Our goal is to be the 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 York
1335 Avenue of the Americas
New York, NY 10019

www.Hilton.com
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- Credit Application
- Exhibit Booth Menu
- Gourmet Boxed Luncheons
- Exhibitor Booth Hospitality Order Form
- Internet/Phone Form
- Cleaning Services Request Form
- List of Official Vendors
- Production & AV Regulations

For all other forms, please contact your Catering/Events Manager.
GENERAL INFORMATION

The Hilton New York is a sophisticated hotel conveniently located in the midst of business and media centers in New York City, at West 53rd Street and Avenue of the Americas (Sixth Avenue).

Hilton New York hotel guestrooms are spacious and stylish with a comfortable work area, high-speed internet access (wired and wireless), multiple-line phones, voicemail and data port, alarm clock radio with MP3 connection and complimentary newspaper Monday through Friday. Luxurious marble baths and hair dryers are also provided.

The Hilton New York hotel restaurants are New York Marketplace and the Etrusca Ristorante for a delightful fusion of Italian and American cuisine. For signature cocktails and lighter fare, enjoy Bridges and the Lobby Lounge. Our Atrium Fitness Center has 8,000 square feet dedicated to health and wellness.

The Hilton New York is just moments from such famous landmarks as Radio City Music Hall, Museum of Modern Art (MOMA), Fifth Avenue shopping, Central Park, Rockefeller Center, Carnegie Hall, Lincoln Center, Broadway and Times Square. The Hilton New York hotel...for well-appointed guestrooms and impeccable service.

And, did you know that the Hilton New York hotel now provides guests with the opportunity to check themselves in or out via self-service, easy to use touch-screen kiosk terminals? These kiosks are located in the main lobby of the Hilton New York hotel and will provide you with an alternative to the traditional front desk registration experience. Available from 7:00AM - 10:30PM, the kiosks may be used for to check in or check-out, or as a private check-in solution for large groups. We know your time is valuable - try our kiosks upon your departure or at the beginning of your next stay at the Hilton hotel - and never wait in line again!
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Executive Meeting Packages
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Fax Machines
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ADVERTISING OPPORTUNITIES
The hotel offers groups and their affiliate’s opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Event 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.
- Elevator Channel
- 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 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.

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<th>Airline</th>
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<tr>
<td>Aero Mexico</td>
<td>1-800-237-6639</td>
</tr>
<tr>
<td>Air Canada</td>
<td>1-888-247-2262</td>
</tr>
<tr>
<td>Air France</td>
<td>1-800-237-2747</td>
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<tr>
<td>Air India</td>
<td>1-800-223-7776</td>
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<tr>
<td>Air Jamaica</td>
<td>1-800-523-5585</td>
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<td>Air New Zealand</td>
<td>1-800-262-1234</td>
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<td>Air Tran</td>
<td>1-800-247-8726</td>
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<td>Alaska Airlines</td>
<td>1-800-426-0333</td>
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<td>All Nippon Airways</td>
<td>1-800-235-9262</td>
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<tr>
<td>American Airlines</td>
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<td>America West Airlines</td>
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<td>Japan Airlines</td>
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<td>Jet Blue</td>
<td>1-800-538-2583</td>
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<tr>
<td>KLM Royal Dutch Airlines</td>
<td>1-800-447-4747</td>
</tr>
<tr>
<td>Korean Air</td>
<td>1-800-438-5000</td>
</tr>
</tbody>
</table>
Lufthansa 1-800-645-3880
Midwest Airlines 1-800-452-2022
Northwest (Domestic) 1-800-225-2525
Northwest (International) 1-800-447-4747
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 airports are:
LaGuardia Airport located 15 miles, approximately 45 minutes – 1 hour from the Hilton New York
Newark Airport located 15 miles, approximately 1+ hour(s) from the Hilton New York
John F. Kennedy Airport located 25 miles, approximately 1+ hour(s) from the Hilton New York

You may hire a car or take the Greyline Shuttle Busses to/ from LaGuardia, Newark, and Kennedy Airport.

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AMENITIES
The Room Service department is happy to service your group gift and amenity needs. Please ask your
Catering/Event Manager for a Copy of our new Amenity Catalog.

All amenity pricing excludes state sales tax, gratuity, and delivery fee. Room service gratuity is
currently 8.753%. For a standard delivery, the fee is $3.00.
*Taxes, Gratuities, and Delivery fees are subject to change.

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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**

*Presentation Services*, our audiovisual company, brings many years of experience in the field of audiovisual to your meeting at the Hilton *New York*. *Patrick Faw* may be reached by dialing 212.261.5795 or by email pfaw@ps-av.com

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**AUTOMATED TELLER MACHINES**

There is an ATM conveniently located Lobby level across from the parking cashier, and on the Lobby Level next to the luggage check.

There are also ATM locations in New York at all major bank locations (For specific locations please see Bank section below)

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**BABY-SITTING SERVICES**

Please check with the Concierge for Baby Sitting Services

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**BALLOONS**

There is a 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.

**Balloon Bouquets**

43rd Between 9th and 10th Avenue
New York, NY
212.265.5252

Hot air balloon rides can be arranged through
Firefly Innovations 718-868-1000
Garden State Balloons 908-439-3320

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**BANKS**

*Bank of America*~ 25 W. 51st Street, 212.586.0830
Bank of New York~ 51 W. 51st street, 212.408.4348
*Chase*~ 1370 Avenue of the Americas (6th Ave) 212.262.2422
*Citibank*~ 640 5th Avenue, 212.541.8650
*Commerce Bank*~ 1350 Avenue of the Americas, 212.918.4100
*Deutche Bank*~1325 Avenue of the Americas (6th Ave) 212.246.8732
*First Republic*~ 645 5th Avenue, 212.355.1076
*HSBC*~ 666 5th Avenue
*North Fork Bank*~ 101W. 57th Street, 212.956.2075

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BANQUET BEVERAGE SELECTION

The Hilton New York 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.

**Deluxe Brands** ~ **Vodka**: Svedka, Finlandia **Gin**: Beefeater **Bourbon/Whisky**: Jim Bean, Canadian Club **Scotch**: Johnnie Walker Red, Dewar’s **Rum**: Bacardi Silver **Tequila**: Sauza Gold **Brandy**: Korbel **Wines**: Beringer Tunnel of Elms Cabernet and Chardonnay, Glass Mountain Merlot **Beers**: Budweiser, Miller Light, Sam Adams, Heineken

**Premium Brands** ~ **Vodka**: Ketel One, Finlandia **Gin**: Bombay Sapphire **Bourbon/Whisky**: Jack Daniels, Canadian Club **Scotch**: Johnnie Walker Black, Chivas Regal **Rum**: Bacardi Silver **Tequila**: Jose Cuervo Gold **Brandy**: Korbel **Wines**: Penfolds Rawson Retreat Cabernet and Chardonnay, Beringer Founders Estate Merlot **Beers**: Budweiser, Amstel Light, Sam Adams, Heineken

**Cordials** ~ Amaretto Di Saronno, Bailey’s Irish Cream, Kahlua, Sambuca Romana, Martell VS, Drambuie, Grand Marnier, Remy Martin VSOP

**Beer** ~ **Domestic**: Budweiser, Miller Lite, Bud Lite, O’Douls **Imported**: Heineken, Bass, Foster’s, Corona, Amstel Lite, Sam Adams

**Wine** ~ Please refer to current wine list in menu


**Sake** ~ Gekkeikan Gold, Gekkeikan Haiku

**Martini Bar** ~ Classic Martini, Apple, Strawberry, Cosmopolitan, Chocolate, Sake Martini, French, Cassini

All banquet bars serve wines by the glass, domestic and imported beers, soft drinks, juices, mineral water, and non-alcoholic beers and wines (with the exception of the Martini Bar). 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.

Please note the hotel does not carry or has very limited inventory of the following items:
High Boy Tables
Table Skirting
*List is subject to change.

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

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BANQUET MENU SELECTION
We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering/Event Manager 30 days 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.

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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 Banquet Event Order (“BEO”). The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and the BEO 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 BEO 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 BEO, 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 $200 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. GRATUITY & SERVICE CHARGE: 18% of the food and beverage total plus applicable state or local tax will be added to your account as a gratuity and fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event. 3% 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.

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 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 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 bag handling/storage. Portege charges will be set forth in your contract. The current rate is $6.48 per person, and is subject to change. Departure notices and bag pulls should be coordinated with our Catering/Event Manager.

**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 Catering/Events. 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**

(212) 586-7000 ex 5212

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:

7 a.m.-9 p.m. Monday through Friday
7 a.m.-7 p.m. Saturday and Sunday

*Computers:*

We offer private work stations with full internet access.
½ Hour: $25.00
1 Hour: $50.00
Online Connection Log On
$10 per 15 minute increments

**Faxes:**
Incoming fax $1.00 per page
Outgoing faxes Domestic: $2.00 each page International $5.00 1st page, $3.00 each additional page

**Photocopies:**
Fast and Convenient Service
Copies: $.25 per page
Color $4.00 per page (from the printer only)

**Printing Services:**
$1.00 per Page

**Transparencies:**
$3.00 per Transparency from the printer or from the photocopying equipment.

**Typing Services:**
½ Hour $30.00
1 Hour: $60.00

*Prices as of September 2007 and are subject to change.*

For large quick printing or copying jobs, we recommend calling: FedEx Kinko’s

<table>
<thead>
<tr>
<th>Address/directions</th>
<th>Distance</th>
<th>Hours of operation</th>
<th>Last Express drop off</th>
<th>Last Ground drop off</th>
<th>Special Services</th>
</tr>
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<tbody>
<tr>
<td><strong>New York NY 54th at Broadway</strong></td>
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<td>Sun OPEN 24 Hours&lt;br&gt;Mon OPEN 24 Hours&lt;br&gt;Tue OPEN 24 Hours&lt;br&gt;Wed OPEN 24 Hours&lt;br&gt;Thu OPEN 24 Hours&lt;br&gt;Fri OPEN 24 Hours&lt;br&gt;Sat OPEN 24 Hours</td>
<td>Mon 9:00 PM&lt;br&gt;Tue 9:00 PM&lt;br&gt;Wed 9:00 PM&lt;br&gt;Thu 9:00 PM&lt;br&gt;Fri 9:00 PM&lt;br&gt;Sat 7:30 PM</td>
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<td>Sony PictureStation, Wi-Fi Hotspot, FedEx Returns, Direct Mail, FedEx Express, Packing Services, FedEx Ground</td>
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<td>Sun OPEN 24 Hours&lt;br&gt;Mon OPEN 24 Hours&lt;br&gt;Tue OPEN 24 Hours&lt;br&gt;Wed OPEN 24 Hours&lt;br&gt;Thu OPEN 24 Hours&lt;br&gt;Fri OPEN 24 Hours&lt;br&gt;Sat OPEN 24 Hours</td>
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<td>Sony PictureStation, Wi-Fi Hotspot, FedEx Returns, Direct Mail, FedEx Express, Packing Services, FedEx Ground</td>
</tr>
</tbody>
</table>

**BUS COMPANIES**

**Academy Bus Tours, Inc**
1515 Jefferson Street
Hoboken, NJ 07030
201.420.7000

**Gray Line, NY Tours, Inc**
254 W 54th Street
New York, NY 10019
212.397.2620
CAR RENTAL AGENCIES
Following are the three Hilton New York preferred companies, their locations, and contact numbers.

Hertz Rent-A-Car
800-654-3011
Midtown W. 55th (between 6th and 7th)
126 W. 55th Street
212.486.5925

Avis Rent-A-Car
800-321-3712
Midtown E. 54th (between 2nd and 3rd)
240 E 54th Street
212.593.8375

Budget Rent-A-Car
800-527-0700
Midtown W. 49th (between 8th and 9th)
304 W. 49th Street

CASH PAID OUTS
Paid outs can be arranged prior to arrival with your Catering/Event Manager, and can be picked up at the front desk from the Cashier Manager.

CASH PAYING GUESTS
In the event a hotel guest does not have a major credit card to secure his/her room, the Hilton New York will require full payment in advance for room and tax charges. In addition, there will be a $100 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
There may be a half-day rate charged for use of a guest room. The hours of guest room availability for
day use will depend on occupancy of the hotel.

CHECK CASHING PRIVILEGES
The Hilton New York will cash checks for in-house guests. An approval on a major credit card is
required.
~Limit of $200 per stay for Silver, Gold, and Diamond HH members with valid cards
~Limit of $250 for entire stay with American Express/ Diners Club
*Amounts are subject to change.

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 an early departure fee assessed of 50% of the room rate 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 on the day of departure 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 20 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.

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 5700 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 York 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. Guest may also print their boarding pass from the Kiosk.

