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 New Orleans Airport
901 Airline Drive
Kenner, Louisiana 70062
Telephone: 504-469-5000
Fax: 504-465-1101

www.Hilton.com
www.neworleansairport.hilton.com
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  • Function Space Overview
  • Catering Menus available separately.

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For more information on forms, please contact your Sales/Catering/Event Manager.
GENERAL INFORMATION

There is nothing typical about the **Hilton New Orleans Airport** hotel except its location. Adjacent to the Louis Armstrong New Orleans International Airport, the Hilton New Orleans Airport hotel is "Beyond Business as Usual". As the premiere full service hotel in the airport area of Kenner, Louisiana, the Hilton New Orleans Airport features 317 well appointed guest rooms and two hospitality suites. Our hotel also features 21,564 square feet of professionally equipped meeting space including a high-tech amphitheater, and a self-service business center available on a 24-hour basis.

The Hilton New Orleans Airport hotel boasts breakfast in Café La Salle, and the ever popular Second Line Sports Edition Lounge. River Blends, located in the hotel lobby, proudly serves Starbucks Coffee. The Hilton New Orleans Airport, located just 14 miles west of the heart of New Orleans, offers complimentary airport shuttle service and complimentary hotel parking to registered guests. It is an ideal spot for interviews, board meetings, seminars and special events.

**FUNCTION SPACE AND BANQUETS**

Take me to a place where I can arrive for business and depart for the usual - Hilton New Orleans Airport. An ideal site for conferences, it is the premier full service hotel in the airport area.

For meetings or conventions of all sizes, there are 23 meeting rooms totaling 21,564 square feet and a 24-hour self-service Business Center.

The Hilton New Orleans Airport has a wide choice of meeting rooms available, including two Ballrooms - the Grand Ballroom and Rivertown, an Amphitheater, and various smaller rooms allowing flexibility in the planning process.

From intimate meetings for 14 in our Executive Boardroom to banquets for 150 in the Rivertown Ballroom or 700 guests in our 6,032 square foot Grand Ballroom, we have a space that's right for you. A 48-seat Amphitheatre, complete with concert sound and lighting capabilities, is available for presentations requiring extensive audiovisual enhancement.

Each room has wireless and hard-wired Internet access. PSAV, our in-house audiovisual provider, can design a set to exceed your expectations.

- Catering Menu’s available separately.
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Flowers/Florist
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Luggage Storage
Manager on Duty (MOD)
Master Accounts
Medical Facilities/Services
Meeting Room Capacities
Meeting Room Deliveries
Meeting Room Rental
Meeting Room Set Standard
Newspapers/Publications
Off Premise Catering
Parking
Personalized Group Web Page
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Pools
Post-Convention Meeting
Post Event Report
Posting of Events
Pre-Convention Meeting
Printing Services
Production Crew Meals
Production Guidelines
Public Transportation
Pyrotechnics
Radios/Pagers/Nextels
Registration Assistance
Registration Desks
Reservations (RAPID!)
Restaurants/Lounges
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Taxes
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Telephones/Telecommunications
Tents
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Tours/Sightseeing
Tuxedo/Formalwear
Voice Mail
Weather
Wheelchairs
Wired Payment
Worship Services
Zip-Out Checkout
ADVERTISING OPPORTUNITIES
The hotel offers groups and their affiliates opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Sales/Catering/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

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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 Sales 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 Sales/Catering/Event Services Department to set up food, beverage and billing arrangements.

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<tr>
<th>Airline</th>
<th>Nationwide</th>
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<tr>
<td>Aero Mexico</td>
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<td>Air Canada</td>
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<td>KLM Royal Dutch Airlines</td>
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<td>Korean Air</td>
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<tr>
<td>Lufthansa</td>
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<tr>
<td>Midwest Airlines</td>
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<tr>
<td>Northwest (Domestic)</td>
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<tr>
<td>Northwest (International)</td>
<td>1-800-447-4747</td>
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Qantas 1-800-227-4500
Singapore Airlines 1-800-742-3333
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 Louis Armstrong New Orleans International Airport located .03 miles, approximately 5-minutes from the Hilton New Orleans Airport. Click on this [http://www.neworleansairport.hilton.com](http://www.neworleansairport.hilton.com) for a map.

The Hilton New Orleans Airport provides complimentary Airport Shuttle Service 24-hours daily, upon demand. Simply contact the hotel using the complimentary telephone found in the Transportation Center and our Airport Shuttle will pick you up outside the Transportation Center.

www.flymsy.com

**AMENITIES**
The Room Service Department is happy to service your group’s gift and amenity needs. Advise your Sales/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 22%. For a standard delivery, the fee is $5.00.

**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.

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**AUDIO/VISUAL**
PSAV Presentation Services Audiovisual Company, brings over 40 years of experience in the field of audio visual to your meeting at the Hilton New Orleans Airport. Craig Tubre, PSAV, may be reached by dialing 504-465-1183.

[www.ps-av.com](http://www.ps-av.com)

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

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**BABY-SITTING SERVICES**
The following childcare company is 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.

[ACCENT on Arrangements, Inc. Headquarters](mailto:info@accentoca.com)
615 Baronne Street, Suite 303
New Orleans, LA 70113
phone: 504-524-1227
fax: 504-524-1229
email: info@accentoca.com

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**BALLOONS**
There is a $75.00 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.

