Take the exit onto I-110 N toward Los Angeles 7.8 mi
5. Take the I-10/Santa Monica Fwy exit toward Santa Monica 0.5 mi
6. Follow signs for Pico Blvd and merge onto Cherry St 0.2 mi
7. Turn right at W Pico Blvd 0.2 mi
8. Turn right at S Figueroa St 98 ft
1201 S Figueroa St

Back to Resource Information

CORKAGE
Corkage fees are as follows:
$12 per bottle of 750 ml. or less
$25 per bottle of 750 ml or more

Back to Resource Information

CREDIT CARDS
The Hilton Los Angeles Airport accepts most major credit cards including Visa, MasterCard, American Express, JCB, and Discover.
CREDIT POLICY
Unless you have established credit in advance with us, you will pay the entire contract price in cash or by certified check at least three business days prior to your function or by personal bank check two weeks prior to your function. If you would like to establish credit, please contact your Catering/Event Manager.

CURRENCY EXCHANGE
The front desk currently exchanges the following currency at the prevailing rate from Hilton Los Angeles Airport.
Australia-$ 0.7142
Euro - 1.2104
UK Pound-1.5114
Japan Yen- 0.0075
New Zealand-$ 0.5663
Kronor (Norway)-0.2024
Canada-0.7880
Singapore-$ 0.5671
Switzerland Franc-0.7465
**We are accepting the Euro only from: Austria, Belgium, France, Finland, Germany, Italy and The Netherlands.

Each guest is limited to a currency exchange of $100 per day, with identification. If a large amount of money is to be exchanged, we strongly recommend handling the exchange through your home bank. Please note that exchange rates may vary.

DANCE FLOOR
The dance floor is available for your event at no extra charge. Our dance floor dimensions are 3’x3’ per piece. The hotel reserves the right to determine actual size based upon availability. Any rental costs incurred will be the responsibility of the client.

DECORATIONS
Please contact your Catering/Event Manager for a description of items available as well as complete party package menus. We are happy to suggest ideas on novel favors, souvenir menus, printed programs, creative ice carvings, theme food presentations, and room accent decor and specialty linens.

We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. All displays and/or decorations will
be subject to our written approval and we reserve the right to contract and charge for hotel staff to provide the labor for any installations or removals of such.

Back to Resource Information

DESTINATION MANAGEMENT COMPANIES (DMC)
Preferred vendors that have successfully worked with the hotel are listed below for your reference.

GES Exposition Services
Carl Godlewski
Senior Sales Manager
GES Exposition Services
5560 Katella Avenue
Cypress, California 90630
USA
562.370.1501 Office
213.361.8973 Mobile
702.657.7307 Fax
cgodlewski@ges.com
http://www.ges.com

Total Expo Inc.
Aram Berberian
22425 S. Vermont Avenue
Torrance, CA 90502
310.320.4203 direct
800.868.2539 toll free
310.320.4265
info@totalexpo.com
alerberian@totalexpo.com
www.totalexpo.com

Jack Morton
Sherri Ferren
8687 Melrose Avenue, G510
West Hollywood, CA 90069
Tel: 310.967.2400
Fax: 310.967.2450
http://www.jackmorton.com/us/home/

Presentation Services Audio Visual
Wilton Arroyo- Director PSAV Hilton LAX
5711 W. Century Blvd.
Los Angeles, CA 90045
310.410.6090 office
310.410.6182 fax
DEPOSITS
Required group Cash Deposits are outlined in your sales contract. Cash Deposits may be made at anytime throughout your stay and placed to your master account balance. Full pre-payment of room and tax is required for guests not wishing to utilize a credit card upon check-in. Personal checks, 3rd party checks, and Purchase Orders will not be accepted less than 10 days prior to arrival.

DIAGRAMS
Diagrams are available on our website or contact your Catering/Event Manager for individual function room floor plans.
www.hiltonlax.com
DIETARY REQUIREMENTS
Our Chef will provide meals for your attendees with special dietary requirements. Please advise your Catering/Event Manager if a special meal is required or if you would like food labels identifying specific items.

Back to Resource Information

DINE AROUND
Your Catering/Event Manager can assist you in locating a local restaurant suited for your groups needs. The following are just a few recommendations.

Tony P’s Dockside Grill
4445 Admiralty Way
Marina Del Rey, CA 90292
310.823.4534
http://www.tonyps.com/

Cafe del Ray
4451 Admiralty Way
Marina del Rey, CA 90292
310.823.6395
http://www.cafedelreymarina.com/

Mangiamo
128 Manhattan Beach Blvd
Manhattan Beach, CA 90266
310.318.3434
http://www.mangiamorestaurant.com/

Rock ‘N Fish
120 Manhattan Beach Blvd.
Manhattan Beach, CA 90266
310.379.9900 direct
310.379.9986 fax
rocknfishllc@aol.com
http://rocknfishmb.com/

McCormick and Schmicks
2101 Rosecrans Avenue
El Segundo, California 90245
310.416.1123
http://www.mccormickandschmicks.com/

Flemings Steak House
Back to Resource Information

**DIRECTIONS TO THE HOTEL**

*From LAX Airport:*
Proceed to the red curtsey shuttle pick-up area to utilize the LAX airport complimentary 24 hour airport shuttle. Look for the light blue DSS shuttle labeled “Hilton LAX”. The airport shuttle runs approximately every 20 minutes and is operated on a first come first serve basis. Wait times may vary, please contact your Catering or Event Manager if you need to arrange a large group pick-up.
Distance from Hotel: 0.25 miles
Drive time: 5 minutes
Average Taxi cost: 5.00 USD

*From John Wayne Airport Orange County:*
Take the 405 freeway north. Exit at Century Boulevard. Turn left on Century Boulevard. The hotel is 5 lights on the right hand side.
Distance from Hotel: 42 miles  
Drive time: 50 minutes  
Average Taxi cost: 75.00 USD  
Super Shuttle: 20.00 USD

From Burbank Glendale Pasadena Airport:  
Take the 101 freeway north to the 405 freeway south. Exit on Century Boulevard west.  
Take a left onto La Cienega. Take a right onto Century Boulevard. The hotel is 4 lights down on the right hand side.  
Distance from Hotel: 20 miles  
Drive time: 40 minutes  
Average Taxi cost: 45.00 USD  
Super Shuttle: 40.00 USD

From the 405 freeway, exit at Century Boulevard. Go west five blocks. The hotel is on the right side.

From the 105 W, exit Sepulveda Blvd and follow signs to Century Blvd. Once on Century Blvd, go past hotel (on left hand side) and make a U-turn at Bellanca - turn right into hotel.

For turn by turn directions visit us at: 
www.hiltonlax.com

DOCTORS ON CALL
The Hilton Los Angeles Airport works closely with doctors in our local area. Doctors will make a house visit for any guest at the guest’s expense. Prices average around $500 per visit and can be arranged by contacting our Security department at extension 33 or by calling 1.888.267.6362.
DRUG STORES

Longs Drug Store
8900 Sepulveda Westway
Los Angeles, CA 90045
310.258.0256
www.longs.com

Savon Drugs
8601 S Sepulveda Blvd
Los Angeles, CA 90045
310.645.2323
www.savon.com

CVS Pharmacy
5399 W Centinela Ave
Los Angeles, CA
310.670.0057
www.cvs.com

Walgreens
230 N La Brea Ave
Inglewood, CA 90301
310-671-2471
www.walgreens.com

DRY-CLEANING

Laundry services are available by dialing extension 39. Garments picked up prior to 3pm are returned to guests by 5pm the following day.

Please utilize the white laundry bag and forms provided for you in your guest room closet. Cost varies depending on the item and all prices are listed on the forms provided to guests.

Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year’s.

eEVENTS
Hilton Family’s online booking channel for small groups and meetings.
ELECTRICAL
The Engineering Department provides assistance with all your mechanical and electrical needs. Please contact your Catering/Event Manager if you require an electrical services request form to secure additional power and/or labor services. All requests for power requirements are to be communicated to your Catering/Event Manager, an additional fee may be required for day of requests.

A complete production package is also available through your Catering/Convention Services Manager. Please see forms for pricing and ordering.

ELEVATORS
The Hilton Los Angeles Airport hotel has 6 guest elevators located East of the Front Office. In addition, there are 3 parking garage elevators located just South of the guest elevators.

