



Suite Request Form

All changes to original request must be made in writing.
You will receive confirmation of your requests within 72 hours of receipt of this form.

Event Contact: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Onsite Contact: _____

Cell Phone Number: _____ Email: _____

Suite Guidelines:

- Rooms will be set by 10:00am on Monday, October 4, 2010. Suites are available on Sunday for an additional fee.
- Companies will be responsible for any long distance or Internet charges acquired in Suites.
- Keys for Suites will be distributed by the Front Desk at the Hilton Anatole. The Front Desk Manager will be available to assist with any problems during suite check-in.
- Once set, Business Conference Suites will be refreshed daily between 6:00pm – 9:00pm. If you do not wish for Hotel Staff to enter the room, please place the “Do Not Disturb” sign in your key slot and leave any trash outside the door for disposal.
- You may not tack, staple, tape, etc any banners or materials to the walls of the suites.
- All banners or materials must be free standing.
- No Furniture may be removed from guest rooms.
- Additional charges will be incurred for all onsite requests.

☐ Yes we would like the suite on Sunday, October 3, 2010 for \$450.00 plus tax.

Credit Card Information

I hereby authorize all charges for the above suite to be applied to the credit card number below.

Credit Card Type _____ AMEX _____ MC _____ VISA _____ Other _____

Credit Card Number: _____ Expiration Date: _____

Card Holder Name: _____

Card Holder Signature: _____ Date: _____

Suite Request Form

Room Set-Up

Standard set is Conference style for 12

Other: _____

_____ (6'x30") Skirted Table

_____ (3') Skirted Cocktail
Table

_____ Tripod Easels for Display

Expected Attendance: _____

Expected amount of materials to be shipped to the hotel: _____

Amount of product that will need to be refrigerated or frozen

(size): _____

Please provide tracking numbers for all shipments to Evangeline Sonnier and Ben Quigley to ensure timely delivery of materials.

- On the morning of Monday, October 4th (Set up day), please place all trash in the hallway prior to 11:00am for removal.

Telecom Needs (check selections)

- Existing Guest Rooms have Internet capability @ \$10.95 per room/day, \$12.95 per room/day for VPN.
- Existing Phones in Guest Rooms will have House Phone capabilities. To access usage for Local/800/Long Distance Calls, credit card must be submitted
- Existing Cordless Phones in Guest Rooms are also Speaker Phones
- Additional Requests:
 _____ Additional Phone Line(s): \$150.00 installation each, plus \$100.00 per day and usage
 _____ Additional Internet Line(s): \$150.00 installation each, plus \$100.00 per day

Electrical Requirements (check selections)

_____ 3 Outlet Extension Cord @ \$20.00++each

_____ 6 Outlet Power Strip @ \$25.00++each

Suite Request Form

Monday, October 4, 2010

Lunch Selections (check selections)

Delivery Time: _____

Number of Guests: _____

_____ Grilled Chicken Breast Panini with Garlic Basil Aioli served with Potato Chips @\$13++ per person

_____ Smoked Turkey on Sourdough with Peppered Bacon, Monterrey Jack and Cilantro-Avocado Mayonnaise served with Potato Chips @\$14++ per person

_____ Caesar Salad with Roasted Chicken Breast @\$16++ per person

_____ Grilled Cheese with Cheddar, Provolone, Onion Marmalade and Dijon Mustard served with Potato Chips @ \$12++ per person

*Additional Beverages available – see break item menu below

Morning & Afternoon Break Selections (check selections)

Delivery Time: _____

Number of Guests: _____

_____ Whole Fresh Fruit @ \$3.00++per piece

_____ Fresh Baked Chocolate Walnut Brownies @ \$48.00++per dozen

_____ Assorted Giant Cookies @ \$48.00++per dozen

_____ Assorted Petit Fours, Tartlets and Mini Pastries @ \$50.00++per dozen

_____ Soft Pretzels @ \$4.00++per person

_____ International Cheese Presentation @ \$12.00++per person

_____ Energy Drinks (180 or Red Bull) @ \$5.00++each

_____ Bottled Fruit Smoothies @ \$5.00++per dozen

_____ Assorted Sodas 4.50++ each

_____ Bottled Water \$4.50++each

_____ Fresh Brewed Coffees \$70.00++per gallon

_____ Assorted Herbal Hot Teas \$70.00++per gallon

_____ Fruit Punch \$70.00++per gallon

Suite Request Form

Tuesday, October 5, 2010

Breakfast Selections (check selections)

