

# CONFERENCE & EVENT BRANDING ITEMS CHECKLIST

# BRANDING ITEMS CHECKLIST 2020 PAGE ONE

## ATRIUM ENTRANCE

### Porte Cochere

	UNIT PRICING PER DAY	QUANTITY
Fascia Panels (3)	\$7,000 ea	_____
Pillars (4)	\$4,000 ea	_____

### Doors & Windows (43 panes)

Side Door Sets (4) - 1 door, 5 windows each	\$1,000 ea	_____
Revolving Center Door Set - 3 doors, 9 windows	\$2,000 ea	_____
Sliding Door Set - 2 doors, 5 windows	\$2,000 ea	_____

### Exterior Graphics

Wall - Large GoBo Light	\$3,500 ea	_____
Wall - Large Banner	\$5,000 ea	_____

## GRAND ATRIUM + EAST ATRIUM

### Atrium Entrance Lobby

Wall - Front Door Header	\$2,000 ea	_____
Wall - Front Desk "Art Frames" (2)	\$2,000 ea	_____
Wall - Front Desk Front Panels	\$2,000 all	_____
Wall - Video Wall - Full Day*	\$6,000 ea	_____
Wall - Video Wall - 1-hr Time Slot*	\$1,000 ea	_____
Wall - Video Wall - 1 hr in Rotation* (30 sec. every 10-min.)	\$1,000 ea	_____
Wall - GoBo Light	\$2,000 ea	_____
Wall - Concierge Desk Front Panels	\$1,000 all	_____
Pillars (5)	\$2,000 ea	_____
Floor - Door Area Graphic (up to 100 sf)	\$1,500 ea	_____
Floor - Concierge Area Graphic (up to 100 sf)	\$1,500 ea	_____

\*Materials must be received at least 72 hours prior to display to avoid a \$500 late-setup fee.

\*\*Hotels will have ability to utilize (3) 15-minute time frames during a group buyout.

\*\*Based on availability. Options may not exceed 24 hours per day.

### Elevators & Escalators

Elev. Door Marble Surround - Lobby Level (6)*	\$1,500 ea	_____
Elev. Door Marble Surround - Mezzanine Level (6)	\$1,000 ea	_____
Elev. Cab Displays (all) - (10) 6-sec. images, all day**	\$1,000 ea	_____
Elev. Cab Displays (all) - (10) 6-sec. images, custom**	\$1,500 ea	_____
Escalator Walls & Pillar	\$1,000 ea	_____

\*Replacement costs for existing hotel graphics may apply

\*\*Still images required. No audio. Materials must be received at least 72 hours prior to display to avoid a \$500 late-setup fee.

\*\*Custom programming limited to 3 scheduled blocks per 24-hr period.

### Convention Registration

Wall - Doorway Header	\$2,000 ea	_____
Floor - Entryway Graphics (up to 100 sf)	\$1,500 ea	_____

### East Atrium

Wall - Brick Panels (4+)	\$2,000 ea	_____
Floor - Center Carpet Graphic	\$4,500 ea	_____
Windows - Carpenter (3 sets)	\$2,500 ea	_____
Floor - Imperial Corridor Marble Sections (5)	\$2,000 ea	_____
Wall - 3rd Floor Brick Fascia Panel	\$1,000 ea	_____

### Grand Atrium

Wall - Entry Portals (2)	\$3,000 ea	_____
Pillar - Breezeway to Tower	\$1,500 ea	_____
Floor - Breezeway to Tower Building	\$1,500 ea	_____
Floor - Main Corridor	\$10,000 ea	_____
Floor - Garden Lanterns 4-sided (23)	\$750 ea	_____
Reflecting Pool Floating Logos (up to 4 sf)	\$500 ea	_____
Reflecting Pool Logo Box on stand	\$1,500 ea	_____
Wall - Clock Tower Banner	\$3,000 ea	_____
Wall - Multi-Floor Banner (up to 6 floors tall)	\$7,500 ea	_____
Floor - Corridor to Grand Entrance	\$2,000 ea	_____
"Nebula" Kinetic Sculpture - custom color	\$2,000 ea	_____

### Grand Entrance (36 panes)

Door Sets (2) - 6 doors, 12 windows each	\$4,000 ea	_____
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### Grand Atrium Mezzanine

Wall - Mezzanine Marble Fascia Panels (5)	\$1,500 ea	_____
Wall - Pillar and Beam Area at Escalator Landing	\$2,000 ea	_____