EMERGENCY PROCEDURES
The Hilton Los Angeles Airport hotel is fully prepared to handle different types of situations to assist our guests. The following is information on our emergency procedures:

• The hotel internal emergency number is 33.
• The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number 33 will initiate the appropriate response.
• Paramedics, Fire Department, and the Police Department are all located approximately 2-5 minutes from the hotel.
• Our Security Department, as well as a small number of other employees, are certified in CPR and First Aid.
• Emergency evacuation routes and procedures are located on the inside of all guest room doors.
• Nearest emergency room/hospital:
Centinela Airport Medical Clinic 9601 S Sepulveda Blvd
Los Angeles, CA 90045-5200

Total Distance
1.5 miles
ENTERTAINMENT
The Hilton Los Angeles Airport has key contacts in the entertainment industry, which make it possible to assure satisfaction and secure the best local, national, and international talents. The city requests that outdoor entertainment begin no earlier than 8a.m. and end no later than 10 p.m. Please contact your Catering/Event Manager for assistance in booking entertainment.

ENVIRONMENTAL COMMITMENT
At Hilton Hotels Corporation, protecting the Environment is a top priority. Responsible environmental activity is good for both our business and the community. Hilton has developed a comprehensive company-wide policy to promote business practices that help preserve the environment. We provide guidelines for all of our facilities, and our goals are to “Reduce – Reuse – Recycle” as much as we can. Please contact your Event Services/ Catering Manager for your groups specific recycling requirements.

EXECUTIVE MEETING PACKAGES
The Hilton Los Angeles Airport is pleased to offer Executive Meeting Packages to our groups. We have two Executive Conference Boardrooms which can accommodate up to twelve attendees conference style. Please contact your Event Services/ Catering Manager for executive break package and VIP upgrade information for meeting set-ups.

EXHIBITS
Please request the hotel’s Exhibit Resource Guide from your Event Services Manager.

FAX MACHINES
Guests may utilize a fax machine in our self serve business center located on the 2nd floor. Cost for outgoing faxes depends on the destination of the fax. Please note that our business center accepts payment in the form of credit cards only. Guests may visit our front desk if they are expecting an incoming fax or if they would prefer to bill charges to their guest room.

FAX NUMBERS
For Guests: 310.410.6250
Event Services office: 310.410.6308
Sales & Catering office: 310.410.6176
FIRE CODES

The following are a few general regulations that typically fall under local fire authorities’ specifications. They should be considered when planning and coordinating space, decorations, etc., in the ballrooms and meeting rooms, as well as all other applicable laws, codes, and regulations.

Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel. The aisle needs to be as wide as or wider than the exit to which they are leading.

There will not be any setup permitted in front of any exit doors. Staggering of dining tables is not permitted. All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at least three days prior to the event.

Every required exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use of fire or other emergency.

No furnishings, decorations, or other objects shall be placed so as to obstruct exits, access thereto, egress there from, or visibility thereof.

Hangings or draperies shall not be placed over exit doors or otherwise located as to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of the exit.

No fog machines, lasers, fireworks, or open flame devices shall be used in any meeting rooms. When necessary for ceremonial or religious purposes, the fire marshal having jurisdiction may permit open flame lighting under such restrictions as are necessary to avoid danger of ignition of combustible materials or injury to occupants.

Any furnishings, decorations, and stage settings shall be fire retardant treated and must display certificate of proof. Local fire authorities in advance of event set-up shall approve all extensive production plans.
Distance between tables must be equal to or greater than the required aisle width plus 19” for chairs on one or 38” for chairs on both sides.

It is ultimately the group’s responsibility to ensure that your event complies with all applicable laws, including, but not limited to fire and safety codes, rules and regulations.

**FITNESS CENTER**
Our fitness center is located on the Lobby Level of the hotel. Open to guests 18 years of age or older, access can be obtained 24 hours a day with your guest room key.

**FLAGS**
Our Banquet Department currently has 5 United States flags and 3 California State flags in inventory. If you require additional flags, please discuss rental costs with your Catering/Event Manager.

**FLORAL/FLORIST**
The Hilton Los Angeles Airport does not have an in-house florist, but recommends the following list of outside vendors:

- **Dobrowski Flower’s**
  Phone: 310.677.0850

- **Beverly Blossoms**
  8406 Beverly Blvd
  Los Angeles, CA 90048
  Phone: 323.655.7171

- **California Floral Co.**
  840 Childs Way
  Los Angeles, CA 90089
  Phone: 213.624.0916

**FOOD DONATIONS**
Hilton is committed to assist our communities in the effort to alleviate hunger in this country. Our hotels often have prepared food available from over-production that can be donated to charitable organizations for service to their constituencies. We ask you to cooperate with us in this endeavor.
FREIGHT ELEVATOR
The Freight Elevator services the P-2 through 2nd Floor areas. The Mezzanine Level stop opens directly onto the stage, located at the North End of the Grand Ballroom. Single Freight Elevator with interior dimensions of 9’2”L x 7’5”W x 8’H. Door measurement of 7’5”W x 7’5”H. Capacity of 7,000 lbs.

The hotel requires an elevator operator be hired during load in and load out at $50 per hour.

GENERAL MANAGER
Grant Coonley joined the Hilton Los Angeles Airport in the month of August, 2002 as General Manager. He has been in the hotel industry for over 15 years, previously holding positions as Director of Front Office-Hilton Los Angeles Airport, Director of Front Office- Hilton San Francisco, and many more.

Grant is thrilled to welcome your group to the Hilton Los Angeles Airport and is accessible as needed.

GIFT CERTIFICATES
A gift certificate is a wonderful way to reward your attendees, staff or sporting event winners. Gift certificates are available for purchase through the Executive Office, Myra Hayes ext. 2201 and are designated for restaurants, lounges, logo shops and guest room charges. Gift certificates are not honored at our retail shops; however, purchases may be made in certain retail shops and signed to the guest room. A gift certificate can be used as a credit to the guest room account. Please contact your Catering/Event Manager for further details.

GIFT IDEAS
http://www.hiltontohome.com/ - The Hilton Serenity Collection
http://www.hilton.corplogoware.com/?rep=hilton - Olympic Merchandise
http://www.waldorfcollection-hotelsathome.com/home.html - The Waldorf Collection
GOLF COURSE INFORMATION.
The Lakes at El Segundo Golf Course offers you the very best. Scenic fairways, rolling greens, and the beautiful sweeping views of many lakes and luscious trees. The course is open to the public seven days a week. Transportation for your group can be arranged through your Catering/Event Manager in advance.

Golf Course Information

The Lakes at El Segundo
400 South Sepulveda Blvd.
El Segundo, CA 90245
Phone: 310.322.0202
Fax: 310.322.5290
Open Daily
Facility hours of operation: 6:00 a.m. - 11:00 p.m.
Driving Range: 6:00 a.m. - 11:00 p.m.

Green Fees:
Weekdays: $11.00
Weekends & Holidays: $13.00
Weekday Senior: $8.00
Junior Weekday: $8.00
Junior Weekend: $11.00

Rates
Private lessons starting at $40.00 per half hour for adults and $35.00 for juniors
Group lessons and clinics available
Summer junior camp
Computerized video swing analysis

Bucket Fees:
Small / 35 balls / $4.00
Medium / 70 balls / $6.00
Large / 105 balls / $8.00

Range Discount cards with 3 levels offered

Driving Range Junior Birthday Package
Includes one medium bucket of range balls, a hot dog, chips, and soda for each child. All equipment provided. Package includes use of the private room or outdoor patio for two hours.
$12.95 per child

Offers a club house, two level tee area with 58 hitting stalls, four targeted greens, full service pro shop, The Fairway Café and dining area, and a large patio overlooking lake and waterfall

Westchester Golf Course
6900 W. Manchester Ave
Los Angeles, CA 90045
Phone: 310.649.9173
Green Fees $31 weekends, $26 weekdays
Riders $8.50 per person/double rider; $10.00 single rider
Club Rental $15.00 per set
Twilight Rate $22.00
Offers a snack bar with full menu, pro shop, putting green(s), Tees grass type: Poana,
Fairways grass type: Rye/Kikuya, Greens grass type: Rye/Kikuya

Trump Golf Course
One Ocean Trails Drive
Rancho Palos Verdes,
California 90275
Phone: (310) 265-5000
Fax: (310) 265-5522
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<td>$195</td>
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<tr>
<td>Sunset Rate*</td>
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Rates DO NOT INCLUDE Rancho Palos Verdes City Tax.

Greens fees include GPS equipped golf-car, practice balls, valet parking, and locker room services. Rates $300 and above include a commemorative gift pouch. Times for rate categories vary depending on time of year. Golf outing rates will vary. Junior and replay rates available.

*Sunset Rate commences approximately 2 1/2 hours prior to sunset.