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**COAT CHECK SERVICES**
Coat Check provided by Planetary Recreations, Inc.
Coat Check is located on the Second Floor Promenade

**REGULAR RATE**
$3.50 per person based on the final guarantee or the number of guests attending in excess of the final guarantee.

<table>
<thead>
<tr>
<th>CHECKROOM COVERAGE RATE</th>
<th>MINIMUM RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 hrs</td>
<td>$350.00</td>
</tr>
<tr>
<td>5-9 hrs</td>
<td>$525.00</td>
</tr>
<tr>
<td>9-12 hrs</td>
<td>$700.00</td>
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<tr>
<td>12-15 hrs</td>
<td>$825.00</td>
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</tbody>
</table>

*Prices are as of September 2007 and are subject to change.*

- Minimum rates are quoted on the basis of one staffed checkroom attendant.
- Please calculate total duration of function before assigning/quoting rates. (NB: include 30 minute pre-start opening time in calculation!) Please talk to us for guidance in quoting rates.
- This rate schedule also applies to men’s/ladies’ lounge attendants.

“CASH” / “COD” CHECKROOMS: Hosts who elect to have their guests pay individually are responsible for the same minimum checkroom rates quoted above. Any cash collected from individual guests is applied to the applicable minimum rate and the difference, if any, added to the account.

For immediate assistance or questions, please contact:

**ARTHUR or DENISE at:**
**OFFICE** 212-757-0309 (or house ext. 5302)
**FAX** (212) 262-0867
**CELL** 917-414-4040
**E-MAIL** checkroom@mindspring.com

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**COFFEE MAKER**
The Cuisinart® brews directly into two mugs that hold 14 ounces of coffee each.

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**COMMUNITY OUTREACH**
NY Public Library office of Community Outreach:
455 5th avenue, NY, NY, 10016
(t) 212-340-0918
(tty) 212-576-0044

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**CONCIERGE**
The Concierge is located on the Lobby level to the right of the front entrance.

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**JACOB JAVITS CONVENTION CENTER**
655 W 34th Street
New York, NY 10001

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**CORKAGE**
Please ask your Catering/Events Manager about corkage fees

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**CREDIT CARDS**
The Hilton New York accepts most major credit cards including American Express, Diners Club, Discover Card, JCB International, Master Card, or Visa.

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**CREDIT POLICY**
Unless you have established credit in advance with us (to be eligible to apply for credit your event must exceed $10,000), 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.

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**CURRENCY EXCHANGE**
The Hilton New York provides exchange of the following foreign currencies: Austrian Schilling, Australian Dollar, Belgium Franc, Canadian Dollar, Denmark Krone, English Pound, Euros, Finish Markka, French Franc, German Marc, Greek Drachma, Hong Kong Dollar, Italian Lira, Japanese Yen, Netherlands Guilder, Norway Krona, Portugese Escudo, Scottish Pound, Spanish Peseta, Swedish
Krona, Swiss Franc, Thai Baht, and Venezuelan Bolivar. This service is provided at the front desk in the Hotel Lobby. For more information contact our Cashier Manager at 212.261.5266

Click here for current exchange rates.

Each exchange is subject to the prevailing rates and availability of currency. If a large amount of money is to be exchanged, we strongly recommend handling the exchange through your home bank.

DANCE FLOOR
The Hotel has a limited number of Dance Floor Squares; please contact your service Manager for assistance and availability of the dance floor.

DECORATIONS
Please contact your Catering/Event Manager for a description of items available. 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.

TBA New York
655 Third Avenue, 8th Floor
New York, NY 10017
Ph: 646-445-7000
Fax: 646-445 7001
newyork@tbaglobal.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
Please click here for Capacity Chart and Room Diagrams

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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, prior to your event.

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DIRECTIONS TO THE HOTEL
From Newark Airport, NJ
Take the New Jersey Turnpike North to the Lincoln Tunnel. Stay on the left in the tunnel and make a right at 42nd street. Go two blocks and make a left onto 8th avenue. Go up 8th avenue to 54th street; make a right on 54th Street. Cross 7th avenue and the garage is on the right.

From Long Island:
Take the Long Island Expressway (495 West) thru the Queens Midtown Tunnel, stay right (uptown). Make your first right and then left on 39th street and make a right on6th avenue. Left on 53rd street. Our garage is on the right.

From the Hartford area
Take I-84 West to I-684 South to I-287 west to the Saw Mill River Parkway South, which runs into the Henry Hudson Parkway South to the West Side Highway South (Route 9A). Take a left at 54th Street. Hotel is on the right side of 54th Street after you cross 7th avenue.

From New Haven/ Stanford/ Fairfield County
Take the I-95 south into the Cross Bronx Expressway west to the last exit before the George Washington Bridge. Exit 1A at route 9A South. Take the West Side Highway south to 54th street; make a left on 54th street. Hotel is between 7th and 6th on the right hand side.

From Boston
Take the Massachusetts Turnpike west to I-84 thru Hartford to I-684 South to I-287 west to the Saw Mill River Parkway South, which runs into the Henry Hudson Parkway South to the West Side Highway South (Route 9A). Take a left at 54th Street. Hotel is on the right side of 54th Street after you cross 7th avenue.

From the New Jersey Turnpike
Take I-95 north and follow signs to and through the Lincoln Tunnel to Manhattan. Stay in the left lane cross 40th and 41st streets. Make a left on 42nd street; make the first right onto 10th avenue. Go up 10th avenue to 54th street; make a right and the hotel is on 54th street between 7th and 6th avenues on the right side.

From Upstate New York
Take I-87 south to Exit for Palisades Interstate Parkway south to exit for George Washington Bridge. Go over bridge in the right lane. Exit route 9A South (Henry Hudson Parkway) left turn at West 54\textsuperscript{th} cross 7\textsuperscript{th} avenue and the hotel is on the right side.

**DOCTORS ON CALL**

St. Claires Hospital
415 West 51 Street (between 9\textsuperscript{th} and 10\textsuperscript{th} avenue)
212.586.1500

Roosevelt Hospital
428 West 59\textsuperscript{th} Street (10\textsuperscript{th} Avenue)
212.523.4000

**NY Hotel Urgent Medical Services**

NY Hotel Urgent Medical Services is a panel of board-certified, university-affiliated, multilingual physicians who provide comprehensive in room medical care to travelers in New York City. Travelers who become ill have 24-hour access (7 days a week, including all holidays) to internists, pediatricians, obstetricians, surgeons, dentists, chiropractors, acupuncturists, and other specialists. Within minutes of calling NY Hotel Urgent Medical Services, travelers are contacted, via phone, by a physician. Travelers are usually seen by a physician within the hour or at the patients requested time.

NY Hotel Urgent Medical Services is a convenient alternative to a costly emergency room visit with a long wait in uncomfortable surroundings. We provide medical care in the comfort and safety of the patient’s hotel room or flat. All patients receive a comprehensive examination unless a straightforward, minor problem is noted. Our hotel doctors are equipped for most emergencies and carry portable medical equipment including electrocardiographs, spirometers, and nebulizers. Blood tests, rapid strep throat tests, urinalysis, bedside stool examinations, and pregnancy tests are available. Additionally, travelers needing medication refills are accommodated. Most medications are immediately available; however, if a particular medication is not on hand, it will be ordered and delivered at any hour.

If a patient requires hospitalization, the doctor admits the patient to the hospital and becomes the patient’s attending physician. A private and reliable ambulance service is used to transport patients in critical situations.

Our services are personalized to the needs of our patients. We arrange for nurses to attend to patients in hotels if further assistance is needed. We also assist in obtaining wheelchairs, oxygen tanks, and other home healthcare products. NY Hotel Urgent Medical Services assures appropriate follow-up care and maintains contact with all patients until they are well. We contact the patient's own physician to assure continuity.
of care, even when abroad.

**Urgent Care Center**

Travelers who are not confined to bed and who feel that a hotel call is unnecessary can schedule an appointment at our urgent care facility. Our warm, comfortable urgent care center is available, by arrangement, 24 hours a day (7 days a week, including weekends and all holidays) and is less costly than a hotel call. Immediate medical care is provided by appointment only. Our schedule is unfortunately unable to accommodate walk-in appointments. Minor emergencies will be accommodated on a triage basis.

**Emergency Care**

Of course, if you are experiencing a true medical emergency (chest pain, difficulty breathing, hemorrhage, labor, etc.) please activate EMS by calling 911 on your telephone or go directly to the emergency room of your nearest hospital.

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**DRESSING/GREEN ROOMS**

The ballroom has three dressing rooms, for access and information please contact your Event/Service Manager. Smaller Meeting Rooms can be rented based on availability.

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**DRUG STORES**

**Duane Reade**  
1370 Avenue of the Americas at 65th Street  
Phone: 212.586.2740  
Pharmacy Hours: M-F 7:30 AM- 7:30PM Saturday/ Sunday Closed  
Store Hours: M-F 7AM-10PM, Saturday 9AM-8PM, Sunday 9AM-6PM

**CVS**  
400 West 58th Street  
Phone: 212.245.0636  
Store and Pharmacy open 24 Hours

**Rite Aid**  
301 West 50th Street  
Phone: 212.247.8384  
Store and Pharmacy open 24 hours

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**DRY-CLEANING/ LAUNDRY/VALET**

Laundry services are available by dialing extension 5370. Garments picked up prior to 9AM, 11AM are returned to guests by 1PM, 3PM (respectively) the same evening. Garments picked up after 11AM will be returned the following day, please ask Laundry attendant for specific time.
Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year’s.

**eEVENTS**
[www.e-events.hilton.com](http://www.e-events.hilton.com)

With e-events, you can book your event from start to finish online.
~ Confirm guest rooms and select meeting space
~ Order food and beverage
~ Arrange Audio Visual

**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.

Please see forms for pricing and ordering.

**ELEVATORS**
The Hilton New York has 12 guest elevators located on the lobby level, in-between the Lobby Lounge and the Market Place restaurant.

**EMERGENCY PROCEDURES**
The Hilton New York 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 66.
- The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number 66 will initiate the appropriate response.
- Paramedics, Fire Department, and the Police Department are all located within 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: Roosevelt hospital
• Nearest hospital: Roosevelt hospital, 58th and 10th (1000 Tenth Avenue New York, NY 10019)

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ENTERTAINMENT
The Hilton New York has key contacts in the entertainment industry, which make it possible to assure satisfaction and secure the best local, national, and international talents. Please contact your Catering/Event Manager for assistance in booking entertainment.

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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.

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EXECUTIVE MEETING PACKAGES

Silver Meeting Package
(Minimum Guarantee 25 Guests)

Continental Breakfast
Fresh Florida Orange Juice
Sliced Seasonal Fruit & Berries
Assortment of Freshly Baked Danish, Muffins, Croissants and Bagels
Fruit Preserves, Cream Cheese and Butter
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas

Morning Break
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas

Deli Lunch Buffet
Traditional Caesar Salad with Focaccia Croutons
New York Deli-Style Potato Salad and Mesquite Grilled Vegetables
Penne Pasta Salad with Sun-dried Tomatoes and Fresh Basil

Sliced Smoked Turkey Breast, Corned Beef, Honey Cured Ham & Rare Roast Beef
Sliced Swiss, Aged Cheddar and Muenster Cheeses
Homemade Chicken and Albacore Tuna Salads
Seven Grain, Sour Dough, Rye Breads, Sliced Bagels and Kaiser Rolls
Lettuce, Tomato, Pickles and Condiments

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Slices Fresh Fruit and Berries
Hilton New York Cheesecake with Strawberry Sauce
Assorted Cakes and Tortes
Freshly Baked Cookies
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas

Afternoon Break
Homemade Fudge Brownies, Blondies, Lemon Bars and Rice Krispy Treats
Assorted Soft Drinks and Mineral Waters
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas

~Contact your Catering/ Event Manager for Pricing~

Gold Meeting Package
(Minimum Guarantee 35 Guests)

Continental Breakfast
Fresh Florida Orange Juice, Tomato and Apple Juice
Sliced Seasonal Fruit & Berries
Assortment of Freshly Baked Danish, Muffins, Croissants, Bagels & Breakfast Breads
Fruit Preserves, Cream Cheese and Butter
Chilled Yogurt Cups
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas

Morning Break
Assorted Granola, Power, and Cereal Bars
Assorted Soft Drinks & Mineral Waters
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas

Buffet Lunch
Mediterranean Shrimp and Orzo Salad
Boccacino and Plum Tomato Salad
Display of Marinated Herb Grilled Vegetables
Seasonal Fresh Cut Fruit Salad with Berries

Cold Sliced Roast Tenderloin of Beef, Horseradish Sour Cream Sauce
Herb Roasted Dijon Chicken Breast
Grilled Petit Fillet of Salmon with a Picante Mango Peach Salsa
Garganelli Pasta with Oven Dried Tomatoes, Olives, and Basil
Wild Rice and Chef’s Selection of Seasonal Vegetables Fancy Assorted Rolls and Breads with Butter

~
Fresh Fruit Tart  
Double Chocolate Torte  
Assortment of Italian Pastries  

~  
Freshly Brewed Superior Blend Coffee,  
Regular or Decaffeinated & Assorted Teas  
Assorted Soft Drinks & Mineral Waters  

Afternoon Break  
Tri-colored Tortilla Chips with Salsa, Hummus, Spinach and Eggplant Dips  
Vegetables Crudités with Assorted Dips  
Assorted Soft Drinks & Mineral Waters  
Freshly Brewed Superior Blend Coffee, Regular or Decaffeinated & Assorted Teas  

~Contact your Catering/ Event Manager for Pricing~
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 FDNY. 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 FDNY 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.