GROUP NAME \_\_\_\_\_

GROUP CONTACT \_\_\_\_\_

BRANDING DATES \_\_\_\_\_

INSTALL DATE \_\_\_\_\_ TAKEDOWN DATES \_\_\_\_\_

EVENT MANAGER \_\_\_\_\_

NOTES \_\_\_\_\_

\$ \_\_\_\_\_  
RETAIL VALUE

CONTRACTED DISCOUNT \_\_\_\_\_

\$ \_\_\_\_\_  
ESTIMATED TOTAL

## HILTON ANATOLE BRANDING POLICIES

### Branding Space...

- is rented branding/advertising space within the hotel's public space. Groups can brand inside their contracted meeting rooms and without fees, and one professionally printed 22"x28" sign is allowed directly outside their meeting room on an easel.
- pricing is daily and for the rented branding/advertising space only - it does not include, and the hotel is not responsible for, branding costs and service issues related to design creative, production or installation.
- must be commensurate to the group's contracted guest rooms and meeting or event space.
- video wall and elevator display materials must be received at least 72 hours prior to display to avoid a \$500 late-setup fee. Video wall and elevator options are based on availability and may not exceed 24 hours per day.
- must be approved by hotel management and coordinated by Event Management against adequate information, eligibility and specific pricing prior to purchase.
- requests and plans must be submitted to Event Management and approved at least 21 days prior to your program.
- plans must include the requested setup and removal dates, floorplan locations and item descriptions.
- items include but are not limited to: registration/info desks, kiosks, technology stations, electronic sign/display content, entrance units, meter boards, banners, directional signs, column wraps, escalator graphics, gobo lights, wall graphics, window graphics, light/lantern graphics, floor and carpet graphics.
- items must not obstruct emergency equipment or strobes, security cameras, fire extinguishers, emergency exits or hotel directional signage.
- items must be professionally designed and printed - no hand-written signs or signs taped to doors or walls.
- non-approved stickers are prohibited on all hotel items or surfaces.
- items are in the public space and can legally be photographed and published by the hotel or public.
- clients are responsible to pay for damages or loss of use caused by their branding items, staff or vendors to the hotel's facilities, fixtures, furniture or property.

### A La Carte Branding Items

	UNIT PRICING
Per Window/Glass Door Pane	\$500 ea
Wall - Misc. Graphics (up to 100 sf)	\$1,500 ea
Wall - Misc. Graphics (up to 10 sf)	\$500 ea
Floor - Misc. Graphics (up to 100 sf)	\$1,500 ea
Floor - Misc. Graphics (up to 20 sf)	\$500 ea
Floor - Misc. Graphics (up to 4 sf)	\$100 ea

Any items not listed in this Pricing Guide will be quoted individually by your Event Manager.

# BRANDING ITEMS CHECKLIST 2020 PAGE TWO

## TOWER ENTRANCE

### Porte Cochere

	UNIT PRICING PER DAY	QUANTITY
Fascia Panels (3)	\$7,000 ea	_____
Pillars (4)	\$4,000 ea	_____

### Doors & Windows (32 panes)

Ext. Side Door Sets (2) - 1 door, 5 windows each	\$1,000 ea	_____
Int. Side Door Sets (2) - 1 door, 3 windows each	\$1,000 ea	_____
Revolving Center Door Set - 3 doors, 12 windows	\$2,000 ea	_____

### Exterior Graphics

Window - Large 4-Panel Exterior	\$3,500 ea	_____
GoBo Light	\$3,500 ea	_____

## TOWER

### Entrance Lobby

Wall - Front Desk Windows (4)	\$1,500 ea	_____
Wall - Front Desk Front	\$2,000 ea	_____
Wall - Concierge Desk Front	\$1,000 ea	_____
GoBo Light	\$2,000 ea	_____
Floor - Door/Chandelier Area Graphic (up to 100 sf)	\$1,500 ea	_____
Floor - Front Desk Area Graphic (up to 100 sf)	\$1,500 ea	_____

### Elevators & Escalators

Elev. Door Marble Surround - Lobby Level (4)*	\$1,500 ea	_____
Elev. Cab Displays (all) - (10) 6-sec. images, all day**	\$1,000 ea	_____
Elev. Cab Displays (all) - (10) 6-sec. images, custom**	\$1,500 ea	_____
Floor - Elevator Landing Graphic (up to 100 sf)	\$1,500 ea	_____

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### Chantilly Ballroom Foyer & Prefunction

Pillars - Red Two-Story Marble (8)	\$3,000 ea	_____
Wall - Glass Railing Sections (5)	\$1,500 ea	_____
Per glass railing pane	\$500 ea	_____
Marble Baradari Pavilion - Chantilly Foyer	\$7,500 ea	_____
Pillars - Tan Marble (14)	\$2,000 ea	_____
Wall - Half-Pillar/Pillar Facade (12)	\$1,000 ea	_____
Floor - Marble Stairs (3 flights)	\$2,000 ea	_____

### Chantilly Entrance (24 panes)

Door Sets (2) - 4 doors, 8 windows each	\$4,000 ea	_____
Floor - Entry Area Graphic (up to 100 sf)	\$1,500 ea	_____

### Tower Mezzanine

Pillars - Tan Marble (7)	\$2,000 ea	_____
Wall - Glass Railing Sections (4)	\$1,500 ea	_____
Per glass railing pane	\$500 ea	_____

### Park Entrance Doors (21 panes)

Door Set F3 - 5 doors, 9 windows	\$4,000 ea	_____
Revolving Door Sets (2) F1, F2 - 3 doors, 4 windows ea	\$2,000 ea	_____
Floor - Entry Area Graphic (up to 100 sf)	\$1,500 ea	_____