**Banks**
There is an ATM conveniently located in the hotel lobby of the Hilton New Orleans Airport.

**AM South Bank**
2141 Veterans Memorial Blvd.
Kenner, LA
504-838-4569
www.amsouth.com
Lobby Hours: Mon-Fri: 9am-4pm
Drive-Up Hours: Mon-Fri: 9am-5pm, Sat: 9am-1pm

**AM South Bank**
3535 Chateau Blvd. #19
Kenner, LA
504-838-4670
www.amsouth.com
Lobby Hours: Mon-Fri: 9am-4pm
Drive-Up Hours: Mon-Fri: 9am-5pm, Sat: 9am-1pm
Capital One
3644 Williams Blvd
Kenner, LA 70065
504-533-3790
www.capitalone.com
Lobby Hours: Mon-Thurs: 9am-4pm, Fri: 9am-6pm, Sat. 9am-12pm
Drive-Up Hours: Mon-Fri: 9am-6pm, Sat: 9am-1pm

Capital One
1000 W Esplanade Avenue
Kenner, LA 70065
504-533-5140
www.capitalone.com
Lobby Hours: Mon-Thurs: 9am-4pm, Fri: 9am-6pm, Sat. 9am-12pm
Drive-Up Hours: Mon-Fri: 9am-6pm, Sat: 9am-1pm

Capital One
2510 Williams Blvd
Kenner, LA 70062
504-533-2450
www.capitalone.com
Lobby Hours: Mon-Thurs: 9am-4pm, Fri: 9am-6pm, Sat. 9am-12pm
Drive-Up Hours: Mon-Fri: 9am-6pm, Sat: 9am-1pm

Chase
3540 Williams Blvd.
Kenner, LA 70065
504-441-5300
www.chase.com
Lobby Hours: Mon-Fri: 9am-5pm, Sat: 9am-2pm
Drive-Up Hours: Mon-Fri: 9am-5pm, Sat: 9am-2pm

First American Bank & Trust
3145 Williams Blvd
Kenner, LA 70065
504-465-9100
www.fabt.com
Lobby Hours: Mon-Thurs: 9am-3pm, Fri: 9am-5:30pm
Drive-Up Hours: Mon-Thurs: 8am-5pm, Fri: 8am-5:30, Sat: 9am-12pm

First Bank & Trust
3417 Williams Blvd
Kenner, LA 70065
504-586-2600
www.fbtonline.com
Lobby Hours: Mon-Thurs: 9am-4pm
Drive-Up Hours: Mon-Thurs: 9am-4pm, Fri: 9am- 6pm
Gulf Coast Bank & Trust
3410 Williams Blvd
Kenner, LA 70065
504-565-3656
www.gulfbank.com
Lobby Hours: Mon- Fri: 9am-4pm, Sat 9am-12pm
Drive-Up Hours: Mon-Thurs: 9am-4pm, Fri: 9am-6pm, Sat 9am-12pm

Omni Bank
285 W. Esplanade Avenue
Kenner, LA 70062
504-833-2900
www.omnibk.com
Lobby Hours: Mon- Thurs: 9 am – 4 pm, Fri: 9 am -5pm
Drive-Up: Mon- Fri 8:30 am- 7pm, Sat. 8:30 am - 2 pm

Parish National Bank
2609 Veterans Memorial Blvd
Kenner, LA 70062
504-207-4160
www.parishnational.com
Lobby Hours: Mon-Thurs: 9am-4pm, Fri:9am-5pm, Sat: 9am- 12pm
Drive-Up Hours: Mon-Fri: 9am-5pm Sat: 9am-12pm

Regions
3701 Williams Blvd #100
Kenner, LA 70065
504-561-7422
www.regions.com
Lobby Hours: Mon-Thurs 9am-4pm, Fri: 9am-5pm, Sat: 9am-12pm
Drive-Up Hours: Mon- Fri: 9am-6pm, Sat: 9am-12pm

Whitney National Bank
1922 Williams Blvd
Kenner, LA 70062
504-838-6411
www.whitneybank.com
Lobby Hours: Mon-Thurs 9am-3pm, Fri 9am-5:30pm
Drive-Up Hours: Mon-Fri: 9am-5:30pm, Sat: 9am-1pm

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**BANQUET BEVERAGE SELECTION**
The Hilton New Orleans 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.

**Standard Brands**
Canadian Club, Jim Beam, Gordon’s, Bacardi Superior, J&B, Sauza Gold, Hiram Walker, Martini & Rossi (Sweet & Dry), Smirnoff

**Premium Brands**
Crown Royal, Markers Mark Bourbon, Tangueray, Barcardi Select, Johnnie Walker Black Label, 1800 Riposado Tequila, Hiram Walker, Martini & Rossi (Sweet & Dry), Ketel One Vodka

**Cordials**
B&B Baileys, Campri, Chanbord, Disaronno Amaretto, Drambuie, Frangelica, Galliano, Kahlua, Midori, Roma Sambuca, Southern Comfort, Starbucks Coffee Liqueur

**Beer**
Bud Light, Budweiser, Coors Light, Miller Lite, Samuel Adams Boston Lager, Amstel Light, Corona Extra, Heinken, Blue Moon, Guinness, Michelob Ultra, Pilsner Urquell, Stella Artois

**Wine**
Cabernet Sauvignon, Chardonnay, Merlot, Pinot Grigio, Sparkling Wine, White Zinfandel - Hilton New Orleans Airport House Wine of Choice is Beringer Stone Cellars

**Non-Alcoholic Beverage**
O’douls, bottled water, 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 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.

For more information on banquet equipment, please see your Sales/Catering/Event Manager.
**BANQUET MENU SELECTION**

We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Sales/Catering/Event Manager (3) days prior to your conference date. Two weeks prior to event date for Food & Beverage to be confirmed. 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 Sales/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 (3 business days) 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 2.5% more than this guaranteed minimum.

3. **LABOR CHARGE:** No labor charge.

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 EO. 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. **SERVICE CHARGE:** 21% of the food and beverage total, plus any applicable state or local tax, will be added to your account as a service charge. This service 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. The meeting room will be set as you requested. Should your on-site contact desire to make changes to this set up, there will be a $4.00 charge per attendee assessed to the banquet check.
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 Guest 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 $8.00 per person, round trip, plus state tax, and is subject to change. Departure notices and bag pulls should be coordinated with our Sales/Catering/Events Manager.

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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 Sales/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 Sales/Catering and/or Events Service Manager.

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BOX LUNCHES
Box lunches are available through Sales/Catering/Event Manager. We can help you create your own customized lunch. If you wish to order box lunches for your group, your Sales/Catering/Event Manager will arrange the order for you and provide delivery to your specified location on the property.

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BUSINESS CENTER
The self-service Business Center provides the tools you need to conduct business as usual when you're away from your office with the same exemplary service you’ve come to expect from the Hilton New Orleans Airport. The Business Center offers Facsimile Services, Copy Services, and Workstation Rentals and is accessible 24- hours a day.