Delivery Time: _____

Number of Guests: _____

- _____ Continental Breakfast Buffet @ \$25.00++per person
Chilled Fruit Juices, Pastries, Muffins and Breakfast Breads, Sliced Seasonal Fruit, Appropriate Condiments, Coffee, Decaffeinated and Tea.
- _____ Full American Breakfast Buffet @ \$32++per person
Chilled Fruit Juices, Sliced Fresh Fruit, Scrambled Eggs, Bacon or Sausage, Sautéed Herb Potatoes, Breakfast
Baked Goods, Appropriate Condiments, Coffee, Decaffeinated and Tea.

Breakfast Enhancements (ordered in conjunction with Buffets above):

Additional: \$7.00 _____ Deep Dish Quiche \$5.00 _____ Ham & Cheese Croissant \$5.00 _____ Southwestern Egg Burrito

Lunch Selections (check selections)

Delivery Time: _____

Number of Guests: _____

- _____ Steakhouse Burger on Brioche Bun served with French Fries @\$15++ per person
- _____ Moroccan Spiced Beef Tenderloin Salad with Couscous, Tomato and Ricotta Salata @\$16++ per person
- _____ Roast Pork, Ham, Swiss Cheese, Pickles and Mustard on Cuban Bread served with Potato Chips @\$15++ per person
- _____ Barley, Lentil and Brown Rice Burger with Sauteed Mushrooms and Provolone Cheese served with French Fries @\$15++ per person

*Additional Beverages available – see break item menu below

Morning & Afternoon Break Selections (check selections)

Delivery Time: _____

Number of Guests: _____

- _____ Whole Fresh Fruit @ \$3.00++per piece
- _____ Fresh Baked Chocolate Walnut Brownies @ \$48.00++per dozen
- _____ Assorted Giant Cookies @ \$48.00++per dozen
- _____ Assorted Petit Fours, Tartlets and Mini Pastries @ \$50.00++per dozen
- _____ Assorted Fresh Vegetable Crudité Tray @ \$8.00++per person (10 person minimum)
- _____ Assorted Domestic and Cheese Display @ \$12.00++per person (10 person minimum)
- _____ Energy Drinks (180 or Red Bull) @ \$4.75++each
- _____ Bottled Fruit Smoothies @ \$4.75++per dozen
- _____ Assorted Sodas 4.00++ each
- _____ Bottled Water \$4.25++each
- _____ Fresh Brewed Coffees \$70.00++per gallon
- _____ Assorted Herbal Hot Teas \$70.00++per gallon
- _____ Lemonade or Fruit Punch \$62.00++per gallon

Suite Request Form

Wednesday, October 6, 2010

Breakfast Selections (check selections)

Delivery Time: _____

Number of Guests: _____

- _____ Continental Breakfast Buffet @ \$25.00++per person
Chilled Fruit Juices, Pastries, Muffins and Breakfast Breads, Sliced Seasonal Fruit, Appropriate Condiments, Coffee, Decaffeinated and Tea.
- _____ Full American Breakfast Buffet @ \$32++per person
Chilled Fruit Juices, Sliced Fresh Fruit, Scrambled Eggs, Bacon or Sausage, Sautéed Herb Potatoes, Breakfast
Baked Goods, Appropriate Condiments, Coffee, Decaffeinated and Tea.

Breakfast Enhancements (ordered in conjunction with Buffets above):

Additional: \$7.00 _____ Deep Dish Quiche \$5.00 _____ Ham & Cheese Croissant \$5.00 _____ Southwestern Egg Burrito

Lunch Selections (check selections)

Delivery Time: _____

Number of Guests: _____

- _____ Grilled Chicken Breast Panini with Garlic Basil Aioli served with Potato Chips @\$13++ per person
- _____ Smoked Turkey on Sourdough with Peppered Bacon, Monterrey Jack and Cilantro-Avocado Mayonnaise served with Potato Chips @\$14++ per person
- _____ Crab, Mango, Avocado Salad, Bibb Lettuce and Orange Dressing @\$18++ per person
- _____ Grilled Cheese with Cheddar, Provolone, Onion Marmalade and Dijon Mustard served with Potato Chips @ \$12++ per person