Pro-Shop (310) 303 – 3240

Rules & Regulations
Rental Clubs
$80.00 per set including 2 sleeves of golf balls. One set per player is required.
Cart Fees
$50.00 cart fee included in golf rate, a $50.00 rider fee is charged for non-players using a golf cart.
Strictly Enforced Dress Code
Proper golf attire required, collared shirts only, no denim, shorts 4 above the knee or longer.
Trump National is a soft spike facility; metal spikes/cleats are prohibited.
The grand 45,000 square foot clubhouse offers stately locker rooms, a stunning pro-shop, and three dining options.

Back to Resource Information

GRATUITIES
Informally known as tipping, in the United States tipping is voluntary. Tips are supposed to be rewarded for services performed as well as a supplement to an employee's income (gratitude). Recommendations for housekeeping - $1.00-2.00 per day, Bellman - $1.00 per bag and discretionary for above and beyond services provided for you.

Back to Resource Information

GROUP RESERVATIONS IDENTIFICATION PROGRAM (G.R.I.P.)
Manage room blocks proactively with automated cross-reference of group registration lists against hotel reservations.
- Automates the process of all reservations booked within or around an associated group block
- Reduces exposure to attrition
- Ability to monitor booking pace
- No charge – it’s FREE

GROUP CHECK-IN, ARRIVALS AND DEPARTURES
The Hilton Los Angeles Airport has a specially designed group entrance to accommodate the needs of your group. It has a porte cochère and ample room for bus loading and unloading. It is also conveniently located near the ballrooms and meeting rooms. This area may be reserved and set up for satellite check-in and convention registration, depending on your arrival pattern.

All coach arrivals will be directed to the group entrance, as the front entrance becomes easily congested and large movements can be more efficiently accommodated at the group entrance.

Your guests will be asked to remit credit or a cash deposit upon arrival for their incidental charges, unless we have agreed to accept a letter of guarantee from your organization, and it is on file at time of check-in.

If your guests are arriving via group transportation and an arrival manifest has been supplied, we will be happy to have all of the rooms assigned in advance and key packets prepared. If your guests will be arriving at scattered times throughout the day with no transportation arrangements made or arrival manifest, we will assign rooms on a first-come, first-serve basis.

GUEST LIST MANAGER
An on-line tool provided by Hilton to group customers that allows them to manage their group’s reservations on-line and provides on-line guest list information.

GUEST ROOMS
The hotel’s current bedding breakdown is as follows:
- 494 King
- 498 Double/Doubles;
29 Accessible

Also available are Towers Floor rooms, Junior Suites, One Bedroom Suites, Parlor Suites, and Presidential Suites as an upgrade, all with access to our Towers Lounge.

California state law and local enforcement of national fire codes mandate that there is a maximum of four guests per room (adults/children).

Hilton is pleased to present “The Serenity Collection”, today’s premier bedding package including pillow top mattress and luxury linens. Did you enjoy your night’s sleep? Visit www.pacificcoast.com to order your own Serenity bed.

GUEST ROOM DELIVERIES
Bell Services delivers non-food or packaged deliveries to the guest rooms. The charge for deliveries is as follows: under the door - $1.50 per envelope ($3.00 if personalized) deliveries inside the room - $6.00 for the first item & $1.00 for each additional item per room.

GUEST SERVICE HOTLINE
Guests with specific needs or requests may pick up a house phone and dial extension 55. A hotel operator will direct your needs to the appropriate hotel contact.

HAIR SALON

HairinShape
13322 Washington Blvd.
Culver City, CA 90066
Phone: (310) 577-9767
Hours: Mon-Fri 10:30am-7pm, Sat 9am-6pm
HHONORS FLOOR
Towers-Featured in each room two telephone lines and personalized voice mail. Registration is available on the 16th floor for Towers guests. Exquisitely refurbished, including turn-down service. The Towers Lounge offers a spacious private lounge which serves complimentary continental breakfast and evening hors d’oeuvres.

Business Travelers/HHonors Guestrooms-These guestrooms are specifically designed with the business traveler in mind. Each room is equipped with a coffee maker, iron and ironing board, data port connection, desk, two-line telephones, high speed internet access, and daily newspaper delivery.

HOSPITALITY DESKS
Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are located in the lobby near the group’s check-in. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Please note that all hospitality desks will be taken down each evening and reset for the next day’s use.

Should you require a larger area for an office, storage or hospitality, please consult your Catering/Event Manager for space availability.

Handwritten signs and flip charts are not allowed in any hotel public areas. Professionally printed signs may be ordered in advance.

HOSPITALITY SUITES FUNCTIONS
Guestrooms may not be used for hospitality purposes and noise complaints may result in additional fees and or a request to leave property. Please speak with your Catering or Event Manager to arrange space to hold a hospitality function.
HOTEL FACTS/HISTORY

The following is a fact sheet for the Hilton Los Angeles Airport:

Location: Los Angeles, California  
Address: 5711 W. Century Blvd., Los Angeles, CA 90045  
Telephone: 310.410.4000  
Sales Line: 310.410.6199  
Fax: 310.410.6250  
Reservations: 310.410.4000  
Website: http://www.losangelesairport.hilton.com  
Managed By: Fortuna Enterprises  
Grand Opening: 1983  
Last Renovation: 2005 (guestroom), 2002 (meeting space)

Brief Description: The Hilton Los Angeles Airport continues to be recognized as one of the finest hotels in Southern California. This outstanding hotel, preferred by both business and leisure travelers alike, is one of the world’s largest airport hotels and conference centers, featuring the amenities, facilities and services of a deluxe property, as well as uncompromising meeting and banquet facilities.

Awards:  
AAA Hotel Diamond Rating: ★★★

HOTEL MAP

Your Catering/Event Manager can customize a map for your guests to state your group name and show locations and directions for your special functions at $3.00 each.

HOUSEKEEPING

Daily housekeeping services, which consist of general cleaning, take place between 8:00 a.m. and 4:00 p.m. Should one of your guests require special times of service, requests may be made directly with Housekeeping or your Catering/Events Manager.

The suggested housekeeping gratuity is $1.00-$2.00 per day. Some groups may have the gratuity rate predetermined in the contract and billed to the master account.

Each guest room is provided with several special service amenities either at no charge or for a nominal fee. These items include: an iron and ironing board, coffee makers, hairdryers, in-room safe, bath/shower amenities, and extra pillows. Additional bedding
available for children: cribs and rollaways. Please note there is a maximum of four persons (including children) allowed per room.

The Hilton Los Angeles Airport provides a turn-down service upon request.

IN CONJUNCTION WITH (ICW’S)
Any group hosting an In-Conjunction With Event is solely responsible for all charges and activities. The hosting convention must authorize all arrangements for meeting space, assignments, food, beverage, etc.

Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space and separate billing, are subject to credit approval. All meeting space, if available, will be at the hotel’s normal prevailing room rental rates and will be subject to the hotel’s standard contract terms and conditions.

A listing of all ICW’s should be sent to the hotel no later than 90 days prior to the actual event, so that they can be individually contacted by the Catering Department to set up food, beverage and billing arrangements.

INDEMNIFICATION
To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney’s fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

IN-ROOM DINING
Our In-room Dining is open 24 hours a day for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service. In-Room Dining can be reached at extension 32 in-house.

A variety of amenities are also available through room service.

Room service gratuity is 17% and is posted automatically on all checks. There is also a delivery fee of $3.00 per order. Please note this is subject to change.
INTERPRETATION/TRANSLATION SERVICES
We host a multilingual staff that will make you feel at home. Please stop by the Front Desk for additional information.

Greek Language, 1 800-443-5527

CALIF RELAY OPERATOR, for hearing impaired, 1 800-735-2929

INTERNET SERVICES
The Hilton Los Angeles Airport provides numerous Internet Services. Hilton Hotels Corporation is our Internet Service Provider for all guests’ networks and will answer any questions concerning your system. The Hilton Los Angeles Airport is pleased to offer DS-3 as an option for your meeting room HSIA needs. On-site technical support is also available, please contact your Catering/Event Manager for additional information.

KEY CARDS
Please contact your Catering/Event Manager if you would like keys to any of your meeting, office, or hospitality rooms. If you wish to have a lock changed there will be a $25.00 for up to four keys and $3 for each additional key, charge per door/per room and you will be required to sign a hold harmless agreement. The following rooms can not be re-keyed:
Bel Air
International Ballroom
Pacific Ballroom
Plaza Ballroom

(Customized) KEY CARDS
Please contact your Catering/Event Manager if you would like custom keys for your group. They are an excellent way to market your organization. Prices range from $2.00-$4.00 per keycard based upon the quantity ordered.