For large quick printing or copying jobs, we recommend calling: www.StCharlesPrinting.com
St. Charles Printing - Phone: 985-785-0727
P.O. Box 1258 - 13413 Hwy. 90
Boutte, LA 70039 - Fax: 985-785-2004
E-mail: info@stcharlesprinting.com

Copier Service Of New Orleans – Phone: (504) 469-8501
4232 Williams Blvd
Kenner, LA 70065

Metairie Printing – Phone: (504) 466-5757
1015 24th St
Kenner, LA 70062

The Print Shoppe of Louisiana – Phone: (504) 464-6438
2329 Veterans Blvd
Kenner, LA 70062

US Copy Inc - Phone: (504) 464-4147
30 23rd Street # A
Kenner, LA 70062
BUS COMPANIES

Hilton New Orleans
800.368.4678
365 Canal Street
Canal Place, Suite 1400
New Orleans, LA 70130
NewOrleans@usahosts.com
sales@usahosts.com

CAR RENTAL AGENCIES
Following are the three Hilton preferred companies and contact numbers.

Hertz Rent-A-Car - 800-654-3011
Avis Rent-A-Car - 800-321-3712
Budget Rent-A-Car - 800-527-0700

CASH PAYING GUESTS
In the event a hotel guest does not have a major credit card to secure his/her room, the Hilton New Orleans Airport will require full payment in advance for room and tax charges. In addition, there will be a $50.00 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 Sales/Catering/Event Manager is happy to work with you to accommodate any needs you have.

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 The Hilton New Orleans Airport. Identification will be required. The Hilton New Orleans Airport implements a $50.00 per day check cashing limit.

CHECK-IN AND CHECK-OUT
Hotel check-in is 3:00 p.m., and checkout is 1:00 p.m. (All guests arriving before 3:00 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 one-night’s room/tax early departure fee 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 three days in advance of major arrival. The success of a satellite check-in is very dependent on the hotel's occupancy the evening before and flow of your arrival manifest. Your Sales/Catering/Event Manager will be able to discuss these issues in more detail to determine if this is the correct solution for your arrival.

Zip Checkout
With zip checkout, your room folio is provided at your door early in the morning of your departure. Simply verify the charges, dial extension 62 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 New Orleans Airport offers Kiosk check-in and check-out 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.
Airport Boarding Pass - Self-Service Kiosk Check-In
The Hilton New Orleans Airport offers the convenience of Self-Service Airport Boarding Pass Kiosk Check-In – the Kiosk is located in the hotel’s main lobby. The kiosks operate seven days a week 24 hours a day – Boarding Pass may be printed 24-hours in advance of scheduled flight departure.

Back to Resource Information

COFFEE MAKER
This exclusive coffee system features our new Lavazza Grand Filtro blend from world-renown Lavazza, Italian’s leading premium roaster. This full-flavored, aromatic cup offers fruity, overtones, fragrance and rich body. It’s complemented by our custom designed Cuisinart dual-cup, single brew coffee maker with sleek black and chrome accents. AM delights for any discerning coffee lover.

Each guest will receive a complimentary packet of both regular and decaffeinated coffee daily to use in their in-room coffee maker. Additional coffee may be obtained by dialing the Guest Service Hotline at Extension 67.

Back to Resource Information

CONVENTION CENTERS
Pontchartrain Center
4545 Williams Blvd.
Kenner, LA 70065
Phone: 504-465-9985
Fax: 504-468-6667

The Pontchartrain Center is located in Kenner, Louisiana, approximately 6 miles from the Hilton New Orleans Airport. The multipurpose convention center/arena is the host of more than 400 events annually: consumer/trade shows, sporting events, concerts, family shows, company parties, Mardi Gras balls, dance revues, conventions/meetings, banquets and receptions. 70,000 square feet of convention space, fixed arena seating of more than 3,500, and high quality catering and concessions…all under one roof.

Ernest N. Morial Convention Center
900 Convention Center Blvd.,
New Orleans, LA 70130
504-582-3000 - Fax : 582-3032
General e-mail: m-s@mccno.com

The Morial Convention Center offers significant advantages in the service a, including state-of-the-art, in-house technical services, innovative video advertising, cellular phone rentals, in-house Internet connectivity services for customers and a fiber-optic system capable of transmitting the most sophisticated data, video and
voice phone signals anywhere in the world.

Taxi – Approximately $28.00 for two passengers from the Hilton New Orleans Airport to the Morial Convention Center – located approximately 14 miles from the Hilton New Orleans Airport. For assistance with transportation, please contact the Bell Desk at Extension 60.

**CORKAGE**
Due to licensing restrictions, all food and beverage must be provided by the Hilton New Orleans Airport.

**CREDIT CARDS**
The Hilton New Orleans Airport accepts all major credit cards including American Express, MasterCard, Visa, Diners Club 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 Sales/Catering/Event Manager.

**CURRENCY EXCHANGE**
The Front Desk currently exchanges the following currency at the prevailing rate: Japanese Yen, Canadian Dollars, Euros.

Each guest is limited to a currency exchange of $50.00 per day, with identification. If a large amount of money is to be exchanged, we strongly recommend handling the exchange through your home bank.

**DANCE FLOOR**
The Hilton New Orleans Airport does have dance floors available for your use, please contact your Sales/Catering/Event Manager.

**DECORATIONS**
Please contact your Sales/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.

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

800.368.4678
365 Canal Street
Canal Place, Suite 1400
New Orleans, LA 70130
NewOrleans@usahosts.com
sales@usahosts.com

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.

DIAGRAMS
Diagrams are available on our website or contact your Sales/Catering/Event Manager.

DIETARY REQUIREMENTS
Our Chef will provide meals for your attendees with special dietary requirements. Please advise your Sales/Catering/Event Manager if a special meal is required.
DIRECTIONS TO THE HOTEL

Note: The map and directions are informational only. Please verify specific routes. The map and directions shown are provided as a guide for your convenience.

Directly across from Armstrong International Airport's terminal entry. From east/downtown: On Interstate I-10 exit at International Airport; Follow access road in left lane; At first light signal turn right onto Airline Drive; 2 blocks to hotel on left.

TO THE HILTON NEW ORLEANS AIRPORT

Traveling West on Interstate 10, take the New Orleans International Airport Exit. Follow the Airport Access Road, staying in the left lane until you reach the traffic light. Take a right onto Airline Drive remaining in the left lane. After one traffic light, the Hilton New Orleans Airport will be on the left, directly across from the airport.

