



## 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 4<sup>th</sup> (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 Sautéed 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

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### 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](mailto: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](mailto: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.