_All fire code information is handled by Director of Security Anthony Spagnuolo. All property specific fire code enforcement needs prior approval by Director of Security._

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**FITNESS CENTER**
Our luxurious fitness center is located on the 5th floor and features Lifecycles, Quinton, and Tredex Treadmills, Stairmaster, NordicTrack, a cybex UBE and Free Weights.
The Hours of occupancy vary based on occupancy but generally are:
Monday – Friday 5:30AM- 9PM
Saturday- Sunday 7AM- 8PM

The Charge is $15 per person/ per day, $38 per person for 3 days, $60 per person for 5 days. Free to Hilton Honors Silver, Gold, and Diamond members.
CENTRAL PARK RUNNING ROUTE

Loop Courses

Full loop—6.0273 miles on roads
Start on East Drive at East 90th Street (point 1) and head north. Pass the 102nd Street Transverse on your left at approximately .75 miles (point 2), and Lasker Rink and Pool on your right at approximately 1 mile. Continue around the north end of the park to the 102nd Street Transverse on your left at approximately 2 miles (point 3). Continue south on West Drive, crossing the 72nd Street Transverse at approximately 3.75 miles (point 4) and Tavern on the Green on your right at approximately 4 miles. Continue around the south end of the park, heading north on East Drive and passing the 72nd Street Transverse on your left at approximately 5 miles (point 5). In the final mile you'll pass Loeb Boathouse on your left and the Metropolitan Museum of Art on your right before returning to your starting point.

Lower five-mile loop—5.1432 miles on roads
Follow the full loop course, but turn left/west onto the 102nd Street Transverse (point 2), then left/south onto West Drive (point 3). This transverse is closed to vehicular traffic, but be aware of bicyclists and in-line skaters.

Upper five-mile loop—4.9280 miles on roads
Follow the full loop course, but turn left onto the 72nd Street Transverse (point 4), then left onto East Drive (point 5). This transverse is open to vehicular traffic at designated times.

Four-mile loop—4.0439 miles on roads
Follow the full loop course, but turn left onto the 102nd Street and 72nd Street Transverses.

Three-mile loop—approximately 3 miles on roads
Start on East Drive at East 90th Street (point 1) and head north. Pass the 102nd Street Transverse on your left at approximately .75 miles (point 2), and Lasker Rink and Pool on your right at approximately 1 mile. Continue around the north end of the park and turn left/east onto the 102nd Street Transverse at approximately 2 miles (point 3), then right/south on East Drive (point 2) to return to your starting point.

Lower loop—1.7153 miles on roads
Start on East Drive at the 72nd Street Transverse (point 5) and head west across the transverse. Turn left/south on West Drive (point 4), passing Tavern on the Green on your right. Continue around the south end of the park to your starting point.

Reservoir loop—1.57 miles on cinder pathway
The pathway around the Jacqueline Kennedy Onassis Reservoir, just over 1.5 miles, is marked at 100-yard and half-mile intervals beginning at 90th Street and East Drive. The pathway is well maintained and offers sweeping views of the Manhattan skyline. Stay to the right and run counterclockwise.

Bridle path loop—1.66 miles on dirt
A bridle path encircles the reservoir just below the cinder path, making for a slightly longer loop on soft surfaces. Horses have the right-of-way on the bridle paths. If you cannot move out of the way of approaching horses, slow down or stop until they are well past you.

Full bridle path loop—approximately 2.5 miles on dirt
Start on the bridle path at East 90th Street and head north. At approximately East 96th Street make a hard right down a short gravel hill. Bear left and continue north, following the trail as it loops around the North Meadow ball fields (they'll be on your left), passes alongside the 102nd Street Transverse, and continues alongside West Drive. Rejoin the reservoir bridle path loop at approximately West 93rd Street, continuing around the south end of the reservoir to your starting point.
10 Tips for Central Park Safety
1. Run with others, especially after dark.
2. Leave your headphones and ear buds at home.
3. Never acknowledge verbal harassment.
4. Trust your instincts. If you feel threatened, change course.
5. Avoid unpopulated areas.
6. Use your cell phone or NYPD call boxes to report incidents.
7. Run against traffic.
8. Wear reflective clothing at night.
9. Carry ID and a MetroCard or cab fare.
10. Have access to water on longer runs.

FLAGS
Our Banquet Department currently has 4 United States flags and New York, New Jersey, and Connecticut State flags in inventory. If you require additional flags, please discuss rental costs with your Catering/Event Manager. We also have approximately 50 country flags on inventory as well.

FLORAL/FLORIST
Please contact your Catering/Event Manager for assistance with a proposal for your special event.

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
Serving 2nd and 3rd Floors
Single freight elevator with interior dimensions of 33’9” L x 11’8”W x 12’H.
Door measurement of 9’W x 9’11”H.

Serving the Americas Halls Only
Two freight elevators with interior dimensions each of 26’L x 10’11”W x 13’11”H.
Door measurements are 11’W x 12’H.

Freight elevators and Loading docks must be scheduled in advance. All requests must include date, start and end time, rooms in which deliveries will be made to.

GENERAL MANAGER
Conrad Wangeman joined the Hilton New York in the April, 2002 as General Manager.
Mr. Wangeman prior to the Hilton New York served as general manager of the Hilton Pittsburgh, in Pittsburgh, Pa., a position held since 1997.

A 25+ year hospitality veteran of Hilton Hotels Corporation, Mr. Wangeman's career began in 1979 installing front office systems at the Flamingo Hilton and Las Vegas Hilton, both in Nevada. He has since held various positions from Food & Beverage Director to Operations Analyst and has served as resident manager at the Hilton Anaheim, Anaheim, Calif.; The Palmer House Hilton, Chicago, Ill.; and the Fontainebleau Hilton & Resort Spa, Miami, Fla. He has also been the general manager for Novi Hilton in Michigan and the San Francisco Airport Hilton in California.

Mr. Wangeman received a Bachelor of Science degree from the Cornell University School of Hotel Administration. Mr. Wangeman is active as an industry and community leader. His past credentials include President of the Greater Pittsburgh Hotel Association, Board Member of the Greater Pittsburgh Convention & Visitors Bureau and receiving the Pennsylvania State Governor's Appointment to the Design Commission for Pittsburgh's multi-million convention center. He is also part of the Campaign Cabinet for the United Way and an Advisory Board Member of the Salvation Army in Pittsburgh, Pa.

Conrad is thrilled to welcome your group to the Hilton New York and is accessible as needed.

GIFT IDEAS
The Hilton Serenity Collection
The Waldorf Collection

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:
- Housekeeping - $1.00-2.00 per day
- Bellman - $1.00 per bag 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.)
- The ability to locate all attendees booked outside of the block at Hilton New York
- Accurate and detailed identification of attendee booking behavior
- Ability to encourage attendees booking outside of the block to rebook under the group code
- Accurate credit for history, comps, and in some instances toward attrition.
- Interfaces with Guest List Manager, Hilton’s proprietary tool that provides you with 24/7 access to manage your block.
GROUP CHECK-IN, ARRIVALS AND DEPARTURES
The Hilton New York has a specially designed group entrance to accommodate the needs of your group. It has limited room for bus loading and unloading. It is also conveniently located near the escalators to 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
Instant online access to your group reservation details and guest room information through your Hilton HHonors or fast reservations profile- visit the groups and meetings page on Hilton.com and select the “Guest List Manager” tab.
~ View guest rooms booked for your event
~ Reserve rooms on behalf of your guests
~ Effectively manage your room blocks

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

Guest Room amenities include:
~ The “Bed” by Hilton
~ Down Comforters & Pillows
~ Spa Toiletries
~ Marble Vanities in the Bathroom
~ 30” Plasma Television in all Guest Rooms
~ 2005 Guest Room Renovation
~ High Speed Wireless access in all guestrooms (ask you Catering/Event Manager for current Pricing)
~ Full Length Mirror
~ Combination Safe
~ Premium Cable
Internet Data Port

Hilton is pleased to present “The Serenity Collection”, today’s premier bedding package including pillow top mattress and luxury linens.

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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 ($2.00 if personalized) deliveries inside the room - $2.50 per item.
*Price is subject to change.

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GUEST SERVICE HOTLINE
Guests with specific needs or requests may pick up a house phone and dial extension 5321. A hotel operator will direct your needs to the appropriate hotel contact.

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HOSPITALITY DESKS
Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are located 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.

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HOSPITALITY SUITES FUNCTIONS
Guest interested in hosting events in their suites should contact room service directly at 5708 and ask for a Room Service Manager. If a suite is needed please contact your Catering/Event Manager first.

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HOTEL FACTS/HISTORY
The following is a fact sheet for the Hilton New York:

Location: 53rd and 6th
Address: 1335 Avenue of the Americas, New York, NY 10019
Telephone: 212-586-7000
Reservations: 1-800-Hiltons
HOTEL MAP
Please ask your Catering/Event Manager for hotel floor Plans.

HOUSEKEEPING
Daily housekeeping services, which consist of general cleaning, take place between 8:30 a.m. and 3:30 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 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.

Turndown Service: available 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 6am-1am, (5:30 am for hot breakfast) for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service. In-Room Dining can be by touching the “Room Service” button on your room phone.

A variety of amenities are also available through room service.

Room service gratuity is 21% for hospitality and 15% for amenity and is posted automatically on all checks. There is also a delivery fee of $4.50 per person per order.

INTERPRETATION/TRANSLATION SERVICES
For Japanese Translation please call 1-800-487-0526

All Languages can dial 67 from their room

Languages spoken at the international desk include but are not limited to the following: Spanish, French, Portuguese, Italian, Japanese, German, and English.

INTERNET SERVICES
The Hilton New York provides wired and wireless services in all guest and meeting rooms. Please ask your Catering/Event Manager for current pricing.

KEY CARDS
Please contact your Catering/Event Manager if you would like keys to rekey 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 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 York Executive Committee consists of the following:

General Manager                Conrad Wangeman
Resident Manager               Sam Grabush
Director of Food & Beverage    Michael Platt
Director of Finance            Kermit Garland
Director of Front Office       Aaron Ide
Executive Chef                 Uwe Toedter
Director of Housekeeping       Barbara Still
Director of Engineering        Mike Smith
Director of Sales and Marketing Kellie Cahill
Director of Catering           James Johnson
Director of Events             Christine Gonzales

BACK TO RESOURCE INFORMATION

KIOSKS
The Hilton New York 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. Guests are also able to print participating airline boarding passes.

BACK TO RESOURCE INFORMATION

KOSHER
We offer a great variety of Kosher Meals to our guests provided by special caterers in the area. Please ask your Catering/Event Manager for all kosher options.

BACK TO RESOURCE INFORMATION

LABOR
The Hilton New York is a Union Property, all labor contracted to work in this property must be union labor as well.

BACK TO RESOURCE INFORMATION

LIMOUSINE SERVICES
Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. Capricorn Limo is our preferred service and can be reached at 718-729-3000.

BACK TO RESOURCE INFORMATION

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

Your Catering/Event Manager may provide a copy of some of the applicable State of New York 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 54th Street. It is a 24 hour loading dock with the exception of Sunday where from 1am – 5am there is no operator and an appointment is needed for deliveries. All Load-in/Outs need to be scheduled with the events department. Please refer to The Exhibit Resource guide for details.

LOCAL INFORMATION
Museums:
1. Metropolitan Museum of Art 1000 Fifth Avenue Fifth Ave at 82nd Street New York, NY 10028-0198 (212) 535-7710
2. The Museum of Modern Art (212) 708-9400 11 West 53 Street, between Fifth and Sixth avenues New York, NY 10019-5497
3. American Museum of Natural History 4. 79th street and central park west, NY, NY, 10024, (212)-769-5100 5. Parks:
6. Central: 59th street and Broadway to 110th street and central park west. The park runs parallel to 5th avenue as well
7. Bryant Park: Bryant Park is situated behind the New York Public Library in midtown Manhattan, between 40th and 42nd Streets & Fifth and Sixth Avenues.

Theater: contact theater desk on property. Ext. 5318
**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 5321.