Traveling East on Interstate 10, take the Williams Boulevard Exit. Take a right on Williams Boulevard. Go to the first traffic light at Veterans Boulevard and take a right. Immediately get into the left lane and take a left at the first traffic light (directly under an overpass). Take the Airport Access Road (staying in the left lane) until you reach the traffic light. Take a right onto Airline Drive and stay in the left lane. After one traffic light, the Hilton New Orleans Airport will be on the left, directly across from the airport.

www.neworleansairport.hilton.com
DOCTORS ON CALL
The Hilton New Orleans Airport is fully prepared to handle different types of situations to assist our guests. The following is information on our emergency procedures. In the event of an emergency, please call our Security Dispatch at Extension 66 for immediate assistance.

DRUG STORES
CVS Pharmacy – Phone: 504-466-1478
2530 Williams Blvd.
Kenner, LA 70062

Rite Aid – Phone: 504-733-1854
6425 Airline Drive
Kenner, LA 70062

Walgreens – Phone: 504-471-0642
200 West Esplande
Kenner, LA 70065

DRY-CLEANING – SEE LAUNDRY/VALET
Laundry services are available by dialing extension 62. Garments picked up prior to 9:00 a.m. are returned to guests by 6:00 p.m. the same evening. Garments picked up after 9:00 a.m. will be returned the following day by 6:00 p.m.

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

e-EVENTS
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 Sales/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 Sales/Catering/Event Manager.

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

ELEVATORS
The Hilton New Orleans Airport hotel has three (3) guest elevators located in the lobby.
EMERGENCY PROCEDURES
The Hilton New Orleans Airport 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 extension 55
- The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number extension 55 will initiate the appropriate response.
- Paramedics, Fire Department, and the Police Department are all located approximately three minutes from the hotel.
- Our Security Department, as well as a small number of other employees, are trained in CPR and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- Nearest Emergency Room and Hospital:
  
  **Oschner Medical Center Kenner**
  180 West Esplanade Avenue
  Kenner, LA 70065
  504-468-8600

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.

FAX NUMBERS
For Guests: 504-466-5473
Sales/Catering/Convention Services Office: 504-465-1101
Reservations office: 504-466-5473

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 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.

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FITNESS CENTER

The Fitness Center located at the lobby level is 24 hour access with guest room key. At the Hilton New Orleans Airport we’ll help you stay productive on the road. Energize your stay with our all-new Complimentary Fitness Center featuring Precor® Equipment.
Hilton Fitness by Precor® facility. Each premium Precor treadmill, elliptical cross-trainer and bike includes its own TV screen so you can enjoy the entertainment of your choice while you work out. You'll also find Precor strength and flexibility equipment, plus mats with room to stretch. Hilton Fitness by Precor® the essentials you need to help keep you at your best.

Hours of Operation: Opened Daily 24 hours

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

FLOWERS / FLORIST
Villerie’s Florist can provide a beautiful arrangement for any event. Please contact their local office at 504-835-8565 for details.

GENERAL MANAGER
Mike Walker joined the Hilton New Orleans Airport in the month of September, 2008 as General Manager. Mike began his hospitality career in 1986 and has worked for industry leading hotels. Prior to this position, Mike was Hotel Manager of the Hilton Managed, Red Lion Hotel in Denver Colorado.

Mike is thrilled to welcome your group to the Hilton New Orleans 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 Executive Office and are designated for restaurants, lounges, and guest room charges. A gift certificate can be used as a credit to the guest room account. Please contact your Sales/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 TPC of Louisiana Golf Course offers you the very best. Scenic fairways, rolling greens, the beautiful sweeping views of numerous cypress trees and natural vegetation. The 7,600 yard championship public course is open to the public seven days a week. Transportation for your group can be arranged through your Sales/Catering/Events Service Manager in advance.

**Golf Course Information**
Out-of-State = $160.00 + tax
Weekday LA Residents (M-Th) = $109.00 + tax
Weekday Twilight (3:00pm) = $89.00 + tax
Weekend LA Residents (F-Su) = $129.00 + tax
Weekend Twilight = $99.00 + tax

TPC Louisiana – Phone:  504-436-TPC1
11001 Lapalco Blvd.
Avondale, LA 70094
www.audubontrail.com
www.tpc.com/louisiana

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, Airport Shuttle Service - $1.00-$2.00 and discretionary for above and beyond services provided for you. *Disclosure: all gratuities not outlined in the contract are discretionary.*

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 New Orleans Airport has a specially designed area for group entrance to accommodate the needs of your group. It has a porte cochére and your Sales/Catering/Events Service Manager will direct you where to park for bus loading and unloading. It is also conveniently located near the ballrooms and meeting rooms. An area may be reserved and set up for satellite check-in and convention registration, depending on your arrival pattern.

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 Hilton New Orleans Airport’s current bedding breakdown is as follows:

- 199 King; 118 Doubles – 11 rooms that meet all ADA requirements

Louisiana 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](http://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:

- **SINGLE SHEET ITEMS ENVELOPE:** Outside Door $2.00 ea, Inside Room $3.00 each*
- **NEWSPAPER/PERIODICAL:** Outside Door $2.00 ea, Insert/Sticker $.50 each
  - Inside Room $3.00 each*
- **POLYBAGS/SHRINK-WRAP:** (Up to 3 items) Outside Door $2.50 each, Inside Room $3.00 each*, Additional Items $1.00 each
- **GIFT BAGS/BASKETS DUFFLEBAGS/SPECIAL ITEMS:** Inside Room $3.00 each**
- **CUSTOMIZATION OF ROOMING LISTS:** $50.00 per 100 rooms

* Must be approved by Executive Office before distribution to guestrooms.

** Size of item will be subject to negotiation. Normal approval by the Executive Office will need to be obtained.

* A Distribution Form will need to be completed and signed (via fax) by the distribution coordinator.
• A letter of authorization by the main convention and a sample of the item is required prior to delivery.

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GUEST SERVICE HOTLINE
Guests with specific needs or requests may pick up a house phone which directly connects the guest to the hotel operator, who will direct your needs to the appropriate hotel contact.