KEY HOTEL CONTACTS
The Hilton Los Angeles Airport Managing Committee consists of the following people:
General Manager Grant Coonley 2201
Resident Manager Chan Jin 2640
Director of Food & Beverage Thomas Evans 6120
Director of Finance Al Kazmierski 6107
Director of Front Office Ava Hirschsohn 6253
Executive Chef Rolf Jung 6148
Director of Housekeeping Anna Samayoa 6123
KIOSKS
The Hilton Los Angeles Airport offers kiosk check-in and checkout as a convenience to our guests. Our kiosks are user friendly and accept credit or HHonors cards. Guests are able to retrieve room keys at check-in and a printed folio at checkout.

KOSHER
We offer a variety of Kosher Meals to our guests. These meals are prepared for us by Kosher Gourmet and are “Glatt Kosher”. Please ask your Catering/Event Manager for kosher suggestions.

LABOR
The Hilton Los Angeles Airport is a non-union hotel.

LAUNDRY/VALET – SEE DRY CLEANING
Complete laundry services are also available by dialing extension 35 in-house. Garments picked up prior to 12:00 a.m. are returned to guests by 6:00 p.m. the same evening. Garments picked up after 12:00 a.m., will be returned the following day by 6:00 p.m.

Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day and New Year’s Day.

LIMOUSINE SERVICES
Arrangements may be made to have a group VIP transported by our hotel or town car, or through an outside service. Dynasty Limousine Inc is our preferred service and can be reached at 5757 W. Century Blvd. (310)410-1150. American Limo Co. can also arrange limousine transfers and can be reached at (310)285-9977.
LINEN SELECTION
A variety of table linens are available for your various functions. If you desire specialty linen, or would like quotes on theme-coordinated linens and chair covers, please consult your Catering/Event Manager.

Linen colors (quantities vary):
- **Napkins**
  - White, Wheat, Red, Seafoam Green, Pink (Mauve), Black, Burgundy
- **Tablecloths**
  - Floor Length White, Regular Length White, Regular Length Wheat
- **Skirting:**
  - Burgundy, White, Copper

LIQUOR LAWS
The State of California has strict liquor laws that must be followed by the Hilton Los Angeles Airport. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the Hilton Los Angeles Airport, no group may bring in their own alcohol to be served. The legal drinking age in California is 21.

Your Catering/Event Manager may provide a copy of some of the applicable State of California liquor laws upon request.

LOAD-IN/LOAD-OUT (PRODUCTION, DÉCOR AND STAGING)
Please refer to the Production Resource Guide.

LOADING DOCK
The loading dock is located on the East Drive. The hours of operation are from 6:00 a.m. –6:00 p.m. daily. There are no deliveries or load-in/load out outside of those designated hours, please speak to your Catering/Event Manager for more specifications. Please refer to The Exhibit Resource guide for details.

Hilton Los Angeles Airport
5711 W Century Blvd
Los Angeles, CA 90025

Dimensions: 3 slips
2 Bays 12’5” wide -Up to a 40 ft rig
3’9” Tall

Doorway 7’5” Wide
7'3” Tall

Clearance to Service Elevators
Blast Header    N/A

Doorway   3’5” Wide
          6’ Tall

LOCAL INFORMATION

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<td>12 MI</td>
<td>NE</td>
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<tr>
<td>Disneyland</td>
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<td>Los Angeles County Museum</td>
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<td>Malibu</td>
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<tr>
<td>Paul Getty Center</td>
<td>11 MI</td>
<td>N</td>
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<td>Santa Monica Pier / Promenade</td>
<td>10 MI</td>
<td>NW</td>
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<td>Universal Studios / City Walk</td>
<td>20 MI</td>
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<tr>
<td>Venice Beach</td>
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LOST AND FOUND

It is the policy of Hilton Hotels Corporation to make every effort to return any found property to its rightful owner. All found property in the hotel will be recorded, stored, and disposed of, whether it is found in a guestroom, public space, or any other area of your hotel. We will make every attempt to determine the legitimate owner and return the found property. If the owner cannot be determined within ninety days (or other time period specified by local law), the found property will be disposed of in accordance with the state law. If no local or state law exists, or these agencies decline involvement, the property shall be returned to the finder. This policy does not apply to minor items found on the property such as a toothbrush, ladies hosiery, cigarettes, etc.

LUGGAGE STORAGE

Based upon availability, a banquet/meeting room may be set aside to store hand carry luggage for individuals leaving later in the day. It is requested that the travel staff supervise these items, as they will be stored at your own risk.
MANAGER ON DUTY (M.O.D.)
For your convenience, a manager on duty is available 24 hours a day, 7 days a week and can be accessed via the guest service hotline at extension 55.

MAIL SERVICES
Stamps are for sale, and our Concierge and Business Center offers shipping services. If you have a large number of items that need to be mailed, or require shipping materials, we suggest FedEx Kinko's Office & Print Center. They are located in Culver City and offer complete mail services as well as materials.

They are open Monday from 9:00 a.m.-10:00 p.m., Tuesday from 6 a.m.-11:59 p.m. and Wednesday-Friday open 24 hours. They can be reached at (310) 313-2578. Please refer to your Catering/Event Manager if you would like to arrange an on-site service for your group.

The United States Post Office located in 9029 Airport Blvd
Los Angeles, CA 90009-9998 and can be reached at (800) ASK-USPS. Their hours are 7:00 a.m. –11:00 p.m. seven days a week.

MASSAGE THERAPY

Just Massage Studio
8329 Lincoln Blvd
Westchester CA 90045
Phone: (310) 568-0941
Fax: (310) 568-0965
Open 7 days from 10 am to 9 pm.
Accept all major credit cards.
Plenty of free parking.
E-mail: just-massage@hotmail.com

Super Spa
9138 S Sepulveda Blvd
Los Angeles, CA 90045
(310) 216-9294
(310) 216-0136

Beach Massage and Day Spa
630 North Sepulveda Blvd.
El Segundo, California 90245
To book an appointment, call 310.322.2333
Email: info@beachmassage.net
Hours: Monday through Friday: 10:00am - 10:00pm
Saturday and Sunday: 9:00am -10:00pm

MASTER ACCOUNTS
See Sales Agreement.

MEDICAL FACILITIES/SERVICES
Medical Services facilities nearby:

Urgent Care/Emergency Room

- Urgent Care
  8320 Lincoln Blvd # 103
  Los Angeles, CA 90045
  (310) 645-2455

- Medical Center with Urgent Care
  6033 W Century Blvd.
  Ste. 200
  Los Angeles, CA 90045
  Phone: 310.215.1600
  Fax: 310.215.0783
  Open 24/7

Hospital

- Centinela Hospital Airport Medical Clinic
  9601 S Sepulveda Blvd
  Los Angeles, CA 90045
  (310) 215-6020 - Ahmed Rabia MD
  (310) 641-3521 - Fax
  Open 24/7

Ambulance

- Gms Paratransit Inc
  Street: 5733 Arbor Vitae Street
  Los Angeles, ca 90045-4735
  Phone: (310) 645-0480
  Available 24 hours a day
MEETING PACKAGES
Please speak to your sales or event manager about meeting packages available for your convention.

MEETING ROOM CAPACITIES

Meeting Room Capacity Chart

Meeting Room Floors: LOWER LOBBY | LOBBY LEVEL | SECOND FLOOR | 3RD FLOOR
Newport A
720
40.00' x 17.33'
8
18
36
30
50
18
14
18

Newport B
810
23.00' x 30.00'
8
45
90
80
100
26
28
36

Newport C
690
23.00' x 30.00'
8
45
90
80
80
26
28
36

Newport D
345
23.00' x 15.00'
8
10
20
10
10
6
N/A
N/A

Parlor A
253
19.50' x 19.00'
8
0
0
0
0
10
0
0

San Lorenzo A
529
23.00' x 23.00'
MEETING ROOM DELIVERIES
For small exhibits, when a drayage company is not being used, standard boxes or packages to and from the exhibit area will be delivered by the hotel bell staff for a charge of $5.00 per 100lbs per item/per move.

MEETING ROOM RENTAL
Meeting room rental varies with date and location. Please see your sales or event manager for more information on room rental. Additional space added outside of your contract may be associated with a meeting room rental charge.

MEETING ROOM SET STANDARD
Standard meeting rooms include the following items:

- Banquet or classroom tables and chairs
- Linens

Basic meeting room set up is complimentary. Depending upon the extent of the setup requirements, additional charges may be incurred. Please contact your Catering/Event Manager for miscellaneous/electrical charge price sheets. All meeting rooms are set non-smoking.

MUSIC/MUSICIANS
The Hilton Los Angeles Airport has key contacts in the entertainment industry which make it possible to secure the best local, national, and international talents. Please contact your Catering/Event Manager for assistance in booking entertainment.