*Additional Beverages available – see break item menu below

Morning & Afternoon Break Selections (check selections)

Delivery Time: _____

Number of Guests: _____

- _____ Whole Fresh Fruit @ \$3.00++per piece
- _____ Fresh Baked Chocolate Walnut Brownies @ \$48.00++per dozen
- _____ Assorted Giant Cookies @ \$48.00++per dozen
- _____ Assorted Petit Fours, Tartlets and Mini Pastries @ \$50.00++per dozen
- _____ Assorted Fresh Vegetable Crudité Tray @ \$8.00++per person (10 person minimum)
- _____ Assorted Domestic and Cheese Display @ \$12.00++per person (10 person minimum)
- _____ Energy Drinks (180 or Red Bull) @ \$4.75++each
- _____ Bottled Fruit Smoothies @ \$4.75++per dozen
- _____ Assorted Sodas 4.00++ each
- _____ Bottled Water \$4.25++each
- _____ Fresh Brewed Coffees \$70.00++per gallon
- _____ Assorted Herbal Hot Teas \$70.00++per gallon
- _____ Lemonade or Fruit Punch \$62.00++per gallon

Suite Request Form

FOOD AND BEVERAGE GENERAL INFORMATION:

- Please use the Credit Card Authorization Form to pay for any food and beverage requests. This form must be on file before any food or beverage is delivered to a suite.
- Food and Beverage service will be provided at the requested time. All dirty dishes will be removed after each meal period.
- Please leave your trash can outside the door prior to 5 PM for Trash removal.
- Food and Beverage prices do not include 22% Service Charge or State and Local Taxes.
- While in the hotel, please direct all calls to In-Room Dining for any additional requests.

Please return food and beverage orders to:

Evangeline Sonnier

Event Manager

Hilton Anatole

2201 Stemmons Freeway

Dallas, TX 75207

Phone: (214) 761-7670

Fax: (214) 761-7242

Email: evangeline.sonnier@hilton.com

AV Requirements

All Audio / Visual needs are handled by the In-house AV company, PSAV. Please contact Mary Kehoe for your audio visual needs.

PSAV CONTACT:

Mary K. Kehoe

Director of Sales, Event Technology

Direct: 214.761.5827

Main: 214.761.5820

Fax: 214.761.5821

Suite Request Form

SHIPPING INFORMATION

The Biz Center, Inc. is the Hilton Anatole Hotel's in-house business center and shipping and receiving vendor. Please note that all of your materials shipped into the hotel are stored or handled by The Biz Center, Inc.

Main Number: 214-761-7820

Fax: 214-761-7520

Manager: Jesus Melendez

E-mail: info@anatolebizcenter.com

*Hours of Operation: 6:30am-9:00pm (7 days/week)

All materials to be utilized in meeting rooms and or offices are to be shipped as follows:

The Biz Center, Inc.
C/O Hilton Anatole Hotel
2201 Stemmons Freeway
Dallas, TX 75207

ATTN: Recipient Name and Company

Ref: Private Brands Business Conference/ Suite Number

Arriving: Your Arrival/Event Date

To ensure all your materials will be delivered to the suite in a timely fashion, clearly indicated your suite number on the Reference line.

Incoming Drayage Fees

Letter/Pak Size (less than 1 lb.)	\$2.00
1-15 lbs.	\$4.00
16-50 lbs.	\$10.00
51-100 lbs.	\$25.00
101-300 lbs.	\$50.00
301-600 lbs.	\$100.00
601-900 lbs.	\$200.00

Additional increments of 300 lbs. @ \$100.00

Please note: Any weight that falls within the ranges listed above will constitute the entire charge with that range

* **Prices are subject to change**

Miscellaneous Notes

* **UPS is the preferred shipper for the Hilton Anatole Hotel**

* **The Hilton Anatole Hotel and The Biz Center, Inc. will not be liable for damages or losses incurred during shipping.**

* **Hours of Operation are subject to change on any given day according to the business needs.**

* **Outgoing shipping service fee is \$4.00 per box. Boxes that require packaging, labels, etc will be calculated and charted based on size.**