HEAT
HEAT (Hilton Environmental Analysis and Tracking) is our internal measurement system to collect, analyze, and track environmental and social performance at our property as well as our brands globally. In so doing, we are able to integrate sustainability as a core performance metric and drive economic and social returns. Your Catering/Event Manager can share detailed information.

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HOSPITALITY DESKS
Your Sales/Catering/Event Manager is happy to arrange a hospitality desk for your group. 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 Sales/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.

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HOTEL FACTS/HISTORY
The following is a fact sheet for the Hilton New Orleans Airport

Location: Hilton New Orleans Airport  
Address: 901 Airline Drive – Kenner, LA 70062  
Telephone: 504-469-5000  
Facsimile: 504-466-5473  
Reservations: 504-469-5000  
Website: www.neworleansairport.hilton.com  
Managed By: Hilton Hotels Corporation  
Grand Opening: 1989  
Last Renovation: 2010 and ongoing  
Brief Description: Renovation of Café LaSalle Restaurant, Lobby, Exterior of Building Painted

Location: Luxury Property Located Directly Across From The Louis Armstrong New Orleans International Airport And Only 14 Miles To Downtown New Orleans And The Historic French Quarter. The Property Is Designed To Accommodate Everything From Conventions, Business Meetings, Board Meetings & Individual Business Travelers.
Meeting Facilities:
- 21,564 Square Feet
- 23 Meeting Rooms; Maximum 30 Exhibits
- 6,032 Square Foot divisible Grand Ballroom without pillars
- 4 Executive Board Rooms accommodating from 2-14 people
- Amphitheater accommodating 48 people with built-in graduated classroom seating. Each seat has individual lights and outlets for note taking or computer usage.

Accommodations:
- 317 total guestrooms including 2 Suites, 199 King rooms, 118 Double/Double rooms and 11 rooms that meet all ADA requirements. There are 27 Connecting rooms and a total of 292 Non-Smoking Guest Rooms.
- Each room is equipped with two phones (one cordless desk telephone) with voice messaging & PC hook-ups, Cuisinart coffee maker, hairdryer, iron and ironing board, 27” flat screen TV’s with Lodge-Net that provides in room Movies and Nintendo Games. “USA Today” is complimentary in each room Monday through Friday. Crabtree and Evelyn LaSource Bath and Body products, the “Hilton Clock” with mini-plug for MP3 player hook-up and work stations with wireless internet access availability and ergonomic chairs. The “Hilton Serenity Bed” by Serta featuring a down comforter nestled into the Serenity duvet, triple sheeting with fine woven linens and touch of down pillow.
- Check-out time: 1:00 p.m.
- Room Tax: currently at 12.75%
- Check-in time: 3:00 p.m.
- Cancellation policy: 24-hours

Amenities & Services:
- Complimentary 24-hour Fitness Center
- Free Passenger and Bus Parking, with parking options Downtown
- Wireless High-Speed Internet in the Public Space, Meeting Rooms & Guestrooms
- River Blends proudly brews Starbucks Coffee and offers Haagen-Dazs ice cream. To go options include cereal, snacks, and health and beauty aids
- Complimentary Airport Shuttle Service 24-hours daily, upon demand, simply contact the hotel using the complimentary phone found in the Transportation Center and our shuttle will pick you up outside the Center.
- Complimentary Parking for overnight hotel guest.
- Long Term Parking
- In-House Audio Visual Services
- Outdoor pool / Hot Tub

Business Services:
- The self-service Business Center provides the tools you need to conduct business as usual when you’re away from your office with the same exemplary service you’ve come to expect from the Hilton New Orleans Airport. The Business Center offers Facsimile Services, Copy Services, and Workstation Rentals and is accessible 24-hours a day.

Restaurants & Lounges:
- The Café LaSalle restaurant seats 90 and features a Breakfast Buffet which offers hot & cold items including an Omelet Station. At Café LaSalle, group meals and pre-paid coupons can be arranged prior to a meeting. Breakfast is served from 6:00 a.m. - 10:30 a.m.;
- The Second Line Sports Edition Lounge located in the lobby of the Hotel is the perfect location to catch your favorite sporting events on one of our nine Plasma TV’s while enjoying the libation of choice in a relaxed atmosphere. We offer everything from appetizers, salads, sandwiches and hot entrees. Cajun and Creole selections make this a unique experience. Second Line Sports Edition is open from 11:00 a.m. - 12:00 midnight daily.

Safety Systems:
- Automated fire doors & direct line to emergency service personnel
- Automated sprinkler system
- Emergency lighting system
♦ Security lock systems-card key guest room access
♦ 24-hour in-house security
♦ Strobe lights / Emergency alarm system
HOUSEKEEPING

Daily housekeeping services, which consists of general cleaning, take place between 8:00 a.m. – 4:30 p.m. Should one of your guests require special times of service, requests may be made directly with Housekeeping or your Sales/Catering/Events Manager.

The suggested housekeeping gratuity is $1.00 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.

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 6:00am – 11:00pm 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 64 in-house. A variety of amenities are also available through room service.

Room service gratuity is 22% and is posted automatically on all checks. There is also a delivery fee of $5.00 per order.

**INTERPRETATION/TRANSLATION SERVICES**
Our hotel staff is fluent in several languages and help/assistance can be found by dialing extension 52.

**INTERNET SERVICES**
The Hilton New Orleans Airport provides numerous Internet Services.

**KEY CARDS**
Please contact your Sales/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 $100.00 charge per door/per room and you may be required to sign a hold harmless agreement.

(CUSTOMIZED) KEY CARDS
Please contact your Sales/Catering/Event Manager if you would like custom keys for your group. They are an excellent way to market your organization.

**KEY HOTEL CONTACTS**
The Hilton New Orleans Airport’s Managing Committee consists of the following people:

- **General Manager**: Mike Walker  ext. 1111
- **Director of Food & Beverage**: Olivier Zissler  ext. 1112
- **Director of Finance**: Raqi ElQudsi  ext. 1195
- **Director of Front Office**: Kenneth Jackson  ext. 1165
- **Executive Chef**: Willie Matthews  ext. 1116
KIOSKS
The Hilton New Orleans 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.