**MAIL SERVICES**
Stamps are for sale, and our Business Center offers package services. If you have a large number of items that need to be mailed, or require shipping materials, our package room located in the business center can help you arrange a pick up.

THE UPS STORE
888-C 8TH AVE
NEW YORK, NY 10019
212-581-2669
Hours: Air:
Mon-Fri: 9:00pm;
Sat: 5:00pm
Ground:
Mon-Fri: 6:30pm
FedEx:
233 W 54th St
New York, NY 10019
(212) 977-2679
Hours: M-Th Open 24 Hours
Fri Open 24 Hours
Sat Open 24 Hours
Sun Open 24 Hours

U.S. Postal Service:
322 w. 52nd st.
NY, NY, 10019
(t) 800-ask-usps
(f)212-664-7681
Hours:
M-W: 7:30am-6pm
TH: 7:30am-7:00pm
F: 7:30am-6pm
SA: 9am-4pm

*Store hours are subject to change at any time

Back to Resource Information

**MASSAGE THERAPY**

Massage is well known for its ability to relax muscle spasms and relieve tension from the body. The Spa offers several massage therapy treatments. Reservations are suggested and are in-room only. For booking massages as a group activity option, you may consult your Catering/Convention Services Manager.

Back to Resource Information

**MASTER ACCOUNTS**

See Sales Agreement.

Back to Resource Information
<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Total Sq Ft</th>
<th>Room Size</th>
<th>Ceiling Ht</th>
<th>Classroom</th>
<th>Theater Banquet</th>
<th>Reception</th>
<th>Conference</th>
<th>H-Square</th>
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<td>Trianon Ballroom</td>
<td>5280</td>
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<td>West Ballroom</td>
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<td>570</td>
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<td>Grand Ballroom Suite-West Ballroom Foyer</td>
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<td>Green Room</td>
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<td>Harlem Suite</td>
<td>425</td>
<td>25' x 17'</td>
<td>10</td>
<td>27</td>
<td>55</td>
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<td>Hilton Board Room</td>
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<td>20' x 34'</td>
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<td>Holland Suite</td>
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<td>27</td>
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<td>27</td>
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<td>20</td>
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<td>60</td>
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<td>Mercury Ballroom</td>
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<td>350</td>
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<td>Mercury Rotunda</td>
<td>2304</td>
<td>48' x 50.75'</td>
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<td>Midtown Suite</td>
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<td>27</td>
<td>55</td>
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<td>Murray Hill Suite</td>
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<td>201</td>
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<td>180</td>
<td>170</td>
<td>170</td>
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</table>
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 $15 per bellman cart, or $50 per Meritex (Laundry Bin) Move
*Price subject to change

MEETING ROOM RENTAL
Please check with your Catering/Events Manager about rental for additional space.

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

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

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 New York 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.

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 hours are:

7 a.m.-9 p.m. Monday through Friday
7 a.m.-7 p.m. Saturday and Sunday

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

<table>
<thead>
<tr>
<th>Address/directions</th>
<th>Distance</th>
<th>Hours of operation</th>
<th>Last Express drop off</th>
<th>Last Ground drop off</th>
<th>Special Services</th>
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<tr>
<td>New York NY 54th at Broadway</td>
<td>0.62 miles</td>
<td>Sun OPEN 24 Hours</td>
<td>Mon 9:00 PM</td>
<td>Mon 6:00 PM</td>
<td>Sony PictureStation, FedEx Returns, Wi-Fi Hotspot, FedEx Ground</td>
</tr>
<tr>
<td>233 W 54th St</td>
<td></td>
<td>Mon OPEN 24 Hours</td>
<td>Tue 9:00 PM</td>
<td>Tue 6:00 PM</td>
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<tr>
<td>New York, NY 10019-5501 USA</td>
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<td>Tue OPEN 24 Hours</td>
<td>Wed 9:00 PM</td>
<td>Wed 6:00 PM</td>
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<tr>
<td>Phone: (212) 977-2679</td>
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<td>Wed OPEN 24 Hours</td>
<td>Thu 9:00 PM</td>
<td>Thu 6:00 PM</td>
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<tr>
<td>Fax: (212) 977-3089</td>
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<td>Thu OPEN 24 Hours</td>
<td>Fri 9:00 PM</td>
<td>Fri 6:00 PM</td>
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<tr>
<td>Phone: (212) 977-2679</td>
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<td>Fri OPEN 24 Hours</td>
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<td>Sat 9:30 PM</td>
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<td>Email: <a href="mailto:usa0265@fedexkinkos.com">usa0265@fedexkinkos.com</a></td>
<td></td>
<td>Sat OPEN 24 Hours</td>
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</table>

PACKAGE ROOM

Shipping Address
Name (of person who will be on-site)
Company Name
C/O Hilton New York
1335 Avenue of the Americas
New York, NY 10019
Attention: Package Room
Hold for Guest Arrival
Delivery Date & Destination

Hours of Operation
Monday to Saturday 7AM – 8PM
Sunday 8AM – 6PM
Hours may vary depending on Hotel Convention Business.

Shipping, Receiving & Storage Processing Fees:

- Boxes up to 15 lbs. $4.00 per box
- Boxes 16 to 30 lbs. $6.00 per box
- Boxes 31 to 50 lbs. $12.00 per box
- Boxes 51 or 75 lbs. $18.00 per box
- Boxes 76 to 99 lbs. $25.00 per box
- Boxes 100 lbs or more $25.00 per box plus $.20 per pound over 100 lbs
- Display Cases $35.00 each
- Pallets Additional $60.00 per pallet
- Storage Based on quantity and size of parcel

*Prices subject to change
PARKING

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<tr>
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<td>$52USD-VAN &amp; SUV</td>
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<td>In/Out Privileges:</td>
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<tr>
<td>Secured:</td>
<td>Yes</td>
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<tr>
<td>Covered:</td>
<td>Yes</td>
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<tr>
<td>Parking Information:</td>
<td>Valet entrance located in back-W.53rd street, between 6 &amp; 7th Avenues</td>
</tr>
</tbody>
</table>

*Prices subject to change*

PERSONALIZED ON-LINE GROUP PAGE (POG)

A personalized web page for your attendees to book reservations directly online

- Customize with your program
- Customize with your Logo
- Interfaces with Guest List Manager, Hilton proprietary tool that provides you with 24/7 access to manage your block.

PETS (POLICY)

Service animals are always welcome and must be accommodated.

PIANOS

Once you know that you event will require a piano please send your Catering/Event Manager the following information:

1. Start time of the function
2. Date of the function
3. The time the Piano must be in the room by
4. Room Name

Please note the charges for tuning the Piano

- Weekday tunings with at least 24 hour notice $85.00
- Weekend and Holiday tunings with at least 24 hours notice $95.00

*Prices subject to change from the vendor*

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.
**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.

**POSTING OF EVENTS**
All Events will be posted on the Hotels Reader Boards Located in the Main Lobby and All meeting levels unless otherwise instructed by the meeting planner. The Reader Boards will show the Account Name, Post As, Event Title, Room Name, and Event times. Outside Each Meeting rooms is a Reader Board that will post the Post As, The Event Name, and the Times, unless otherwise instructed by the Meeting Planner.

**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 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.

**PRINTING SERVICES**

<table>
<thead>
<tr>
<th>Address/directions</th>
<th>Distance</th>
<th>Hours of operation</th>
<th>Last Express drop off</th>
<th>Last Ground drop off</th>
<th>Special Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New York NY 54th at Broadway</strong> 233 W 54th St New York, NY 10019-5501 USA Phone: (212) 977-2679 Fax: (212) 977-3089 Email: <a href="mailto:usa0265@fedexkinkos.com">usa0265@fedexkinkos.com</a></td>
<td>0.62 miles</td>
<td>Sun OPEN 24 Hours Mon OPEN 24 Hours Tue OPEN 24 Hours Wed OPEN 24 Hours Thu OPEN 24 Hours Fri OPEN 24 Hours Sat OPEN 24 Hours</td>
<td>Mon 9:00 PM Tue 9:00 PM Wed 9:00 PM Thu 9:00 PM Fri 9:00 PM Sat 7:30 PM</td>
<td>Mon 6:00 PM Tue 6:00 PM Wed 6:00 PM Thu 6:00 PM Fri 6:00 PM</td>
<td>Sony PictureStation, Wi-Fi Hotspot, FedEx Returns, Direct Mail, FedEx Express, Packing Services, FedEx Ground</td>
</tr>
</tbody>
</table>

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

**PRODUCTION CREW MEALS**
Production Crews will have to arrange meals with the group they are working for. Vendor employees are not permitted to use the hotel employee cafeteria.
PUBLIC TRANSPORTATION
Please click here for Metropolitan Transportation Authority Website.
This site has all LIRR, PATH, Subway, Bus, etc.. Maps, schedules and Fares.

PYROTECHNICS
Pyrotechnics are strictly prohibited in this property.

RADIOS/PAGERS/NEXTELS
We are willing to assist you in obtaining walkie-talkie radios and/or NexTel for use during your program. Please consult your Catering/Event Manager for assistance.

REGISTRATION ASSISTANCE
If additional staffing is needed for your activity or hospitality desk, please consult with your Catering/Event Manager. Registration attendants can be arranged with local Temp agencies.

RESERVATIONS RAPID! RESERVATIONS AUTOMATED PROCESSING INPUT AND DELIVERY SYSTEM
Flawless and expedited reservation processing straight from your rooming list into our system
~ Accurate and efficient reservations
~ Eliminated dual entry process
~ Added security with credit card encryption built in
~ Interfaces with the Guest List Manager, Hilton’s proprietary tool that provides you with 24/7 access to manage your block.

RESTAURANTS/LOUNGES

ETRUSCA
Savor the taste of Tuscan fare at its finest. Etrusca evokes the flavors of an authentic Italian village, featuring delicious hand-made pastas and risottos, fresh seafood, and an extensive wine list. We are proud to offer intimate or group dining in a casual yet elegant atmosphere. Dinner is served nightly from 5:30PM-11:00PM. & we are proud to offer a pre-theatre menu. For online restaurant reservations visit Open Table or you can call 212-261-5750.

The New York Marketplace
At the New York Hilton we offer for your dining pleasure the casual and relaxing atmosphere of the Marketplace with our exhibition kitchen for your enjoyment. The menu reflects New York's culinary and cultural diversity by offering an American breakfast buffet, Japanese breakfast buffet and an International lunch buffet. We also offer an a la carte breakfast, and a mouthwatering array of choices on
our menu for lunch and dinner. Select from a variety of coffees, teas, pastries and cocktails. Sunday & Monday (6am-3pm) Tuesday-Saturday (6am-11pm)

**Lobby Lounge**
In the middle of all the action the Lobby Lounge is the perfect place to be and see the many faces from around the world who visit us while relaxing in our overstuffed chairs and comfortable seats. Enjoy your favorite cocktail or wine or select from our Bar Menu. Open daily from 12 noon to-Midnight

**Bridges Bar**
Relax whilst looking at the romance of Manhattan's Seven Bridges. Stunning murals of New York City's bridges and steel cables accent Bridges Bar, providing sophisticated surroundings to enjoy a cocktail at either our center bar or at one of our oversized banquettes. Ask one of our great bartenders for a choice of our signature martinis...We have the best in town! Located off the lobby, open from 5:30PM-1AM Monday to Saturday.

**Starbucks**
You're so close you can almost taste it. You will find Starbucks adjacent to the NY Marketplace, in the main lobby or accessible from West 53rd street. Monday-Friday (6am-6pm) Saturday-Sunday (7:00am – 3:00pm)

**Room Service**
Instead of getting all dressed up after a long day of traveling or meetings why not make your selection and enjoy our wonderful menu whilst ordering a movie in the comfort of your room?

<table>
<thead>
<tr>
<th>Time</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>5:00am -11:30am</td>
</tr>
<tr>
<td>All Day Dining</td>
<td>11:00am -11:00pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00pm -11:00pm</td>
</tr>
<tr>
<td>Late Night Dining</td>
<td>11:00pm -1:00am</td>
</tr>
</tbody>
</table>

**RESTAURANT RESERVATIONS**
Reservations are strongly recommended for all restaurants in the hotel and in New York City, whether it is for a large or small party.

**RESTROOMS**
Public restrooms are located in the following areas in the hotel lobby next to Etrusca, and across from the Marketplace entrance, next to the door to the hotel garage. Public restrooms are also located on each of our meeting and trade show floors.

**RESUMES**
The resume is distributed throughout the hotel to all departments. It’s extremely important to the hotel as it contains all the details about our upcoming event. Your Event manager will include as much information as possible based on previous years (if applicable) and discussions during planning. Of course, the more information we provide the Hotel team, the better prepared everyone will be! You will
receive a copy of the resume once your manager has entered all their information. When you receive this please read through the document carefully, paying special attention to the areas highlighted in yellow. These are the sections where your manager will need additional information from you.