The City of Los Angeles requests that outdoor entertainment begins no earlier than 8:00 a.m. and ends no later than 10:00 p.m.

NEWSPAPERS/PUBLICATIONS
Newspapers available in our Gift Shop are:

- La Opinion (Spanish)
- NY Post
They are delivered to the Gift Shop at 6:00 a.m. daily.

Concierge:
USA Today
Financial Times

The USA Today is delivered to Towers guest rooms seven days a week

Also available in the Towers Lounge:
LA Times
USA Today
Financial Times
Wall Street Journal

OFFICE EQUIPMENT/SUPPLIES
The in-house Business Center offers a complete range of services including rental of computer systems, copier machines, facsimile machines, secretarial support, photocopying, word processing services, fax transmission, and shipping and mail services, just to name a few.

Prices are quoted on an individual basis depending on the type of equipment needed as well as the scope of the job requested. Discuss your group’s needs with the Business Center or with your Catering/Event Manager.

Business Center hours are open 24 hours everyday.

For large quick printing or copying jobs, we recommend calling:

FedEx Kinko's Office & Print Center
5575 S Sepulveda Blvd
Culver City, CA 90230
(310) 313-2578
OFF PREMISE CATERING
Due to State Law, you may not bring into the Hotel alcoholic beverages. You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources. A Hold Harmless Agreement and Liability Insurance are required if food or beverage products not purchased and served by Hotel staff are brought in for consumption by your guests. Facility fees will apply to any outside food or beverage served in our function space regardless if Hotel labor is required.

PACKAGE ROOM
A package handling fee for exhibit freight shipped to the Hilton Los Angeles Airport will be charged by the hotel. This is a one-way service from loading dock to storage to exhibit location. For shipping of crates or oversized items, please contact the mail and package room at (310) 410-4000 ext. 2595. A handling fee of $5.00 will be charged for outbound shipments. Arrangements for outbound shipping should be made with the hotel once on-site by requesting an outbound package shipping form. The following charges currently apply:

### PALLET CHARGES

<table>
<thead>
<tr>
<th>Pallets (#)</th>
<th>0-99lbs</th>
<th>100-199lbs</th>
<th>200-299lbs</th>
<th>300-399lbs</th>
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### SHIPPING CHARGES

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<th>300-399lbs</th>
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Payment may be made by credit card or billed to your room account if you are a hotel guest. Fax this completed form to (310) 410-6176 (Attn: Event Services) or mail directly to the hotel to the attention of the Package Room.

**Please address all packages in the following manner:**
Hilton Los Angeles Airport Hotel
Conference Name
Attn: (your on-site contact, NOT the event manager)
Room/Booth number package is to be delivered to
Hotel Address

- To further expedite delivery of packages for a particular event please provide your Catering/Event Manager with a list of all tracking numbers for shipments expected no later than 4 days prior to expected arrival.

We also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

**PARKING**
The Hilton Los Angeles Airport offers self-parking on-site. Self-parking is $18.00 per day.

We also offer valet parking at the rate of $26.00 per day.

If you are planning a large movement or delivery of rental cars for a specific group event or activity, please advise your Catering/Event Manager so that specific parking may be reserved.

Due to the parking garage ceiling height oversized vans (15 passengers or more), large SUV’s and trucks may only be parked on property through Valet. The Hilton Los Angeles Airport currently does not offer parking for freight trucks.
PERSONALIZED GROUP WEB PAGE
POG is a personalized web page for your attendees to book reservations directly online.

- Available at all Hilton Family properties
- Customize with your program
- Customize with your logo
- No charge – it’s FREE

PETS (POLICY)
Service animals are always welcome and must be accommodated.

Pets: Allowed
Maximum size: Medium
Maximum weight: 50 lbs
Deposit: USD 25.00
Services: Pets allowed $25/day non-refundable

PHOTOGRAPHY
CVS is a shop located near the hotel. Services include: film developing, one hour developing and photo enlarging.

CVS
8601 South Sepulveda Blvd
Los Angeles, CA 90045
310-645-2323

Kavan Photography is a company that can also provide photography services for all occasions, special events, weddings, and groups.

Kavan Photography
292 S. La Cienega Blvd.
Suite # 309
Beverly Hills, CA 90211
Phone: 310.360.1218

PIANOS
The Hilton Los Angeles Airport has a baby grand and free standing piano for use in the hotel. Pianos are provided at $150; however it is recommended that they be tuned prior to each use at an additional fee of $200.
If your group requires additional pianos or pianos in outdoor/alternate locations, your Catering/Event Manager can rent them from an outside source.

**Fields Pianos**
810 E. Dyer Road  
Santa Ana, CA 92705  
Hours:  
10am - 7pm (Mon.-Fri. PST)  
10am - 6pm (Sat. PST)  
12am - 6pm (Sun. PST)  
E-Mail: info@fieldspianos.com  
Phone: (888)907-4266

*Back to Resource Information*

**POOLS**
The Hilton Los Angeles Airport offers an outdoor pool located on the third floor of the hotel, surrounded by four bubbling Jacuzzi’s.

*Back to Resource Information*

**POST-CONVENTION MEETING**
We encourage our customers to meet with our General Manager during or after the meeting to provide and review feedback. Your Event Manager will coordinate a convenient time.

*Back to Resource Information*

**POST EVENT REPORT**
For meetings and conventions with more than 100 rooms on peak night, your Event Manager will complete a Post Event Report. This report details room pick-up and food and beverage revenues.

*Back to Resource Information*

**POSTING OF EVENTS**
Event Postings are displayed on our Janus Reader boards in the Lobby, 2nd floor, and outside each meeting room. In addition Event Postings are displayed in all guestrooms via channel 32. Postings are also displayed at the Bell desk located in the Lobby as well as each parking garage level in the elevator bay.

All meal functions, events, and breakouts may be posted or un-posted at your request. Your Catering/Event Manager will send you a list of postings for your review prior to arrival. Please inform them of any time, room, or verbiage changes that you would like them to make.

*Back to Resource Information*
**PRE-CONVENTION MEETING**
In order to introduce our clients to the key contacts of the hotel, we would like to arrange a pre-convention meeting a day or two prior to your main group arrival. Please advise your Catering/Event Manager as to who will attend from your organization and what a convenient time would be for this meeting (time ranges from 20 to 30 minutes).

Please note that for smaller groups, a smaller more personalized meeting may be set up involving key operational department heads only.

[Back to Resource Information]

**PRINTING SERVICES**
FedEx Kinko's Office & Print Center
5575 S Sepulveda Blvd
Culver City, CA 90230
(310) 313-2578
Mon: 9am-10pm
Tues: 6am-11:59pm
Wed-Fri: Open 24 Hours

[Back to Resource Information]

**PRODUCTION GUIDELINES**
Your Event Manager will provide you with the hotel’s Production Resource Guide.

[Back to Resource Information]

**PRODUCTION CREW MEALS**
Please contact your Catering/Event Manager regarding production crew dining. Dining is not allowed in the hotel employee cafeteria.

[Back to Resource Information]

**PUBLIC TRANSPORTATION**
The DSS LAX airport shuttle is a shuttle that operates 24-hours a day. The shuttle picks up and drops off in front of the hotel every 15-20 minutes. It is a complimentary shuttle to and from the airport serviced through airport transportation.

Ocean Express shuttle leaves from the Hilton Los Angeles Airport every 30 minutes and is a $3 ticket per person round trip to the beautiful Manhattan Beach. It begins running at 9:00 a.m. daily.

Big Blue Bus

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<tr>
<th></th>
<th>Regular w/cash, token or Little Blue Card</th>
<th>Senior (62+)/Disabled/Medicare</th>
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[60]
w/cash, token or Little Blue Card

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<tbody>
<tr>
<td>Student (5-20 yrs.) w/ cash or Student Punch Card; school ID + proof of age required/ Estudiante (5-20 años) y Tarjeta Perforada o identificación de la escuela + prueba de la edad</td>
<td>$0.50</td>
<td>$1.75</td>
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</tbody>
</table>

Children (4 & younger)/ Niños (menores quatro años) Free with paying adult (limit 2)/ Gratis con un adulto con tarifa pagada (limite 2)

**Line 3 Montana Ave & Lincoln Blvd**
ROUTE ITINERARY
ROUTE DESCRIPTION

Green Line Station
LAX
Westchester
Marina del Rey
Venice
Santa Monica High School
Santa Monica Place
Third Street Promenade
Montana Ave. Shopping Area
Brentwood
V.A. Hospital
Westwood
UCLA

Beginning at the Green Line Station (Aviation & Imperial) along Aviation to Century, Airport Boulevard to 96th, into the L.A. Airport Bus Terminal (96th and Vicksburg-Lot C), onto 96th, to Sepulveda, to Manchester, to Lincoln, to Pico, to 4th, to Wilshire, to Lincoln, to Montana, to San Vicente, to Wilshire, to Westwood, to Le Conte, to Hilgard, to UCLA Bus Terminal (Strathmore Drive).
Return route is the reverse of above.