LAUNDRY/VALET – SEE DRY CLEANING
Laundry services are available by dialing extension 62. Garments picked up prior to 9:00 a.m. are returned to guests by 6:00 p.m. the same evening. Garments picked up after 9:00 a.m. will be returned the following day by 6:00 p.m.

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

LIMOUSINE SERVICES
Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. A Regal Limousine Service is our preferred service and can be reached at 504-887-3200.

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

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

LOCAL INFORMATION

<table>
<thead>
<tr>
<th>Places of Interest</th>
<th>Miles</th>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasure Chest Casino</td>
<td>5 miles</td>
<td>Taxi</td>
<td>Casino</td>
</tr>
<tr>
<td>Esplanade Mall</td>
<td>3 miles</td>
<td>Taxi</td>
<td>Clothing, jewelry, books &amp; specialty stores</td>
</tr>
<tr>
<td>Pontchartrain Center</td>
<td>5 miles</td>
<td>Taxi</td>
<td>Convention Center</td>
</tr>
</tbody>
</table>
Rivertown Museums  1 mile  Taxi  Museums
Zephyr's Stadium  5 miles  Taxi  Home of the New Orleans Zephyrs
                      AAA Baseball Team
Plantation Tours  7 miles  Taxi
Local Restaurants*  -----  Taxi  Various restaurants in the area

Click here for local area attractions.

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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.

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**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.

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**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 67.

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**MASTER ACCOUNTS**
See Sales Agreement.

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**MEDICAL FACILITIES/SERVICES**
Should you need emergency medical treatment, please contact our Security Department at Extension 66. Taxi service is available for non-emergency situations. Oschner Medical Center Kenner is the nearest hospital to the hotel. They can be reached at 504-486-8600 or the hotel operator can call the hospital for you.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Dimensions</th>
<th>Square Feats</th>
<th>Ceiling Height</th>
<th>Theatre Room</th>
<th>School Conf Room</th>
<th>Shape</th>
<th>U Recp</th>
<th>Bqt</th>
<th>Exhibits</th>
<th>Hollow (8X10) Booths</th>
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<td>6032</td>
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<td>28 X 52</td>
<td>1456</td>
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<td>Salon B</td>
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<td>1508</td>
<td>14’6” to 12’0”</td>
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<td>Salon D</td>
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<td>1508</td>
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<td>Barataria</td>
<td>23 X 50</td>
<td>1150</td>
<td>10’0” to 11’6”</td>
<td>100</td>
<td>50</td>
<td>40</td>
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<tr>
<td>Salon A</td>
<td>23 X 25</td>
<td>575</td>
<td>10’0” to 11’6”</td>
<td>50</td>
<td>25</td>
<td>20</td>
<td>18</td>
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<tr>
<td>Atchafalaya</td>
<td>24 X 24</td>
<td>576</td>
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<td>Bonnet Carre</td>
<td>24 X 24</td>
<td>576</td>
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<td>18</td>
<td>40</td>
<td>40</td>
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<td>Rivertown Ballroom</td>
<td>29 X 69</td>
<td>2001</td>
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<td>175</td>
<td>90</td>
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<td>Salon A</td>
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<td>754</td>
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<tr>
<td>Salon C</td>
<td>21X 29</td>
<td>609</td>
<td>14’6” to 12’0”</td>
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<td>20</td>
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<tr>
<td>Timbalier</td>
<td>18 X 27</td>
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<td>18</td>
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<td>24</td>
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<tr>
<td>Maurepas Mississippi Amphitheatre Executive Boardroom Room 229 Room 231 Vermilion Segnette</td>
<td>20 X 24</td>
<td>480</td>
<td>10’0” to 11’6”</td>
<td>35</td>
<td>20</td>
<td>20</td>
<td>18</td>
<td>40</td>
<td>30</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Terrebonne Pontchartrain Room Cocodrie Bienvenue</td>
<td>18 X 14</td>
<td>266</td>
<td>8’5”</td>
<td>8 to 10</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total Sq. Feet | 21,564

Back to Resource Information
**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 – please arrange through your Sales/Catering/Events Service Manager.

**MEETING ROOM RENTAL**
Please call 504-469-5000 for details.

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

- Banquet or classroom tables and chairs
- Linens
- Pads and pens and mints
- Ice water

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

**NEWSPAPERS/PUBLICATIONS**
Newspapers available in our Riverblends Gift Shop are:

- “*Times Picayune*”
- “*Wall Street Journal*”

The above newspapers are delivered to the RiverBlends Gift Shop store at 6:00 a.m. daily. The “*USA Today*” is delivered to each guest room Monday through Friday – complimentary.

**OFF PREMISE CATERING**
Please see your Sales/Catering/Event Manager for details or e-mail Olivier.Zissler@hilton.com or Kristin.wahl@hilton.com

**PARKING**
The Hilton New Orleans Airport offers self-parking. Self-parking is complimentary for registered hotel guest and attendees of events.

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

The Hilton New Orleans Airport accepts pets under 30 pounds with a $50.00 per stay non-refundable pet deposit.

**POOLS**
An outdoor swimming pool / whirlpool located on the first floor in a courtyard setting with a pool deck is available for our guests to enjoy during their stay.

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

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

**POSTING OF EVENTS**
The Hilton New Orleans Airport has several event boards listing all meetings throughout the hotel.
**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 Sales/Catering/Event Manager as to who will attend from your organization and what a convenient time would be for this meeting (time ranges from 30 minutes to one hour).

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

Back to Resource Information

**PRINTING SERVICES**
For printing needs, please contact – [www.StCharlesPrinting.com](http://www.StCharlesPrinting.com)

![St. Charles Printing](image)

A Certified CPrint® Affiliate

**St. Charles Printing**
P.O. Box 1258 - 13413 Hwy. 90
Boutte, LA 70039
Phone: 985-785-0727 - Fax: 985-785-2004
E-mail: info@stcharlesprinting.com

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**PRODUCTION CREW MEALS**
Please contact your Catering/Event Manager regarding production crew dining in the hotel employee cafeteria.

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**PRODUCTION GUIDELINES**
Your Sales/Catering Events Service Manager will provide you with the hotel’s Production Resource Guide.

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**PUBLIC TRANSPORTATION**
There is public transportation in Kenner and the New Orleans area. Taxis are available from the hotel front door 24 hours a day. A one way trip to the French Quarter area is $29 for the first two passengers and $12 per additional passenger.

