

CONFERENCE & EVENT
BRANDING
TERMS & CONDITIONS

TERMS & CONDITIONS 2020

The Hilton Anatole is pleased to provide a wide range of group event branding opportunities throughout its campus. In order to provide the best product and services to every client, the following terms and conditions apply to any group or business wanting to brand on the hotel premises.

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 45 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.

SAVE 15%!

BY USING A PREFERRED VENDOR

Groups may receive 15% off final hotel branding fees when they use a Hilton Anatole preferred vendor for production or installation of their hotel-approved branding. Limit one discount per contracted event.*

Hilton Anatole Preferred Vendors:

F R E E M A N®

PSAV
PRESENTATION SERVICES

FedExOffice™
Print & Ship Services

*These services must be coordinated through your Event Manager to receive the discount.

Hilton Anatole is not responsible for branding costs and service issues related to design creative, production or installation.

Contact your Event Manager today at +1 214 761 7259 to start branding your event at the Hilton Anatole.



SIGNATURE REQUIRED

I do hereby agree to the aforementioned Branding Terms & Conditions and warrant that I am authorized by the Company below to enter into this agreement on behalf of the Company below.

Company Authorized Representative Name (printed) Authorized Representative Signature

Authorized Representative Phone Number Authorized Representative Email Address

Company Name

Address

City State Zip/Postal Code Country