Top 3 Things to Know About the Big Blue Bus
For more specific information, call 310-451-5444.
☐ No smoking, eating or drinking is allowed on the bus.
☐ All pets, except guide and service dogs must be in a pet carrier.
☐ Please board with exact fare (bills and coins accepted); the fareboxes cannot return change.

Back to Resource Information

PYROTECHNICS
The Hilton Los Angeles Airport does not allow pyrotechnics on hotel property for the safety of our guests and staff.

Back to Resource Information

RADIOS/PAGERS/NEXTELS
We are willing to assist you in obtaining walkie-talkie radios and/or Nextels for use during your program. Please consult your Catering/Event Manager for assistance.
RECYCLING
The Hilton Los Angeles Airport recycles cardboard and other office and operational materials.

REGISTRATION ASSISTANCE
If additional staffing is needed for your activity or hospitality desk, please consult with your Catering/Event Manager. Registration attendants are easily scheduled with sufficient notice.

REGISTRATION DESKS
Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are located in the lobby near the group’s check-in. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Please note that all hospitality desks will be taken down each evening and reset for the next days use.

Should you require a larger area for an office, storage or hospitality, please consult your Catering/Event Manager for space availability.

Handwritten signs and flip charts are not allowed in any hotel public areas. Professionally printed signs may be ordered in advance.

RESERVATIONS RAPID! RESERVATIONS AUTOMATED PROCESSING INPUT AND DELIVERY SYSTEM
Expedited reservation processing straight from your rooming list into our system.
- Eliminates dual entry process
- Accurate and efficient reservations
- Supports 3rd Party Clearinghouses
- No charge – it’s FREE

RESORT FEE
The Hilton Los Angeles Airport does not apply any resort fees.
RESTAURANTS/LOUNGES

The Café
Offers casual dining, spacious and upbeat. The Café also offers and outstanding daily buffet and a full a la carte menu. The cuisine is a balanced mix of California and international favorites.
Seats 180 people.
Hours 6:00 a.m.-2:00 p.m. and 5:00 p.m.-10:00 p.m.

Andiamo
Northern Italian Cuisine in an intimate fine dining setting. Seats 50 people.
Hours 6:30 p.m. - 10:30 p.m.

The Bistro
Offers Starbucks Coffee, gourmet pastas, delicious pizza, and a variety of tasty sandwiches and salads.
Seats 60 people.
Open 24 hours, self-service restaurant

Landings Bar
A favorite spot for business travelers to meet. It features multi-media televisions, comfortable seating and friendly staff.
Hours 4:00 p.m. - 1:30 a.m.

Room Service- Open 24 hours serving an extensive menu for breakfast, lunch, and dinner.

Back to Resource Information
RESTAURANT RESERVATIONS
Reservations can be made at Andiamo in the hotel.

RESTROOMS
Public restrooms are located in the following areas:
Lobby, Lower Lobby, 2nd Floor Conference Areas, 3rd Floor Pool and Garden Areas.

RESUMES
Resumes are required for each group holding an event at the Hilton Los Angeles Airport. Your Catering/Event manager will provide you with the outline for this resume 30-days prior to arrival. It is necessary to receive a completed resume two weeks prior to your major date of arrival.

RIGGING
Your Event Services Manager will provide you with the Production Resource Guide. Please note that our ballrooms only support free-standing rigging.

ROBES
Robes are provided in Towers Guestrooms or in standard guestrooms at an additional fee.

ROPES/STANCHIONS
Hotel Inventory:
• 41 stanchions with 39 connecting ropes

Ropes & Stanchions are provided to groups on a pre-ordered basis, based on current inventory, and availability. For more information on banquet equipment, please see your Catering/Event Manager.

ROOMING CODES/ROOMING LISTS
The following are the room category and special service codes that are utilized by the hotel’s reservations department. It will assist us greatly if you use these codes on the rooming lists you send to us in Rapids format.

N - no smoking
5 - smoking room request
Room Descriptions:

**ROH** - Run of House – Room will be assigned at check-in
**K1** – King Bedded Guestroom
**D2** – Double Bedded Guestroom
**K1T** – King Bedded Towers Guestroom
**D2T** – Double Bedded Towers Guestroom
**K1TRU1** – King Bedded One Bedroom Suite
**D2TRU1** – Double Bedded One Bedroom Suite
**RRRPP** – Parlor Suite
**RRZRU1** – 16th Floor Presidential Suite
**RRZRP2** – 17th floor Presidential Suite

**SAFES/SAFE DEPOSIT BOXES**
Complimentary Safety Deposit Boxes are located in the Security Office in the Lobby.

**SECURITY**
If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our approval. Such security personnel may not carry weapons.

**SHIPPING AND RECEIVING**
Packages for functions may be delivered to the hotel up to one week prior to the event/convention. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited.
Please do not ship valuables. We cannot be responsible for contents.

Please see Package Room section for additional information.

**Shipping from the Hilton Los Angeles Airport**
The Hilton Los Angeles Airport utilizes DHL, UPS, and FedEx for our shipping needs. Please see DHL, UPS, and FedEx for pick-up and delivery schedules. A Freight-Forwarding Form should be obtained from your Catering/Event Manager and completely filled out for shipping.

[Back to Resource Information](#)

**SHOE SHINE**
The Hilton Los Angeles Airport does not provide shoe shine services at the hotel. Recommended outside of the hotel:

- **Quality Shoe Repair**
  8730 1/2 S Sepulveda Blvd
  Los Angeles, CA 90045
  (310) 641-8656

- **Supreme Shoe Services**
  952 Main St
  El Segundo, CA 90245
  (310) 414-0119

- **Stop N Shine**
  10250 Santa Monica Blvd
  Los Angeles, CA 90067
  (310) 203-8210

[Back to Resource Information](#)

**SHOPPING**

- **Gift Shop at Hilton Los Angeles Airport**
- **Travel Traders**
  5711 W. Century Boulevard
  Los Angeles, CA 90045

- **Third Street Promenade**
  1351 3rd Street Promenade #201
  Santa Monica, CA 90401
  (310) 393-8355
  (310) 394-8074

- **Manhattan Village Mall**
  Hours:
  Monday-Friday: 10am-9pm
Saturday: 10am-8pm  
Sunday: 11am-6pm

**Beverly Center**
8500 Beverly Boulevard Los Angeles, CA 90048  
(310) 854-0071  
**Hours:**  
Mon-Fri: 10:00 AM until 9:00 PM  
Saturday: 10:00 AM until 8:00 PM  
Sunday: 11:00 AM until 6:00 PM

*As Southern California's premier trendsetting marketplace, Beverly Center features 160 distinctive specialty boutiques and restaurants reflecting the diverse styles and tastes of Los Angeles. Located at the edge of Beverly Hills and Hollywood between La Cienega and San Vicente Boulevards, Beverly Center is anchored by Macy's, Bloomingdale's, Macy's Men's Store, a 13-screen movie theater and California's only Grand Lux Cafe. The Rooftop Terrace showcases panoramic views stretching from downtown Los Angeles to the legendary Hollywood sign and is available for private parties.*

**Westfield Century City**
10250 Santa Monica Blvd.  
Los Angeles CA 90067  
(310) 277-3898  
Monday to Saturday 10:00am to 9:00pm  
Sunday 12:00pm to 7:00pm

**SIGNAGE/BANNERS**
The Hilton Los Angeles Airport takes pride in the condition and aesthetic appearance of our facility. In order to maintain a quality image for all Hotel guests, there are a few things we ask of you during your stay:

Only professionally printed signage is allowed in the meeting/convention areas. These signs can be used with easels or in sign stands. No handwritten signs or flipcharts are allowed outside the meeting rooms.

No banners can be hung along the walls of the Public Areas. Banners may be hung from the skirting of the hospitality desks and at outdoor functions. Hotel personnel must provide the labor to hang the signs at a fee of $50 for 10 ft or less-$75 for 10ft or more each.

In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.
SITE INSPECTION/PRE-PLANNING
Menu tastings may be available upon request after a contract is signed. Comp rates are variable with each group and are subject to change. Please see your Sales/Catering Manager for further information.

SMOKING
The Hilton Los Angeles Airport has designated smoking rooms. Smoking is prohibited in smoke-free rooms, and a $250 fine is imposed for smoking in these rooms. Smoking is also permitted anywhere outside of the hotel.