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**PYROTECHNICS**
Please consult your Sales/Catering Manager on this matter.

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**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 Sales/Catering/Event Manager for assistance.

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

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**REGISTRATION DESKS**
Your Sales/Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are available 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 Sales/Catering 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.

Back to Resource Information

**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

Back to Resource Information

**RESTAURANTS/LOUNGES**
Click on the link below….
Second Line Sports Edition  |  Cafe La Salle
The Second Line Sports Edition Lounge located in the lobby of the Hotel is the perfect location to catch your favorite sporting events on one of our nine Plasma TV's while enjoying the libation of choice in a relaxed atmosphere. We offer everything from appetizers, salads, sandwiches and hot entrees. Cajun and Creole selections make this a unique experience. The lounge is open from 11am - 12 midnight daily with Happy Hour specials from 5pm - 7pm.

**Second Line Sports Edition is open for:** Lunch and Dinner  
**Attire:** Casual

Cafe La Salle (click here to visit site)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>6:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>Wednesday</td>
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<td>Thursday</td>
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<td>Friday</td>
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<tr>
<td>Saturday</td>
<td>6:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>Sunday</td>
<td>6:00 AM – 11:00 AM</td>
</tr>
</tbody>
</table>

The Cafe La Salle serves a hearty breakfast buffet daily. Don't miss our Sunday Brunch Buffet. Click to view our Breakfast menu.  
**Cafe La Salle is open for:** Breakfast  
**Attire:** Casual

RESTAURANT RESERVATIONS
Reservations are strongly recommended for all restaurants in the hotel and in Kenner or New Orleans area, whether it is for a table of four or a dine around.

RESTROOMS
Public restrooms are located just off the main lobby on the first floor.

ROBES
Robes are available for sale in the RiverBlends Gift Shop – 1st floor Lobby.
ROPES/STANCHIONS
For more information on banquet equipment, please see your Sales/Catering/Event Manager.

SAFES/SAFE DEPOSIT BOXES
At no charge, we will provide you with a fireproof safe deposit box to safeguard your valuables. Please see a Guest Service Agent at the Front Desk for assistance. Safety Deposit Boxes are available complimentary 24 hours a day – 7 days a week.

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 Sales/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.

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage.

Conference Name
Event Dates
Client / Guest Name
Hold for Arrival (arrival date)
Attention <your sales/catering/event contact>
Hotel Name / Address / City State ZIP
Phone
Fax
Number of packages in that shipment

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).
Shipping from the Hilton New Orleans Airport
The Hilton New Orleans Airport utilizes UPS for our shipping needs. Please see your Events Service Manager for pick-up and delivery schedules. A Freight-Forwarding Form should be obtained from your Events Service Manager and completely filled out for shipping.

Back to Resource Information

SHOPPING

Esplanade Mall
The Esplanade is a two-level enclosed shopping mall, located in the suburban city of Kenner west of New Orleans. The Esplanade is conveniently located on West Esplanade Avenue, just 5 minutes from the Hilton New Orleans Airport, with a direct access ramp from I-10. 1401 West Esplanade -- Kenner, LA 70064 -- 504-465-2161

Regular Mall Hours: Monday to Saturday 10:00am – 9:00pm and Sunday 12noon to 6:00pm (may vary for holidays)

Lakeside Shopping Center
Lakeside Shopping Center is conveniently located on the South Shore of Lake Pontchartrain, just off Interstate. 3301 Veterans Memorial Boulevard – Metairie, LA 70002

Regular Mall Hours: Monday to Saturday 10:00am – 9:00pm and Sunday 12noon to 6:00pm (may vary for holidays)

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SIGNAGE/BANNERS
The Hilton New Orleans 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 $40.00 each.

In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit. Nothing is to be placed over the Hilton New Orleans Airport’s podium logo – no exceptions.

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SITE INSPECTION/PRE-PLANNING
Please contact your Sales/Catering Manager and we will be happy to assist you with planning your site inspection/pre-planning.

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SOUND SYSTEM
Some hotel meeting rooms and ballrooms have a basic sound system. Please contact your Sales/Catering Manager with questions. There may be fees assessed for certain hookups as well as hourly labor charges.

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SPECIAL MEAL REQUESTS
Please consult with your Sales/Catering Manager for any special meal requests. The Executive Chef is pleased to accommodate your requests to the best of his abilities.

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SPORT
*Sustainable Property Operations Results Tracking*
SPORT is an integrated, performance based system, built into our HEAT system that looks at all of the key focus areas in terms of sustainability and operational best practices. Your Catering/Event Manager can share detailed information.

STORAGE
Storage for your advance boxes and convention supplies is quite limited at the Hilton New Orleans Airport. If you are anticipating shipping a large volume of materials, we suggest you consult your Sales/Catering 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.

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SUITES
The Hilton New Orleans Airport offers two Suites which are ideal for relaxation, hospitality and entertaining. The dimensions for the Presidential Suite and the Governor’s Suite are noted below:

- Presidential and Governor’s Suite
  - Each Suite Total – 1,380
  - Each Parlor – 670 square feet
  - Each Bedroom (King and Double/Double connecting to Parlor) - 355 square feet

To reserve a suite or check availability call the hotel directly at 1-800-872-5914

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SUSTAINABILITY
Mission Statement: Hilton Worldwide will manage our business through a lens of sustainability to benefit this generation and those that follow. Through action and innovation we will lead our industry in projects and programs that:

- Enhance the guest experience
- Engage our employees
- Improve operational efficiency
- Advance building design
- Strengthen our partnerships
- Serve our communities
- Protect our global environment
- Enrich our Family of Hotels

**TAXES**
The current Louisiana State Hotel Tax is 12.75% (includes state tax). All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities. Food and beverage tax is currently 8.75% and labor and gratuity are at 21%.

Back to Resource Information

**TAXICABS**
For the city of Kenner, there are numerous taxi companies available to our guests. All are available through the Guest Services Department.

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**TEAM MEMBER RECOGNITION**
Our “Be Hospitable” Award recognizes team members throughout the hotel.

Back to Resource Information

**TELEPHONES/TELECOMMUNICATIONS**
The following types of telephones are available for guests, meeting and convention service and administrative staff. Please advise your Telecommunications Department or appropriate team members, if you need the use of a phone for your program.