Please keep in mind this resume will be distributed throughout the entire hotel 2 weeks prior to your event start date so it is extremely important that this be returned with your notes in a timely manner.

RIGGING
Our upholsterers will be available during your set up to hang any banners or signs. Please check with your Catering/Event manager prior to your event to make sure the banner can be hung where you intend it to go. Also let them know the date and time the banner will need to be hung and removed so the upholster can be scheduled appropriately.

The hotel does not permit for banners or signs to be hung in the main lobby. Some public foyers and promenades may require the approval of hotel management and/or other groups concurrently in the hotel. Please check with your Catering/Event Manager for approved locations and current pricing.

ROPES/STANCHIONS
The hotel does have a limited amount of rope and stanchion, if this is needed for your event please ask your Catering/Event Manager for 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 the Hilton New York

Note: All codes are Requests only, unless it is regarding billing. Every effort will be made to accommodate requests.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>Away from Elevator</td>
</tr>
<tr>
<td>AI</td>
<td>Away from Ice Machine</td>
</tr>
<tr>
<td>CB</td>
<td>Crib</td>
</tr>
<tr>
<td>CR</td>
<td>Accessible Room</td>
</tr>
<tr>
<td>CX</td>
<td>Connecting Room</td>
</tr>
<tr>
<td>DD</td>
<td>2 Double Beds</td>
</tr>
<tr>
<td>EA</td>
<td>Early Arrival</td>
</tr>
<tr>
<td>EX</td>
<td>Room Near Exit</td>
</tr>
<tr>
<td>FM</td>
<td>Foam Pillow</td>
</tr>
<tr>
<td>FP</td>
<td>Feather Pillow</td>
</tr>
<tr>
<td>GPO</td>
<td>Guest Pays Own</td>
</tr>
<tr>
<td>HF</td>
<td>High Floor</td>
</tr>
</tbody>
</table>
**SAFES/SAFE DEPOSIT BOXES**
Most guestrooms come equipped with a combination safe. In addition, there are also Safe Deposit Boxes located next to the front desk. Please see Front Desk Agent to access a safe deposit box.

**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 3 days prior to the event/convention. Arrangements must be made through your Catering/Event Manager. Please note that the hotel does not provide storage facilities.

Please do not ship valuables. We cannot be responsible for contents.

**Shipping Address**
Name (of person who will be on-site)
Company Name
C/O Hilton New York
1335 Avenue of the Americas
New York, NY 10019
Attention: Package Room
Hold for Guest Arrival
Delivery Date & Destination
Hours of Operation
Monday to Saturday  7AM – 8PM
Sunday 8AM – 6PM
Hours may vary depending on Hotel Convention Business.

Shipping, Receiving & Storage Processing Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxes up to 15 lbs.</td>
<td>$4.00 per box</td>
</tr>
<tr>
<td>Boxes 16 to 30 lbs.</td>
<td>$6.00 per box</td>
</tr>
<tr>
<td>Boxes 31 to 50 lbs.</td>
<td>$12.00 per box</td>
</tr>
<tr>
<td>Boxes 51 to 75 lbs.</td>
<td>$18.00 per box</td>
</tr>
<tr>
<td>Boxes 76 to 99 lbs.</td>
<td>$25.00 per box</td>
</tr>
<tr>
<td>Boxes 100 lbs or more</td>
<td>$25.00 per box plus $.20 per pound over 100 lbs</td>
</tr>
<tr>
<td>Display Cases</td>
<td>$35.00 each</td>
</tr>
<tr>
<td>Pallets</td>
<td>Additional $60.00 per pallet</td>
</tr>
<tr>
<td>Storage</td>
<td>Based on quantity and size of parcel</td>
</tr>
</tbody>
</table>

*Prices Subject to change without notice
*Packages for Exhibit booths must come in with the Drayage company contracted for the event*

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.

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 hotel
Federal express
800-463-3339
For next day or second day you must have an account number or a credit card.

UPS
800-742-5877
For next day or second day service, guest must call UPS and give information where boxes are to be shipped. UPS will inform guest of the cost. Guest can leave cash, check, or money order for shipping. UPS will pick up packages the FOLLOWING DAY

Airborne Express
800-247-2676
Next day or Second Day service
Guest must have account number or credit card.

DHL
800-225-5345
SHOE SHINE

Shoe Service Plus
15 West 55th Street
New York, NY 10019
(212) 262-4823

Gary’s Top Shoe
Rockefeller Center
600 Fifth Avenue
New York, NY 10020
(212) 581-0758

SHOPPING
The concierge can direct you to the Shopping destination of Choice.
The Hilton New York is located one block from the world famous 5th Avenue Shops. The hotel is also a subway ride away from many other shopping locations. Please stop by the Concierge desk and pick up a copy of “Where” magazine with a listing and description of all your guests shopping needs.

SIGNAGE/BANNERS
The Hilton New York 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. Hotel personnel must provide the labor to hang the signs at a fee of $75 per hour with a 2 hour minimum.

In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit. Signs are not permitted in the lobby of the hotel. See Exhibit Rules & Regulations in

SITE INSPECTION/PRE-PLANNING
Please schedule site visits with your Catering/Event Manager prior to making any of your travel arrangements. This will ensure the hotel has the space available for you to view and it is a time that your Catering/Event Manager is able to devote their full attention to your visit. If guest rooms are needed during your visit please inquire about the rate and availability with your Catering/Event Manager.
**SMOKING**
Smoking is not permitted in any public or meeting space. The hotel does have a very limited number of smoking rooms available. If your attendees will require a smoking room please encourage them to note this in the reservation.

**SOUND SYSTEM**
Some hotel meeting rooms and ballrooms have a basic sound system. Please contact PSAV with questions. There may be fees assessed for certain hookups as well as hourly labor charges. PSAV can be reached at 212-261-5829

**SPA**

**IN-ROOM MASSAGE AND WELLNESS SERVICES**

Hilton New York, in collaboration with Method Fitness, offers soothing massage and wellness services in the comfort and privacy of your guest room. What could be more convenient? Melt away stress with a luxurious 50 or 80-minute massage. Ease jet lag with a refreshing yoga or pilates session. Whichever delightful service you choose, the pampering comes to you!

**CALL EXTENSION 5903**
TO BOOK YOUR IN-ROOM SERVICE

*Services are not considered booked until confirmed by one of our representatives.*

**IN-ROOM MASSAGES**

**Classic Swedish (50 min - $150/ 80 min - $230)**
This traditional full body massage technique uses firm but gentle pressure and long flowing strokes to improve circulation, release muscle tension and promote relaxation.

**Aromatherapy (50 min - $160/ 80 min - $240)**
Aromatherapy utilizes the natural essential oils of plants, roots, and flowers. This massage benefits the emotional body as well as the physical body, promoting internal balance. Select a blend based on your personal needs.

**Deep Tissue (50 min - $160/ 80 min - $240)**
This therapeutic technique aids in the release of tension in the deep layers of muscle tissue. It improves range of motion and relieves pain associated with stressed muscles due to athletic or strenuous activities.

**Shiatsu (50 min - $150/ 80 min - $230)**
Shiatsu is based on the Eastern belief that all parts and functions of the body are interrelated. Direct pressure is applied to points along the meridians, or
energy channels of the body, releasing blocked energy and restoring well-being. Comfortable clothing is required.

**Neck, Back & Shoulder (50 min - $160)**  
This traditional upper body massage technique is designed to promote relaxation, improve circulation and relieve tension to create a heightened sense of well-being. Our skilled therapist will address specific needs by incorporating a variety of modalities.

**Maternity Massage (50 min - $150/ 80 min - $230)**  
Designed to give relief to the special needs of the mother-to-be. Enjoy a comforting and soothing experience during this period of change while providing relief from strain on weight-bearing joints and lower back, as well as improving posture and reducing swelling. Relaxes both you and the baby. Must be in second trimester.

**Couples Massage (50 min - $290/ 80 min - $425)**  
Relax with a friend or loved one with a delightful couples massage side by side. Customize your massage modality for an additional fee. Only available in guest room suites.

**ENHANCE THE TREATMENT**  
**WITH AN ADD-ON SERVICE**

**Neck, Back & Shoulder (20 min - $75)**  
A massage utilizing a variety of techniques to relieve the tension of commonly over-stressed areas.

**Reflexology (20 min - $75)**  
Based on the theory that zones of the feet correspond to specific areas of the body, this treatment provides relief throughout the body and restores energy.

**Scalp Treatment (20 min - $75)**  
This invigorating aromatic scalp massage is perfect for jet lag and fatigue. A warm blend of essential oils is gently applied to the scalp to nourish the hair and release tension.

**IN-ROOM WELLNESS SERVICES**

**Yoga Session (55 min - $95/ 80 min - $135)**  
This ancient Indian practice, dating back to 2500 BCE, is a scientific system designed to bring the practitioner health, happiness, and a greater sense of self. With techniques that concentrate on position and alignment, as well as creating a higher consciousness, yoga utilizes stretching postures, breathing, and meditation to calm the mind and tone the body.
Pilates Session (55 min - $95)
A body conditioning system created over eighty years ago to coordinate the
mind, body and breath to develop sleek and functionally strong abdominal
muscles, a strong and supple back, and align the shoulder girdle.

ADDITIONAL SERVICES

Personal Training Session (55 min - $90)
Certified trainers are available by appointment for one-on-one workouts in our
state-of-the-art facility. Beginners and experienced exercisers are welcome.
Available in the fitness center only.

Group Wellness Session
Hosting a meeting or convention? Add chair massage or group yoga/pilates to
your meeting itinerary. Call for details!

Health Concerns: Please inform the therapist if you are recovering from recent surgery, have
hypertension or are pregnant. Guests must be at least 18 years of age to receive in-room services.

Reservations: For bookings or inquiries, please call 212-261-5903 or extension 5903 from your
guest room. Appointments are subject to availability.

Gratuity: Sales tax and gratuity are not included in the price of services. 18% gratuity is
recommended.

Terms & Conditions: Please provide at least 12 hours notice to cancel or reschedule a confirmed
appointment. Failure to provide 12 hours notice will result in full charges being posted to your
credit card on file. Hilton Honors discounts do not apply to yoga or Pilates sessions.

*Prices subject to change

SPECIAL MEAL REQUESTS
Please consult with your Catering/Event Manager for any special meal requests. The Hilton New
York 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 New York 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.
**SUITES**
The Hilton New York features 47 newly renovated suites, all located on floors 42 thru 44, featuring spectacular uptown or downtown views of the city skyline. Suites range from 600 to 2,000 square feet, in addition to the two-story east Penthouse offering 4 bedrooms and full kitchen facilities. All suites feature access to the 44th floor Executive Lounge.

[Back to Resource Information]

**SUNRISE/SUNSET**

Please refer to The Weather Channel’s Official Website for exact times due to the fact that times change depending on the month/day.

[Weather Channel Link]

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**TAXES**
The current New York State General Excise Tax is 8.375%.
The current New York State Hotel Tax is 13.375% (includes state tax).
There is an additional $2.00 per night Secondary Tax and a $1.50 per room night tertiary tax on all guest rooms.

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

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**TAXICABS**
Taxicabs are available outside of the entrance of our hotel.

For the city of New York, there are a dozens of taxi companies available to our guests. The New York City Taxi and Limousine Commission lists all taxi companies with TLC licenses that are allowed to service the community of New York City.

[Rate Information]

[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.

See attached form for pricing.

**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>9+911</td>
<td>No Charge</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td></td>
<td>No Charge</td>
</tr>
<tr>
<td>Room to Room</td>
<td></td>
<td>No Charge</td>
</tr>
</tbody>
</table>
Local 9+Number Local Rate
$.10 per minute after 60 minutes
800/888/8xx toll free per minute thereafter
Long Distance 9+1+Number AT&T Operator assisted rate
less 50%
International 9+011+CC+CC+Number AT&T Operator assisted rate
(by country)

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.

Video Teleconferencing
We have video conferencing equipment - can be installed in meeting rooms.

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THEME PARTIES
The New York Hilton does not have a specific menu of services for themed parties. However, ideas can be discussed with your Catering/Event Manager and a list of contacts can be provided for you in regards to local decorators.

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TOURS/SIGHTSEEING
Below is a list of tours around the city. You can purchase tickets to these tours at out ticketing/entertainment desk in the lobby as well.
• New York’s TV and Movie Tours
  o (212) 209-3370

• New York/New Jersey Spirit Cruises
  o (866) 399-8439

• The New York Dining Cruise
  o (212) 630-8100

• NY Waterway Tours
  o 1-800-533-3779

• New York Sightseeing
  o 1-800-669-0051

• Circle Line Sightseeing Cruises
  o (212) 563-3200

• NY SKYRIDE
  o (888) 759-7433

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TRASH REMOVAL
We strive to make sure that the New York Hilton is maintained to the highest standards for our clients and guests. During meetings and events, our staff is in constant rotation throughout all occupied rooms to ensure that trash is removed if necessary or requested.