SOUND SYSTEM
Some hotel meeting rooms and ballrooms have a basic sound system. Please contact your Catering/Event Manager with questions. There may be fees assessed for certain hookups as well as hourly labor charges. The Audio/Visual Director can be reached at 310.410.6090.

Anchor systems or supplemental systems will be required for all outdoor locations. Please make note of the hotel’s noise curfews: No sound system functions can take place outdoors before 8:00 a.m., and all outdoor evening functions must end no later than 10:00 p.m.

SPA
The Hilton Los Angeles Airport does not have spa services on property. Outside Spa suggestions include:

H2o Serenity Salon
6222 W Manchester Ave
Los Angeles, CA 90045
(310) 649-2027

Super Spa
9138 S Sepulveda Blvd
Los Angeles, CA 90045
(310) 216-9294
(310) 216-0136

Face To Face Skincare
6310 W 89th St
Los Angeles, CA 90045
(310) 410-4091
SPECIAL MEAL REQUESTS
Please consult with your Catering/Event Manager for any special meal requests. The Hilton Los Angeles Airport Executive Chef is pleased to accommodate your requests to the best of his abilities.

STORAGE
Storage for your advance boxes and convention supplies is quite limited at the Hilton Los Angeles Airport. If you are anticipating shipping a large volume of materials, we suggest you consult your Catering/Event Manager as soon as possible to reserve a room or plan to utilize an area in your office or hospitality room set up. Hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security.

The Hilton Los Angeles Airport offers a variety of smaller meeting spaces that can be utilized for storage. Storage rooms are priced at normal day rate and vary with the size and duration of space needed. Individual keys can be made at a fee of $25.00 for storage rooms. Please contact your Catering/Event Manager for specific pricing.

SUITES
Located on the Executive floor, 32 Executive Suites offer spacious living rooms to conduct business, dine or relax after a day's work. This premier accommodation offers both comfort and elegance.

Suite Amenities
may vary by room type
For your **Comfort**

- 27 Inch Television
- Accessible
- Air Conditioning
- Alarm Radio
- Bathrobe
- Easy to Set Alarm Clock Radio
- Hilton Serenity Bed Program
- LCD Flat Panel TV
- Lever Door Handles
- Non-Smoking
- On-Demand Movies
- On-Demand Video Games
- Pacific Coast Down Comforter
- Pacific Coast Down Pillows
- Pacific Coast Mattress Pad
- Thermostat (adjustable)
- TV-Cable
- TV-Pay per view
- TV-Premium HBO,CNN,ESPN
- Video Games featured on TV
- Work Desk with Adjustable Lamp

For your **Convenience**

- 24 Hour Housekeeping
- Bathroom Amenities
- Coffee Maker
- Full-Size Refrigerator
- Hairdryer
- Hand Held Shower
- High Speed Internet Access
- Internet access in guest room
- Iron
- Ironing Board
- Modem
- Newspaper M-F (USA Today)
- Telephone - Auto Wakeup
- Telephone - Two Lines
- Telephone - Two Phones
- Telephone - Voice Mail
- Telephone - with Dataport
- Telephone-with Speaker phone
- Valet / Self Laundry Available
- Wet Bar

For your **Confidence**

- Audible alarms
- Automatic Door Closer
- Electronic Locks
- Electronic Smoke Detector
- Scald Proof Shower/Tub
- Secondary Locking Device
- Thumb Dead Bolt
- Visual Strobe/Hearing Impaired
- Wide Angle Door Viewer

**SUNRISE/SUNSET**

The Sunrise in Los Angeles is approximately 6:15 a.m., and sunset is approximately 7:00 p.m.

**TAXES**

The current Hilton Los Angeles Airport State General Excise Tax is 7.25%. The current California State Hotel Tax is 10% (includes state tax). Guestroom taxes are currently at 14.0825%.

All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities.

**TAXICABS**

For the city of Los Angeles, there are many taxi companies available to our guests. The Hilton Los Angeles Airport recommends Yellow Cab at (310) 216-2599.
The Hilton Los Angeles Airport offers a complimentary shuttle to and from the airport 24-hours a day, picking up every 15 minutes.

Team Member Recognition
The Hilton Los Angeles Airport makes it a priority to recognize team members who go above and beyond to exceed expectations. Awards are given to Supervisor of the Quarter, Manager of the Quarter, and Department Head of the Quarter. In addition to the management staff, the Hilton Los Angeles Airport awards a Team Member of the Month. These rewards are given to recognize the team member for exceptional guest service, with recommendation and consideration of guest comments.

A survey will be sent to the group contact 10 days after the groups last guest departs. We value your feedback and hope to earn your “10 during the pre-planning process and event. Please let us know what we can do to ensure your “10” in all areas on the survey.

Telephones/Telecommunications
The following types of telephones are available for guests, meeting and convention service and administrative staff. Please advise your Catering/Event Manager if you need the use of a phone for your program.

House phones
- Used for in-house calling only, there is no charge.

DID Lines
The installation fee is $110 plus the price of all calls. DID lines can be used for Long Distance, minimal PC and fax can work as well.

DID Lines
The following are enhancements that can be added to a DID Line:
Speaker Phone @ $125 per day, hardware rental only, price does not include phone line.
Polycom Phone @ $200 per day, hardware rental only, price does not include phone line.

B1 Telephone Lines
Outside line, not connected to the hotel switchboard. (Dedicated Number)
This line should be ordered when a client requires continuous use for PC, faxing or will be using the phone to make outside calls on a constant basis.
The hotel operators need (5) days notice before we can activate the lines. The phone company/hotel operators require minimum (2) weeks notice for more than (2) lines.
The fee is $150 daily plus price of all calls.

Internet Access
Broadband Access – T1.5 or greater (Call for price quote); prices varies and starts at $600.
DS3 (Call for price quote); prices varies and starts at $3,500. Devices - The set-up fee is $600 for the first personal computer.

**Guest Room Calls**

<table>
<thead>
<tr>
<th>Type of Call</th>
<th>Instructions</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Dial-Bill to Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>9+911</td>
<td>No Charge</td>
</tr>
<tr>
<td>Room to Room</td>
<td></td>
<td>No Charge</td>
</tr>
<tr>
<td>Local</td>
<td>9+Number</td>
<td>Local Rate</td>
</tr>
<tr>
<td>$0.10 per minute after 60 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>800/888/8xx toll free</td>
<td>9+1+Number</td>
<td>Toll Free 1st 60</td>
</tr>
<tr>
<td>minutes $0.10 per minute thereafter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Distance</td>
<td>9+1+Number</td>
<td>AT&amp;T Operator</td>
</tr>
<tr>
<td>assisted rate less 50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International</td>
<td>9+011+CC+CC+Number</td>
<td>AT&amp;T Operator</td>
</tr>
<tr>
<td>assisted rate (by country)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Local, Long Distance and International Calls will be billed to your account only when the call is answered.

Applicable Taxes will be added • Rates subject to change.
You may obtain free rate information at any time by dialing 9+00 and ask the AT&T Operator for the rate of an Operator Assisted Call. Hilton subscribes to AT&T Long Distance and Operator Services. Level 3 Communications is our local carrier. You have the right to reach other long distance carriers from the telephone, and you may do so by dialing the access code provided by that carrier. Direct Complaints to:

Federal Communications Commission, FCC Enforcement Division; CCB Room 6202; Washington, DC 20554.
State of New York Dept. of Public Service; 3 Empire State Plaza; Albany, NY 12223 800-342-3377

**Voice Mail**
Voice Mail enables you to receive your messages when you are outside the hotel and even after you have checked out.

To hear messages, if the red light is flashing on your guest room telephone:
1. Lift the receiver
2. Press MESSAGE key.
3. Follow recorded instructions.

Should you require assistance while using Voice Mail, simply press the “*” key at any time.
**Integrated Services Digital Network (ISDN)/T1 Speeds**

Lines for Internet access $600 with 5 lines
Higher speed ISDN lines available (Inquire)
Up to 48 megabyte (options) (Inquire)

**Video Teleconferencing**
We have video conferencing equipment - can be installed in all public space rooms except the Boardroom and Board Dining room (Inquire).

[Back to Resource Information]

**TENTS**
Please contact your Catering/Event Manager regarding rental of small tents. Large tents can be installed at Hilton Los Angeles Airport. Tents are provided by LA Party Rents.

Contact number: 310.785.0000.

Prices quoted as of 2008, and are subject to change:
Malibu Garden:
- Maximum size: 50x80 ft.
- White Tent: $3,200
- Clear Tent: $5,000

Pasadena Garden:
- Maximum size: 40x50 ft.
- White Tent: $1,000
- Clear Tent: $1,800

Smaller tents available upon request and availability. Prices do not include labor fees, taxes, or delivery charges. Consult your Catering/Event Manager for current pricing and availability.