1. **IN HOUSE EXTENSION - EXISTING TELEPHONE**  
   No Charge  
   Provides for the use of the existing meeting rooms single-line telephone for in-house (direct dialed) and outside incoming calls (through hotel operators). Long distance, local or toll-free calls cannot be placed from this telephone.

2. **IN HOUSE, LOCAL & LONG DISTANCE EXTENSION- EXISTING PHONE**  
   $50.00  
   Provides for the use of the existing meeting rooms single-line telephone for in-house (direct dialed), local, long distance, toll-free and outside incoming calls (through hotel operators). Local and long distance calls will be charged at the current Hilton New Orleans Airport’s published rates. This service option does not apply to exhibit booths and/or computer connections.

3. **D.I.D. - FULL SERVICE EXTENSION**  
   $100.00  
   Provides for the installation of a single-line telephone for in-house, local, long distance, international and incoming calls (bypassing hotel operators). Local and long distance calls will be charged at the current Hilton New Orleans Airport’s published rates. This service is suitable for all voice, fax, and most data applications.

4. **DIRECT LINE**  
   $100.00  
   Provides for a telephone line independent of the hotel PBX for special applications. A limited number of these lines are available.
SPEAKER PHONE RENTAL

Provides an optional speakerphone with one of the service options above.

PRICING

Applicable taxes will be added - rates are subject to change.

Internet Access

Broadband Access – T1.5 or greater (Call for price quote)
DSL (Call for price quote)
Devices - The set-up fee is $175.00 for the first personal computer and $50 each for each additional 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></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 minutes $0.10 per minute</td>
</tr>
<tr>
<td>Long Distance</td>
<td>9+1+Number</td>
<td>AT&amp;T Operator assisted rate less 50%</td>
</tr>
<tr>
<td>International (by country)</td>
<td>9+011+CC+CC+Number</td>
<td>AT&amp;T Operator assisted rate (by country)</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. 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.

**TENTS**
Please contact your Sales/ Catering Manager regarding rental of small tents

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

**TOURS/SIGHTSEEING**
Please see the Guest Service Department located on the 1st floor of the hotel’s lobby or, please call 504-469-5000 x 62

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

**VOICE MAIL**
All guest rooms have a voice mail message service. Group voice mails may be left; however, please note that this process is time consuming as each room number needs to be programmed individually. Therefore, labor fees may be assessed. For messages in excess of five (5) rooms, a service charge of $1.00 per room may be assessed. Please discuss any specific requests with your Sales/Catering/Event Manager.

**WEATHER**
Depending on the season, the weather at the Hilton New Orleans Airport varies from a low of 43 degrees to a high of 91 degrees. Before visiting the Hilton New Orleans 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 New Orleans Airport.

Louisiana Scooter Specialists  
504-368-4040

Mr. Wheelchair  
504-834-2810

**WIRED PAYMENT**  
If you would like to have payment wired, please notify your Sales/Catering/Event Manager, and instructions will be faxed to you.

**WORSHIP SERVICES**  
The following is a list of nearby locations.

**Baptist**  
Amos Missionary Baptist Church,  
1401 Danville Street  
Kenner, LA 70062  
Phone: (504) 469-6300

Chinese Baptist Church  
3413 Continental Drive  
Kenner, LA 70065  
Phone: (504) 463-0235

First Baptist Church of Kenner  
1400 Williams Boulevard  
Kenner, LA 70062-6510  
Phone: (504) 466-5381

Williams Boulevard Baptist Church  
3000 Williams Boulevard  
Kenner, LA 70065-4558  
Phone: (504) 443-2363

Little Zion Baptist Church  
2200 Kenner Avenue  
Kenner, LA 70062  
Phone: (504) 464-9776

New Mount Bethel Baptist Church  
1442 31st Street  
Kenner, LA 70065
Phone: (504) 467-1228

**Buddhist**
New Orleans Zen Temple
748 Camp Street
New Orleans, LA
Phone: (504) 525-3533

**Catholic**
Nativity of Our Lord
3325 Loyola Drive
Kenner, LA 70065
Phone: (504) 466-5016

Our Lady of Grace Chapel
2552 Kentucky Avenue
Kenner, LA 70062
Phone: (504) 466-2117

Our Lady of Perpetual Help Church
2006 Short Street
Kenner, LA 70062
Phone: (504) 464-0361

St. Elizabeth Ann Seton
4121 Saint Elizabeth Drive
Kenner, LA  70064-1000
Phone: (504) 468-1441

Lakeview Church of God
2110 I-10 Service Road
Kenner, LA
Phone: (504) 468-8055

Hope Assembly of God Church
3801 Williams Boulevard
Kenner, LA 70065
Phone: (504) 461-5800

St. Louis Cathedral
615 Pere Antoine Alley
New Orleans, LA 70116
Phone: (504) 525-9585
Mass Schedule: Saturday, 5pm and Sunday, 9am and 11am

**Episcopal**
Saint John’s Episcopal Church
2109 17th Street
Kenner, LA 70062
Phone: (504) 469-4535

Jehovah’s Witness
Jehovah’s Witnesses Kingdom Hall: Rivertown Congregation
9024 West Metairie Avenue
Metairie, LA 70003
Phone: (504) 469-6734

Jewish
Chabad Jewish Center
4141 West Esplanade Avenue N.
Metairie, LA
Phone: (504) 454-2910

Cytryn Eric C Rabbi
3737 West Esplanade Avenue
Metairie, LA 70002
Phone: (504) 889-1144

Lutheran
Christ the King Lutheran Church
1001 West Esplanade Avenue
Kenner, LA 70065-2731
Phone: (504) 469-4740

Methodist
Kenner United Methodist Church
1000 Clay Street
Kenner, LA 70062-6734
Phone: (504) 469-4796

St. Stephen Ane Methodist Church
314 Fortier Street
Kenner, LA 70062
Phone: (504) 469-1614

Messiah United Methodist Church
420 West Esplanade Avenue
Kenner, LA 70065-2574
Phone: (504) 469-7955

Mormon
Church of Jesus Christ of LDS
ZIP-OUT CHECK-OUT
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For more information on forms, please contact your Sales/Catering/Event Manager.