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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:

Jack Silver Formal Wear
1780 Broadway Suite 303
Between 57th & 58th Streets
New York, New York 10019
Tel: (212) 582-0202
Fax: (212) 765-6933

Eisenberg & Eisenberg
16 West 17th Street (Between 5th & 6th Avenues)
New York City
Tel: (212) 627-1290

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**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. Please discuss any specific requests with your Catering/Event Manager.

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**WEATHER**
Depending on the season, the weather in Manhattan varies from a low of 32 degrees to a high of 95 degrees. Before visiting the New York Hilton, we recommend that guests check the local listings to determine the weather conditions.

[Weather Channel Link](#)

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**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 company has wheelchairs for rent and will deliver to the New York Hilton:

**All City Mobility**
Serving the 5 Boros of New York City
Phone: (212) 366-1630
(718) 366-3726

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

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

- **Baptist**
  [Calvary Baptist Church](#)
  123 West 57th St.
  New York, NY 10019
  (212) 975-0170
  Service Schedule: Sunday (Informal: 9:30am, Traditional: 11am, Contemporary: 6pm), Wednesday (Prayer Service, 7pm)

- **Buddhist**
  [Won Buddhist Temple](#)
431 East 57th Street
New York, NY 10022
(212) 750-2773
Service Schedule: Sunday (11:00am -12:15pm), Group Meditation (Tuesday 12:00 - 1:00pm & Wednesday 6:00 - 7:15pm, both with 15 minutes of Yoga)

• Catholic
  St. Patrick’s Cathedral
  460 Madison Avenue
  New York, NY 10022
  (212) 753-2261
  Service Schedule: Please See Website

• Christian
  Park Avenue Christian Church
  1010 Park Avenue at 85th St.
  New York, NY 10028
  (212) 288-3246
  Service Schedule: Sunday (11:00am)

• Church of God
  Manhattan-Upper town
  525 West 147th Street
  New York, NY, 10031

• Episcopal
  Saint Thomas Church
  One West 53rd Street
  New York, New York 10019-5496
  (212) 757-7013
  Service Schedule: Sunday Services (8am Holy Eucharist, 9am Sung Eucharist, 11am Choral Eucharist, 4pm Choral Evensong; September – May), Weekday Services (8am Morning Prayer & Holy Eucharist, 12:10pm Holy Eucharist, 5:30pm Evening Prayer and Holy Eucharist) Saturday Services (12:10pm Holy Eucharist)

• Islam
  Islamic Society
  154 E 55TH St
  New York, NY 10022
  (212) 888-7838

• Jehovah’s Witness
  Jehovah's Witnesses East Manhattan Unit
  1499 1st Ave
  New York, NY 10021
  (212) 988-0909

• Jewish
  Central Synagogue
652 Lexington Avenue at 55th Street
New York City
(212) 838-5122
Service Schedule: Morning Minyan Blitzer Chapel, Community House 8:00 am Monday - Friday
Shabbat Sanctuary 6:00 pm Friday Evenings, 10:30 am Saturday Morning (Sept. - June), 10:00 am Saturday Morning (July - Aug)

- **Lutheran**
  - St. Peter's Church
  619 Lexington Avenue at 54th Street
  New York, NY 10022
  (212) 935-2200
  Service Schedule: Sunday (8:45am and 11am – Mass; 1:30pm - Misa en español), Mon-Fri (12:15pm - Mass) Wednesday (6pm - Sung Mass)

- **Methodist**
  - Christ Church United Methodist
  Christ Church NYC
  520 Park Avenue
  New York, NY 10021
  (212) 838-3036
  Service Schedule: Sunday (9am, 11am)

- **Mormon**
  - Manhattan New York Temple
  125 Columbus Ave
  New York, NY 10023
  (917) 441-8220
  Service Schedule: Tuesday (11am., 12:30pm, 2pm, 6pm, 7:30 pm), Wednesday (11am., 12:30pm, 2:00, 6pm, 7:30 pm), Thursday (6:30am, 8am, 11am., 12:30pm, 2pm, 6pm, 7:30pm), Friday (11am., 12:30pm, 2:00pm, 4pm, 6pm, 7:15pm, 8:30pm), Saturday (*6:30am, 7:45am, *9am, 10:15am, 11:30 am, 1pm, *2:30pm, 4pm, 5:30pm) *Spanish Sessions

- **Pentecostal**
  Pentecostal Church of God
  236 W 20th St
  New York, NY 10011
  (212)-620-7446

- **Protestant**
  - St. Bartholomew's Church
  Park Ave at 51st St
  New York City
  (212) 378-0222
  Service Schedule: Sunday (8am, 9am, 11am), Monday-Friday (8am, 12:05pm, 5:30pm), Thursday (6pm), Saturday (10am)

[Back to Resource Information]
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 5700 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.

Back to Resource Information
HILTON NEW YORK

CREDIT CARD PAYMENT AUTHORIZATION FORM

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 212-261-5921
ATTN: Erica Leopold

<table>
<thead>
<tr>
<th>HOTEL USE ONLY:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest / Group Name:</td>
<td></td>
</tr>
<tr>
<td>Check-In / Event Date:</td>
<td></td>
</tr>
<tr>
<td>Name of Person/Group Making Reservation:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Authorized Amount:</td>
<td>Approval Code:</td>
</tr>
</tbody>
</table>

CARDHOLDER - Please complete the following section and sign/date below.

| Cardholder Name as it Appears on Credit Card: | |
| Cardholder Billing Address: | |
| City: | State: | Zip: |
| Daytime /Business Telephone: | Evening Telephone: |
| Credit Card Number: | Expiration Date: |
| Credit Card Type: (Circle one) Visa/MasterCard American Express Discover JCB Diners Club | |
| Credit Card Issuing Bank Name: | Bank Phone Number (from back of your credit card): |

I agree to cover the following categories of charges: (Please circle)

- All Charges
- Room & Tax
- Food & Beverage
- Retail
- Recreation

I agree to cover the above categories of charges up to a Maximum Amount of $__________________

DIRECT BILL ACCOUNT PAYMENTS ONLY:

<table>
<thead>
<tr>
<th>Name on Invoice/Statement</th>
<th>Date on Invoice/Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice/Statement Number</td>
<td>Authorized Amount $</td>
</tr>
</tbody>
</table>

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: $____________

Final Balance Billed to Credit Card (hotel use only): $____________

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the “Maximum Amount” indicated above. You further acknowledge that if “all charges” has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: Date:
CREDIT APPLICATION
(Confidential Information)

This application will not be processed if it is not complete.

Name of Company Requesting Direct Billing: ______________________________________

Address: ___________________________ Telephone: ( )

City: ___________________________ State: ____________ Zip Code: ____________

Dunn & Bradstreet Number: ___________________________ Rating: ____________ Listed in Name of: ___________________________

Group Name: ___________________________ Inclusive Booking Dates: From: ____________ To: ____________

Group Contact: ___________________________ Fax: ( ) Telephone: ( )

Billing Address: ___________________________ Telephone: ( )

City: ___________________________ State: ____________ Zip Code: ____________

(DIRFCT BILLING HAS BEEN REQUESTED AS INDICATED

1. Guest Room Account All charges for specified guests ____________ Provide List

2. Food and Beverage All Catering/Banquets Charges and Restaurants ____________ Provide List

3. Miscellaneous Bellman, Electric, Sound, Audio/Visual, Telephone, Room Rental, Exhibit Hall, etc. ____________

BANK REFERENCE

Bank Name: ___________________________ Contact: ___________________________

Full Address: ___________________________ Telephone: ( )

City: ___________________________ State: ____________ Zip Code: ____________

Account #: ___________________________ Routing #: ___________________________

ABA#: ___________________________

HOTEL REFERENCES (Please Provide Most Recent History)

Hotel Name: ___________________________ Dates: ____________ Name of Group: ___________________________

Full Address: ___________________________ Telephone: ( )

City: ___________________________ State: ____________ Zip Code: ____________

Hotel Name: ___________________________ Dates: ____________ Name of Group: ___________________________

Full Address: ___________________________ Telephone: ( )

City: ___________________________ State: ____________ Zip Code: ____________

AGREEMENT AND RELEASE

I (We) agree if credit is extended, to pay the amount due upon receipt of the first statement. In accordance with the Privacy Act, Freedom of Information Act, the Fair Credit Reporting Act and any similar federal, state or local statutory or common laws or regulation, I (We) expressly authorize the above-name references, any credit reporting agency, any law enforcement agency (federal/state/local) any person or entity with knowledge of information to this request for credit to release this information to the hotel (together with its owners, partners, subsidiaries and affiliates, and their officers, directors, agents and employees, “Hotel”) and Hotel to request, obtain and use such information as it sees fit. I (We) hereby agree to release, defend and hold harmless Hotel and any and all other persons or entities, including without limitation those providing information, from any and all liability for losses, claims, injuries, liabilities and damages of whatever kind or nature, whether known or unknown, including without limitation those based on defamation, invasion of privacy, and rights of publicity and personality which may at any time arise or accrue to me (us) or my (our) heirs, successors, parents, subsidiaries, assigns, officers, directors, employees, agents or other persons or entities claiming by or through us, on account of provision of such information, or reliance on such information, or reliance on such information or other information gathered pursuant thereto and hereto. I (We) hereby authorize this Credit Application and release to be shown and delivered to such persons, with a copy of this Credit Application and release to be as valid as the original.

Name __________________________________________ Date ___________________________

Please Print __________________________

Signature __________________________________________

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Estimated Amount Charges - To be Completed by Originator

always attach copy of contract

File # __________________________

| Rooms | $_ |  Credit Approved By: ___________________________
| Food & Beverage | $ |  Date: ___________________________
| Meeting Room Rental | $ |  Credit Limit ___________________________
| Exhibit | $ |  Credit Denied ___________________________
| Other | $ |  Advance Deposit
| Total | $ |  (Deposit Received): ___________________________

62 OF 74
# Exhibit Booth Menu

## Beverages

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee/Tea/Decaffeinated Coffee (1 gallon serves approximately 20 guests)</td>
<td>$98.00 Per Gallon</td>
</tr>
<tr>
<td>Coffee (Vanilla / Cinnamon / Hazelnut / Chocolate Almond)</td>
<td>$100.00 Per Gallon</td>
</tr>
<tr>
<td>Fresh Fruit Smoothies¹</td>
<td>$8.00 Per Glass (Server necessary)</td>
</tr>
<tr>
<td>Cappuccino and Espresso Service¹ (See additional cart rental below)</td>
<td>$6.50/Drink (Server necessary)</td>
</tr>
<tr>
<td><strong>Iced Tea / Lemonade / Fruit Punch (1 gal. serves approx. 20)</strong></td>
<td>$110.00 Per Gallon</td>
</tr>
<tr>
<td>Fresh Juices (Orange and Grapefruit)</td>
<td>$49.00 Per Quart</td>
</tr>
<tr>
<td>Fruit Juices (Apple, Cranberry, Tomato)</td>
<td>$49.00 Per Quart</td>
</tr>
<tr>
<td>Soft Drinks/Mineral Waters (Coke, Diet Coke, Sprite, Vittel, Poland Springs etc.)</td>
<td>$5.50 Per 8 oz. Bottle</td>
</tr>
<tr>
<td>Premium Soft Drinks (Starbucks’s Brand Frappucino, Arizona Brand Iced Tea, Snapple Juices, Stewart’s Sodas, Gatorade, Red Bull)</td>
<td>$6.50 Per Bottle</td>
</tr>
</tbody>
</table>

## Snacks/Side Orders

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Apples and Bananas</td>
<td>$3.25 Per Piece</td>
</tr>
<tr>
<td>Danish/Muffins/Pecan Rings/Croissants/Coffee Cakes/Banana or Nut Breads/Bagels with Cream Cheese</td>
<td>$6.25 Per Piece</td>
</tr>
<tr>
<td>Fancy Cookies</td>
<td>$52.00 Per Dozen</td>
</tr>
<tr>
<td>Assorted French Pastries</td>
<td>$9.25 Each</td>
</tr>
<tr>
<td>Brownies / Blondies / Lemon Squares / Rice Krispy Treats / Pecan Bars</td>
<td>$6.00 Each</td>
</tr>
<tr>
<td><strong>Large Chocolate Chip / Oatmeal Raisin / Peanut Butter Cookies</strong></td>
<td>$6.00 Each</td>
</tr>
<tr>
<td><strong>New York Style Pretzels served Warm with Deli Mustard</strong></td>
<td>$6.00 Each</td>
</tr>
<tr>
<td>Pre-Popped Popcorn with Seasoning and Bags¹ (1 Lb. serves Approx. 20ppl.)</td>
<td>$45.00 Per Pound (Minimum 10 Lbs.)</td>
</tr>
<tr>
<td>Hoagie Sandwich</td>
<td>$23.00 Per Person (Minimum 30 people)</td>
</tr>
<tr>
<td>Finger Sandwiches (36 Sandwiches Per Tray)</td>
<td>$198.00 Per Tray (min. 1 tray per order)</td>
</tr>
<tr>
<td>Ice Cream Bars/Fruit Bars (See additional cart rental below)</td>
<td>$6.00 Each</td>
</tr>
<tr>
<td>Mixed Nuts</td>
<td>$45.00 Per Pound</td>
</tr>
<tr>
<td>Sliced Fresh Fruit</td>
<td>$9.25 Per Person</td>
</tr>
</tbody>
</table>