[Back to Resource Information]

**THEME PARTIES**
The Hilton Los Angeles Airport is proud to present a complete package of signature theme parties. Please discuss themes with your Catering/Event Manager and ask for a copy of our latest and most popular menus and productions.

[Back to Resource Information]

**TOURS/SIGHTSEEING**
The Hilton Los Angeles Airport offers many different tour options through VIP Tours of California.

Tour Options include:
- Los Angeles City Tour
- Los Angeles by Night
- Grand Tour of Los Angeles
- Universal Studios
- Disneyland
- J. Paul Getty Center
• Knotts Berry Farm
• Sea World
• San Diego Zoo
• Tijuana Shopping Adventure
• Six Flags Magic Mountain
• LA City Tour and Shopping
• Beach Tour and Shopping
• Movie star homes
• VIP Limo tours
• Combination Tours

Please see your Catering/Event Manager or the concierge desk for more information.

**TRASH REMOVAL**
The Hilton Los Angeles Airport is committed to reduce trash removal. Recycling, composting, and donations are a few examples of how the Hilton Los Angeles Airport is making an effort to help the environment and give back to the community.

**TUXEDOS/FORMAL WEAR**
If you are anticipating a large delivery of tuxedos on site, please advise your Catering/Event Manager in advance.

The following companies offer tuxedo rentals:

**MW Tux**
8726 Sepulveda Blvd
Westchester, CA 90045
310-645-1342
Open: M-F: 10:00-9:00
Sat: 9:30-6:00
Sun: 11:00-6:00

**Westfield Shopping Town**
140 Fox Hills Mall
Culver City, California 90230
(310) 390-8558

**VILLA MARINA**
Men's Wearhouse & MW Tux
13161 Mindanao Way #D6
Between Marina Rd and Glen Clove
Marina Del Rey, CA 90292
Phone: 310-305-1381
**VOICE MAIL**
All guest rooms have a voice mail message service. Group voice mails may be left, in up to 100 rooms. Please discuss any specific requests with your Catering/Event Manager.

**WEATHER**
Depending on the season, the weather at the Hilton Los Angeles Airport varies from a low of 48 degrees to a high of 95 degrees. Before visiting the Hilton Los Angeles Airport, we recommend that guests check the local listings to determine the weather conditions.

**WHEELCHAIRS**
If a guest requires a wheelchair, we can arrange a rental for them at their own expense. If a guest requests that we rent a wheelchair, please note that we can coordinate the rental, but will be unable to cover the expense.

The following companies have wheelchairs for rent and will deliver to the Hilton Los Angeles Airport.

- **Pico Medical Rental and Sales**
  Phone: (323) 936-4104
  Fax: (323) 936-3454
  Toll Free: (800) 676-0400
  order@picomedical.com

- **Marc Medical Pharmacy - Ostomy & Surgical Center**
  6200 Wilshire Blvd., Los Angeles, CA 90048
  Store Hours: M - F 9:00 AM - 5:30 PM
  Pharmacist Hours: M - F 10:00 AM - 5:00 PM
  Phone: 323-938-7131
  E-mail: marcmemedpharmacy@sbcglobal.net

**WIRED PAYMENT**
If you would like to have payment wired, please notify your Catering/Event Manager, and instructions will be faxed to you.
WORSHIP SERVICES
The following is a list of nearby locations.

Baptist: First Baptist Church
8540 La Tijera Boulevard
Los Angeles, CA 90045
(310) 645-5755
Sunday School (9:45am-10:45am):
Sunday Worship Service (11:00am-12:30pm):
Sunday Evening Bible Study (6:00-7:30pm):
Wednesday Evening Bible Study (7:00-8:30pm):
Thursday Afternoon Bible Study (2:00-3:00pm):

Buddhist: Senshin Buddhist Temple
1311 W 37th St
Los Angeles, CA 90007-3960
Phone: (323) 731-4617
Fax: (323) 731-1318

Catholic: St Jerome Parish
5580 Thornburn Street
Los Angeles, CA 90045
Rectory Phone: (310) 348-8212
Email Address: contact@stjeromewestchester.org

Christian: Westchester Christian Church
8740 La Tijera Boulevard
Westchester, CA 90045
Phone: 310-645-4344 ext. 23
E-Mail: PastorJD@wccla.org or PastorJD@sbcglobal.net
The Sunday Small Group Study @ 9:30 AM
The Sunday Worship Service @ 10:30 AM

Church of God: First Church of God...Center of Hope
9550 Crenshaw Boulevard
Inglewood, CA 90305
Office: (323) 757.1804
Fax: (323) 757.6910
E-Mail: info@firstchurchofgod.com
SUNDAY
8:00 a.m. First Worship Service
11:00 a.m. Second Worship Service
8:00 a.m. & 11:00 a.m.
Children's Church- Room 215
SUNDAY'S
1ST Sunday Sharing of Holy Communion
2nd Sunday Acknowledge Youth Accomplishments
3rd Sunday Baby Blessings
5th Sunday Water Baptism
WEDNESDAY
12:00 Noon Mid-Day Bible Study
7:00 p.m. Mid-Week EKG

Episcopal: Holy Nativity Episcopal Church
6700 West 83rd. Street
Westchester 90045
Phone: 310.670.4777
SUNDAY WORSHIP
8:00 am
Holy Eucharist ("Said Service")  9:00 am
Breakfast & the Times
10:15 am
Choral Eucharist with Choir, Godly Play for children 4 to 12
Childcare Available for children 3 and younger
Daily except Sundays: Silent Prayer
Monday - 6:00PM
Tuesday - Friday 12noon & 6:00PM
Saturday - 12noon
Location: Meditation Center Upstairs at Holy Nativity Church

Jehovah's Witness
3223 W Century Blvd
Inglewood, CA 90303-1409
Phone: (310) 674-1243

Jewish: B'NAI TIKVAH CONGREGATION
5820 W. Manchester Avenue
Westchester, CA 90045
(310) 645-6262 (C)
bnaitikvah@sbcglobal.net
Sunday
9am Religious School
9:30am Sundays with Torah
Tuesday
4pm Religious School
6pm Intermediate Hebrew Class for Adults Commission
Wednesday
4pm Religious School
Friday
6pm Tot Shabbat
6:45pm Candle Lighting
7pm Beach Service
Saturday
9:30am Shabbat Morning Service
7:30pm Healing Service

Lutheran: Westchester Lutheran Church & School
7831 S. Sepulveda Blvd
Los Angeles CA 90045
Phone: 310.670.5422
Sundays
8:45am Sunday School Rally
10:00am Worship Service
Fridays
Chapels
9:15am 6th-8th
10:00am 3rd - 5th
10:45am Jr. K-2nd

Methodist: La Tijera United Methodist Church
7400 Osage Ave
Los Angeles, CA 90045
Phone 310 649-6267
Mailing Address:
7400 Osage Ave
Los Angeles, CA 90045-1746
Bottom of Form
Fax 310 641-5939
E-mail Address
info@latijeraumc.org

Mormon: Church of Jesus Christ of LDS
501 N Rowell Ave
Manhattan Beach, CA 90266
(310) 372-8706

Pentecostal: Church of God Pentecostal
109 W Buckthorn St
Inglewood, CA 90301
(310) 419-7335
(310) 672-2338
Sundays
8:30 AM Sunday School
New Members Orientation Class 10:15 AM
Morning Worship Service
Holy Communion - 1st Sunday
Children's Church in Educational Annex - 2nd Sunday
Water Baptism - 4th Sunday
6:00 PM
Victory Night / Miracle Deliverance Service (1st Sunday Evening Only)
12:00 Noon
Thursday Afternoon Praise & Bible Study
7:00 PM
Thursday Evening Praise & Bible Study
Weekly Prayer
5:00 AM Friday
12:00 Noon Monday, Tuesday, Wednesday & Friday
7:25 AM Saturday & 3rd Sunday Only
6:00 PM - 12:00 Midnight 5th Friday Only (Prayer / Shut-In)

Protestant: Protestant Episcopal Church
840 Echo Park Ave
Los Angeles, CA 90026
(213) 202-2840

ZIP-OUT CHECKOUT
With Zip Checkout, your room folio is at your door early in the morning of your departure. Simply verify the charges, use the television remote or dial extension 50 to Checkout. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged at the bellman’s desk.

FORMS
• Outside Production
• Mail & Package Room
• Telecommunications/ HSIA
• Property Operations
• Exhibitor
• Payment
For more information on forms, please contact your Catering/Event Manager.