GROUP NAME \_\_\_\_\_

GROUP CONTACT \_\_\_\_\_

BRANDING DATES \_\_\_\_\_

INSTALL DATE \_\_\_\_\_ TAKEDOWN DATES \_\_\_\_\_

EVENT MANAGER \_\_\_\_\_

NOTES \_\_\_\_\_

\$ \_\_\_\_\_  
RETAIL VALUE

CONTRACTED DISCOUNT \_\_\_\_\_

\$ \_\_\_\_\_  
ESTIMATED TOTAL

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### A La Carte Branding Items

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Per Window/Glass Door Pane	\$500 ea
Wall - Misc. Graphics (up to 100 sf)	\$1,500 ea
Wall - Misc. Graphics (up to 10 sf)	\$500 ea
Floor - Misc. Graphics (up to 100 sf)	\$1,500 ea
Floor - Misc. Graphics (up to 20 sf)	\$500 ea
Floor - Misc. Graphics (up to 4 sf)	\$100 ea

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# BRANDING ITEMS CHECKLIST 2020 PAGE THREE

## WEST WING\*

	UNIT PRICING PER DAY	QUANTITY
<b>Interior Entry</b> (near elevators)		
Wall - Wood Portal G1	\$3,000 ea	_____
Floor - Area Graphics (up to 100 sf)	\$1,500 ea	_____
<b>Corridor</b> (66 panes)		
Door Set G2 - 2 doors, 11 windows	\$2,000 ea	_____
Window Sets (2) G3, G4 - 12 windows each	\$2,000 ea	_____
Door Set G5 - 2 doors, 7 windows;	\$1,000 ea	_____
Window Sets (3) G6, G7, G9 - 8 windows each	\$1,000 ea	_____
Door Set G8 - 4 doors, 11 small windows	\$1,000 ea	_____
Door Set G10 - 2 doors, 7 small windows	\$1,000 ea	_____
<b>Foyer/Lobby</b>		
Pillars - Wood G11, G12	\$2,000 ea	_____
Wall - Gobo Light	\$2,000 ea	_____
Floor - Area Graphics (up to 100 sf)	\$1,500 ea	_____
<b>Exterior Entrance</b> (16 panes)		
Door Sets (2) G13, G14 - 4 doors, 4 windows each	\$3,000 ea	_____
Floor - Area Graphics (up to 100 sf)	\$1,500 ea	_____

## TRINITY CORRIDOR\*

<b>Gossip Patio</b> (44 panes)		
Door Sets (4) A1, A2, A3, A4 - 2 doors, 9 windows ea	\$2,500 ea	_____
<b>Connector</b> (23 panes)		
Wall - Large Wood Portal Beam Set A5	\$2,000 ea	_____
Window Sets (2) B1, B3 - 8 windows each	\$1,500 ea	_____
Door Set B2 - 2 doors, 5 windows	\$1,500 ea	_____
<b>Connector Bend</b> (40 panes)		
Window Sets (2) C1, C2 - 8 windows each	\$1,500 ea	_____
Window Sets (2) C3, C4 - 12 windows each	\$2,000 ea	_____
<b>Rotunda</b> (48 panes)		
Window Sets (3) D1, D2, D3 - 16 windows each	\$1,500 ea	_____
<b>Connector to Trinity Prefunction</b> (84 panes)		
Door Set E1 - 2 doors, 28 windows	\$3,000 ea	_____
Door Sets (2) E2, E3 - 2 doors, 10 windows each	\$1,500 ea	_____
Window Set E4 - 30 windows	\$3,000 ea	_____

\*References sets from map "Branding Locations - Trinity Corridor & West Wing"

## GROUP GUEST BRANDING

<b>Reader Board &amp; Meeting Room Signs - Logo/Message*</b>		
(8) Dual-Display Virtual Concierge Stations	\$1,500 ea	_____
50+ Meeting Room Event Signs	\$300 ea	_____
<b>Selfie Kiosk</b>		
Digital Display Frames	\$60 ea	_____
Front Cling on Kiosk (below screen)	\$250 ea	_____
3-Day Package - unlimited display frames, 1 front cling	\$750 ea	_____
<b>Guest Room*</b>		
Voicemail Message - (per guest, per message sent)	\$2.00 ea	_____
TV Channel Video per channel (3) - (up to 24 hours)	\$5,000 ea	_____
TV Screen or Bathroom Mirror Cling - (starts at \$5 ea)	\$5.00 ea	_____
<b>Restaurant &amp; Bar Guest Items*</b>		
Logo / Video on TV Screen - (per available TV, per event)	\$500 ea	_____
Branded coffee cups, napkins, etc. - (per event, per 1000)	\$500 ea	_____
<b>Hotel Produced Guest Items*</b>		
Guest Room Keys - (up to 2 per room)	\$7.00 ea	_____
Logo'ed Menus	\$5.00 ea	_____
Logo'ed Meal or Drink Voucher	\$1.00 ea	_____

\*Minimum and maximum quantities and other restrictions apply.

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EVENT MANAGER \_\_\_\_\_

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