## Reception

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported Beer / Domestic Beer²</td>
<td>$8.50 / $7.50 Each</td>
</tr>
<tr>
<td>Wine (750 Mi. Bottle)²</td>
<td>$39.00 Per Bottle</td>
</tr>
<tr>
<td>Sparkling Wine, Freixenet, Blanc de Blanc, Spain (750 MI Bottle)²</td>
<td>$43.00 Per Bottle</td>
</tr>
<tr>
<td>Assortment of Hot Hors d’oeuvres/Cold Canapés (see catering manager for options)</td>
<td>$7.00 Per Piece, minimum 50 pieces</td>
</tr>
<tr>
<td><strong>Domestic and Imported Cheese Platter</strong></td>
<td>$24.00 Per Person</td>
</tr>
<tr>
<td><strong>Raw Vegetables with Dips</strong></td>
<td>$22.00 Per Person</td>
</tr>
<tr>
<td>Display of Mesquite Herb Grilled Vegetables</td>
<td>$25.00 Per Person</td>
</tr>
<tr>
<td>Sushi and Sashimi (Minimum 48 pieces per display)</td>
<td>$6.75 Per Piece</td>
</tr>
<tr>
<td>Dry Snacks (Chips/Pretzels/Goldfish)</td>
<td>$30.00 Per Pound</td>
</tr>
</tbody>
</table>

## Rentals

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Cooler (Gallon of Water @$50.00 per Gallon)</td>
<td>$150.00 Rental</td>
</tr>
<tr>
<td>Cappuccino and Espresso Cart</td>
<td>$500.00 Rental</td>
</tr>
<tr>
<td>Pretzel Dispenser, Popcorn Machine, Ice Cream Freezer</td>
<td>$200.00 Rental</td>
</tr>
</tbody>
</table>

For Smoothies, Cappucinos and Popcorn, a Server is needed at $200.00 for a 4 hour period. For Alcoholic Beverage Service, a Bartender may be needed at $200.00 for a 3 hour period.

THE ABOVE PRICES DO NOT INCLUDE 8.375% SALES TAX AND 21% SERVICE CHARGE

Return to: Events/Catering   FAX: 212-261-5921
## Gourmet Boxed Luncheons

Indicate Quantity of Each of up to Selection of Four (4)

<table>
<thead>
<tr>
<th>Gourmet Boxed Luncheons</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grilled Portabello Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Fresh Mozzarella, Arugula, Sun-Dried Tomato and Pesto on Ciabatta</td>
<td></td>
</tr>
<tr>
<td><strong>Grilled Vegetables Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Basil Pesto on Baguette</td>
<td></td>
</tr>
<tr>
<td><strong>Italian Sub</strong></td>
<td></td>
</tr>
<tr>
<td>with Prosciutto, Salami, Provolone, Roasted Pepper and Basil Pesto on Hero</td>
<td></td>
</tr>
<tr>
<td><strong>Smoked Turkey Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Alfalfa Sprouts and Grain Mustard on Pita</td>
<td></td>
</tr>
<tr>
<td><strong>Roast Beef Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Arugula, Gorgonzola and Balsamic Dressing on Whole Wheat Baguette</td>
<td></td>
</tr>
<tr>
<td><strong>Black Forest Ham and Swiss Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Honey Mustard with Lettuce on Pumpernickel Roll</td>
<td></td>
</tr>
<tr>
<td><strong>Smoked Turkey Brie Cheese Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Lettuce, Tomato and Orange Mayonnaise on Seven Grain Roll</td>
<td></td>
</tr>
<tr>
<td><strong>BBQ Chicken Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Cheddar and Cole Slaw on Sour Dough</td>
<td></td>
</tr>
<tr>
<td><strong>Fried Cajun Chicken Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Ranch Dressing, Lettuce and Tomato on Sour Dough</td>
<td></td>
</tr>
<tr>
<td><strong>Chicken Caesar Pita</strong></td>
<td></td>
</tr>
<tr>
<td>with Dressing on-the-Side</td>
<td></td>
</tr>
<tr>
<td><strong>Albacore Tuna Salad Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Lettuce on Rye Roll</td>
<td></td>
</tr>
<tr>
<td><strong>Grilled Chicken Sandwich</strong></td>
<td></td>
</tr>
<tr>
<td>with Honey Mustard and Cheddar on Sun-Dried Tomato Wrap</td>
<td></td>
</tr>
</tbody>
</table>

**EACH BOXED LUNCH INCLUDES**

One (1) Piece of Whole Fresh Fruit

~

**Gourmet Potato Chips**

~

**Nantucket Chocolate Chip Cookies**

~

**One (1) Standard Soft Drink**

$60.00 per person

*Price subject to change.*

(Additional soft drinks may be purchased at $5.50 each)

- Booth attendants for serving are available at an extra charge of $200.00 per four (4) hour period.
- Bartenders required for serving are available at an extra charge of $200.00 per three (3) hour period.
- Contact the catering office at the number below to place your order and to discuss other options.
- All prices subject to 8.375% tax and 21% service/administrative charge.
- All orders should be placed at least two (2) weeks prior to convention.
- Payment may be sent in with your order by company check.
- If you choose to pay by credit card, the attached form must be completed.
- Exhibit hall regulations require the use of disposable ware during exhibit hours or any part thereof.
# Exhibitor Booth Hospitality Order Form

<table>
<thead>
<tr>
<th>CONTACT:</th>
<th>COMPANY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td>STATE:</td>
</tr>
<tr>
<td>TELEPHONE: (__)</td>
<td>FAX: (__)</td>
</tr>
<tr>
<td>BOOTH #:</td>
<td>ROOM NAME:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 1:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>AM/PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Day 2:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>AM/PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Day 3:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>AM/PM</th>
</tr>
</thead>
</table>

### ADVANCE ORDER GUIDELINES:
1. A minimum charge of $100.00 in food and beverage (not including tax and gratuity) applies to all booth orders.
2. All advance food and beverage orders must be received two (2) weeks in advance of the show to avoid additional charges.
3. Please include with this form a clear photocopy of both front and back of the credit you will use as payment for catering charges. The signature on the back of the card must match the signature below.
4. Payment may also be made by company check, payable to the Hilton New York.

### CREDIT CARD CHARGE AUTHORIZATION:
Please complete the information below and return the form with a photocopy (front and back) of your card along with your order.

<table>
<thead>
<tr>
<th>Charge to:</th>
<th>AMEX</th>
<th>VISA</th>
<th>MASTERCARD</th>
<th>DISCOVER</th>
<th>DINERS CLUB</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD NUMBER:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPIRATION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARDHOLDER’S NAME:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILLING ADDRESS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHOW:</th>
<th>BOOTH NUMBER:</th>
</tr>
</thead>
</table>

Please return to: Catering/Events
Fax: 212-261-5921
Original order form and payment in U.S. dollars must be postmarked 15 days prior to show’s opening date. Make payable to Hilton New York.

<table>
<thead>
<tr>
<th>Full Name of Event</th>
<th>Event Dates</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
<td>Phone</td>
<td>Fax No.</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Contact Name</td>
<td>On-site Contact</td>
<td></td>
</tr>
<tr>
<td>Authorized Signature</td>
<td>Installation Date and Time</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Regular Price</th>
<th>On Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analog telephone line</td>
<td>$225.00</td>
<td>$325.00</td>
</tr>
<tr>
<td>Single line phone sets</td>
<td>$80.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Multi-line set</td>
<td>$250.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Standard Speaker Phone</td>
<td>$200.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Polycom</td>
<td>$300.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Internet connection off of a T3 for up to two computers in the same area, $575 for each additional drop. Please specify how many computers/laptops you are bringing in that require a connection? Otherwise, we will assume you need one connection without a hub.</td>
<td>$870</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Full T1 circuit extension fee</td>
<td>$1500.00</td>
<td>$2000.00</td>
</tr>
</tbody>
</table>

Additional labor rate of $150.00 per hour for installations during weekdays before 8:00 a.m. and after 4:00 p.m. and $150.00 per hour on weekends and holidays. (See explanation below regarding different minimum requirements for weekdays and weekends.)

Sub-Total

8.625% N.Y. State Tax

Total Cost

Important Notice:
If you wish to have your line/circuit installed before 8:00 a.m. and after 4:00 p.m. Monday thru Friday, a labor rate of $150.00/hour minimum two (2) hours, applies in addition to the above charges.
If you wish to have your line/circuit installed on weekends and holidays, a rate of $150.00/hour minimum four (4) hours, applies in addition to the above charges.
Re-location of line request will be charged at the labor cost of $150.00/hour minimum one (1) hour, in addition to line charge. This is to say, once your line(s) are installed and you wish to change their location, the labor rate applies to re-locate your line(s).
Local and Long Distance Charges – Credit Card Information MUST be provided in order to process Form.
Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed below. All telephone calls are charged at the AT&T operator dial business day rate plus 35%. A local call is $1.25 and an 800/877/855/866 call is $1.00 in addition $0.10 per minute after 60 minutes on local, 800/888, calling card, credit card, collect, third party calls and calls made through other common carriers (950/10xx). Please sign authorization and billing instructions below.
I agree to be responsible for all usage charges made in connection with local and long distance service. We will not process this form unless you have provided credit card information below. The reason for the credit card information is to cover the cost of the usage charges. You may wish to pay for both installation and usage cost by credit card only.

Major Credit card Name ___________________________ Account Number ___________________________
Original order form and payment in U.S. Dollars must be postmarked **15 Days** prior to show’s **opening** date to qualify for **discount rate**.
Make remittance payable to Hilton New York

<table>
<thead>
<tr>
<th>Show Name:</th>
<th>Exhbiting Firm Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Fax:</th>
<th>On Site Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Credit Card #</th>
<th>exp.:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check/Money Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I also authorize charging any unpaid balance to my credit card.

---

**All cleaning and janitorial services must be performed by the HNY.**

**One Booth equals 100 sq. ft (10’ x 10’)**

<table>
<thead>
<tr>
<th>Please Indicate Type of Cleaning Required</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>NO. OF BOOTH</th>
<th>NO. OF DAYS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST DAY CLEANING</td>
<td>$50</td>
<td>$65</td>
<td>X</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning completed in preparation for first day of show</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOW DAYS CLEANING (AFTER FIRST DAY)</td>
<td>$30</td>
<td>$45</td>
<td>X</td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>Exhibition booth cleaned after each open show day in Preparation for next show day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHAMPOO BOOTH CARPET (ONCE)</td>
<td>$100</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>PERIODIC PORTER SERVICE (SHOW HOURS ONLY)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>Police booth floor/empty wastebaskets &amp; ashtrays throughout show</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth over 3500 sq. ft, call for quote</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS RENTALS – Inquire at event information window or phone 212-261-5752 for equipment and price listing</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>$</td>
</tr>
<tr>
<td>A booth is defined as any 10’ X 10’ or less space occupied by a single exhibit. For multiple booth exhibits including either meeting suites, peninsula or island type displays, the calculation of cleaning fees below must be made on total booth equivalents occupied by exhibit. NOTE: ‘8’ X 10’ calculates as 10’ X 10’. The exhibit booth’s infrastructure is inclusive of the calculation. All total dimensions are solely based on the Hilton New York function space brochure.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>There will be a service charge of $25.00 added for any orders made out at time of show.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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**SPECIAL INSTRUCTIONS**

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**HNY USE ONLY**

Receive BY: C.C. AUTHORIZATION CK# INVOICE #
ON-SITE VENDORS
Business Center
Phone: 212-586-7000 x5212

Central Parking
Phone: 212-586-7000 x5351

Copy Center
Phone: 212-586-7000 x5408

Theater, Tours & Transportation
Capricorn Limousine Service
Phone: 212-586-7000 X 5318

AUDIO VISUAL
Presentation Services
1335 Avenue of the Americas
New York, NY 10019
Contact: Patrick Faw
Phone: 212-261-5795
Fax: 212-261-5827

BUS COMPANIES
Academy Bus Tours, Inc.
1515 Jefferson Street
Hoboken, NJ 07030
Phone: 201-420-7000

Gray Line, NY Tours, Inc.
254 West 54th Street
New York, NY 10019
Contact: Ximena Cortez
Phone: 212-397-2620

Port Authority Bus Terminal
8th Avenue @ 42nd Street
New York, NY
Phone: 212-564-8484

CELLULAR PHONES
Travelers Telecom
575 Lexington Avenue, Suite 2860
New York, NY 10022
Mr. Kevin Crimins
Phone: 212-888-6301
Fax: 212-888-6897

COMPUTER RENTAL SERVICES
National Micro Rental
28 Abeel Road
Monroe Township, NJ 08831-2036
Contact: Mark Brown
Phone: 800-637-2496 x 4113
Fax: 609 395-7142

COPY MACHINES/FAXES
American Copy Machines, LTD.
141 West 28th Street
New York, NY 10001
Phone: 212-244-2727
Fax: 212-244-2727
Contact: Miky Faibis

Kinko’s (The Copy Center)
233 West 54th Street
(Corner of 54th & Broadway)
Phone: 212-977-2679
OPEN 24 HOURS

CUSTOM KEYCARDS
PLI (Plasticard Locktech International)
Contact: Darcie Kolar
604 Sweeten Creek
Asheville, NC 28803
Phone: 1-800-752-1017
828-665-7774
Fax: 828-210-4755
Email: dkolar@plicards.com
www.plicards.com

DECORATOR
Freeman Decorating
909 Newark Turnpike
Kearny, NJ 07032
Contact: Steve Dorey
Phone: 201-998-6444 x 184
Fax: 201-998-3080
Pager: 1-800-263-0765
DESTINATION MANAGEMENT COMPANY
Empire Force Events
Shackman Associates

PGI
16 W. 22ND Street
New York, NY 10010
Contact: Mark Brandt
Phone: 212-366-6565 x511

ENTERTAINMENT
Steven Scott Productions
200 West 57th Street, Suite 303
New York, NY 10019-3299
Contact: Stuart E. White
Phone: 212-757-3299
Fax: 212-459-9804

FLORIST
Macres Florist
173 West 57TH Street
New York, NY 10019
Contact: John Spellman
Phone: 212-246-1603
Fax: 212-977-4042

Landmark Event Services
18 Commerce Road Unit L
Fairfield, NJ 07004
Contact: Lara Baldwin
Phone: 973-575-6225
Fax: 973-575-6234
lbaldwin@landmarkeventservices.com

FURNITURE RENTAL
Arenson Furniture

Furniture Rental Associates
12 West 32nd Street
New York, NY 10001
Contact: Barry Gill, Acct. Executive
Phone: 1-800-955-8300
268 Norman Avenue
Brooklyn, NY 11222
Phone: 718-389-5400
Fax: 718-389-4304

LIFT RENTALS
United Rentals Aerial Equipment
185 Thorpe Street
Fairfield, CT 06430
Contact: Jim Cheviot, Territory Manager
Tel: 800-543-5438 x 804 (David)
Fax: 203-255-7531

OFFICE MACHINES/TYPWRITERS
KBM
257 West 29TH Street
New York, NY 10001
Phone: 212-765-2700

Kinko’s
233 West 54TH Street
(Corner of 54TH & Broadway)
Phone: 212-977-2679
OPEN 24 HOURS

Lee’s Art Supplies
57TH ST. (7TH & Broadway)
Phone: 212-247-0110

Staples Office Supplies
57 West 57TH Street
(Corner of 57TH & 6TH Avenues)
Phone: 212-388-0335

PHOTOGRAPHER
Matthew Mauro
239 Central Park West
New York, NY 10024
Phone: 212-685-4003

SECURITY COMPANIES
Ambassador Protection Services
Contact: Dennis Kelly, President
Phone: 212-246-6963 NYC
Phone: 516-223-4500 LI
Fax: 516-223-5333

SOS Security
Contact: Scott Alswang, VP of Sales
Phone: 973-270-2342
Phone: 201-280-3900
TELECOMMUNICATION SERVICES
(Digital Circuits, 56 Kilobit, 64 Kilobit, ISDN, TI, Internet Access/128K-1.25MB, Video Conferencing, Digital Broadcasting & Netcasts)

Hilton New York Communications Department
1335 Avenue of the Americas
New York, NY 10019
Contact: Tom Muscatello or June Suban
Phone: 212-261-5755
Fax: 212-261-5877

TEMPORARY EMPLOYMENT COMPANIES
OfficeTeam
245 Park Avenue, 25th Floor
New York, NY 10167
Contact: Debra Haym, Staffing Manager
Phone: 212-687-4040
Fax: 212-687-6702
Email: debra.haym@officeteam.com
Officeteam.com

TICKETS/TRANSPORTATION
Continental Guest Services
1501 Broadway, Suite 1814
New York, NY 10036
Phone: 212-944-8910
Regulations for Production and Audio Visual Companies

The Hilton New York understands that some of our customers might wish to use an outside provider of audio-visual production and staging services. These guidelines will provide your Company with a clear and concise list of MANDATORY house rules. Please read these rules carefully to avoid any confusion or misunderstandings.

UNION LABOR

The employees of The Hilton New York and PSAV are covered by a collective bargaining agreement. Hotel Motel Trades Council Local One of the AFL-CIO represents said employees. Any and all Production Companies operating inside the Hilton New York are expected to abide by these rules. With the exception of the following management or non-union production positions all other labor should conform to the guidelines below.

A) The exempted positions are as follows; show manager, stage manager, technical director, graphics operator, lighting director, teleprompter operator, language translation specialists, audience response system technicians and still photographer.

B) Any production company that wishes to avail itself of available PSAV labor will be required to have one union tech for every two non-union technicians.

C) Any production company that chooses not to use PSAV technicians may hire union technicians from IATSE, Local 306 Projections Union or any local labor broker. Such union technicians must be staffed in a one to one ratio with non-union technicians.

D) PSAV technicians are required to be present while any hotel owned equipment and/or systems are in use in any Hotel function space.

SCREENS that are built in will be made available at the current rates. A schedule of charges for the use of these is available from PSAV or from your Event Service Manager or Catering Manager.

TRUSS & LIGHTING SYSTEMS in the Grand Ballroom, Mercury Ballroom, and Trianon Ballroom are exclusively owned by The Hilton New York. You can contact our in-house Audio Visual provider (PSAV) directly for rental rates.
A) The stage areas of the Grand Ballroom, Mercury Ballroom, and Trianon Ballroom have built in lighting systems. Production companies working on the stage make arrangements in advance for the use of existing overhead theatrical fixtures.

B) Outside Production Companies wishing to rig in the Grand Ballroom ceiling must use house riggers (one house rigger per outside rigger). Charges for riggers are available from our in-house Audio Visual provider (PSAV) or your Meetings & Conventions or Catering Manager.

C) Presentation Services has exclusive rights to all rigging points throughout the Hilton New York function space. Presentation Services trusses and motors must be used when installing trusses, lighting, or sound systems.

D) Outside Production companies wishing to hang their own lighting fixtures (or projectors) on the house truss must use house riggers in the same ratio as explained in B.

E) In-house scissors lifts can be rented from our Audio Visual provider (PSAV). Arrangements MUST be made in advance for the rental of these units. Non-hotel personnel will not be permitted to use these lifts if arrangements are not made in advance. Presentation Services technicians are required to operate the in-house lift. Bringing in outside lifts must meet all codes and regulations of NYC and NY State, as well as hotel rules and regulations. Any damaged caused by outside units from, but not limited to hydraulic leaks, wheel marks and/or any other mechanical issues will be the sole responsibility and cost of said production and/or outside Audio Visual Company.

F) The house truss and the stage weight fly system are normally in use for lighting, sound systems, and other fixtures that are either Hotel or Presentation Services owned. Production Companies wishing to have these fixtures cleared prior to their arrival should make advance arrangements. Charges for stripping and restoring these systems are available from PSAV.

MOVE IN/OUT, STORAGE & SECURITY

Outside Production Companies are responsible for the safe and secure storage of their equipment and cases.

A) A Move-In and Move-Out schedule must be provided three weeks prior to arrival for the freight elevator.

B) An hourly rate of $60.00 per hour will be charged for the freight elevator and operator.

C) Only low adhesive tape is permitted on hotel carpets.

D) All flooring must be protected during move ins and move outs. Masonite MUST be utilized on ALL carpeted areas and marble floors to protect these surfaces ~ no exceptions.

E) Attaching anything to hotel walls, air walls and/or doors is strictly prohibited.

F) The running of any cables or similar material is not permitted across any doorway floor.
G) The Hilton does not provide storage for empty road cases. All Outside Production companies should contact the Meetings & Conventions or Catering Manager to rent appropriate space (if available) in the hotel for storage of all equipment and cases.

H) Ballrooms in the Hilton New York are not lockable and the hotel will not be responsible for the security of any equipment brought into the hotel. Arrangements for properly licensed and insured security guards may be made through your Meetings & Conventions or Catering Manager. Private guard agencies may be used with the approval of the Hilton NY, please contact your Meetings & Conventions or Catering Manager for a listing of approved companies.

I) Production Companies using rear-screen setups may at their own discretion store cases in their immediate back-stage area.

J) The offstage areas of the Grand Ballroom, Mercury Ballroom, and Trianon Ballroom are not to be used for equipment or case storage.

K) Production Companies will not be permitted to leave any materials, equipment or cases in any hallway, public space or other area that interferes with the day-to-day operations of the hotel.

**ELECTRICAL**

Production Companies should communicate all their electrical requirements to their Meetings & Conventions or Catering Manager well in advance of arrival on site to insure proper engineering staffing levels and on-time delivery of power drops. A schedule of charges for electrical connections is available from your Meetings & Conventions or Catering Manager. All on-site orders for Electrical are subject to on site rates.

A) All power drops and plug-ins to wall outlets will be charged at appropriate rates. These services are provided exclusively by Hilton New York Electricians. Please contact your Meetings & Conventions or Catering Manager for specific pricing.

**TELEPHONE (VOICE) AND INTERNET (DATA)**

Production Companies should communicate all their Telephone and Internet requirements to their Meetings and Conventions or Catering Manager well in advance of arrival on site to ensure proper technician staffing levels and on time delivery of Internet drops, analog telephone lines and telephone devices. A schedule of charges for Telephone and Internet is available from your Meetings & Conventions or Catering Manager. All on-site orders for Telephone and Internet are subject to on-site rates. Overnight, weekend and holiday installations are subject to additional charges.

A) All analog telephone lines, analog phone sets, digital phone sets, and speakerphones will be charged at appropriate rates. Additional programming features such as forwarding and rollover\hunting to additional extensions will be charged at appropriate rates. These services are provided exclusively by Hilton New York Technicians. Please contact your Meetings & Conventions or Catering Manager for specific pricing.
B) Local and long distance telephone usage will be charged at appropriate rates. Please contact your Meetings & Conventions or Catering Manager for specific pricing.

C) All Internet (data) connections, both wired and wireless, will be charged at appropriate rates. Additional charges will apply for features such as static IP addresses and VLAN programming. These services are provided exclusively by Hilton New York Technicians. Please contact your Meetings & Conventions or Catering Manager for specific pricing.

D) Production Companies may elect to contract with third-party, non-Hilton providers to bring circuits (T1, ISDN, DSL) to the property. These may be brought to the main PBX room/d-marc and the provider will be paid directly by the Production Company. However, Hilton New York technicians must extend the circuit to the meeting space and this service will be charged at appropriate rates. Please contact your Meetings & Conventions or Catering Manager for specific pricing.

**INSURANCE**

Production Companies are required to have appropriate insurance coverage. Certificates of General Liability Insurance (in the amount of $1,000,000,000 per occurrence) naming the Hilton New York as additional insured are required in advance.

**SECURITY DEPOSIT**

Production Companies may be required to provide a security deposit prior to arrival on-site at the Hilton NY. Such deposit will be held to insure the integrity and proper treatment of all walls, ceilings, fixtures, furnishings and other property during the time that such space is occupied by said Production Company and/or outside Audio Visual Company. Please check with the Event Services Department prior to move-in to discuss and point out any current damage to the event space.

**MASTER ACCOUNT**

All electrical, audio-visual, security and other charges will be posted to the client’s Master Account unless arrangements for direct billing to the Production and/or Outside Audio Visual Company are made in advance.

Any waiver of, or failure to enforce, any of the above rules should not be interpreted as a change in these rules or a blanket waiver.

All outside companies are required to abide and conform to all **NY City and NY State Fire Code Regulations**. Any violations will be the sole responsibility of your company and or the group that has hired your services.

Please call your Event Services Manager or Catering Manager or PSAV directly for further clarification of any of the above.