



Meeting & Event Resource Guide

Our goal is to be 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 Washington
1919 Connecticut Avenue NW
Washington, D.C. 20009

www.washington.hilton.com
www.hiltonsofdc.com/hiltonwashington

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IV. Forms

For more information on forms, please contact your Catering/Event Manager, or you may [download forms](#) directly from our web site www.hiltonsofdc.com, including the following forms:

- Activities
- Amenity Request Form
- AV Form (For Exhibitors)
- Credit Application
- Credit Card Authorization
- Electrical Form
- Internet Form
- Miscellaneous request form
- Phone Form
- Planning Checklist
- Room Re-Key Form
- Shipping Form

I. GENERAL INFORMATION

Hilton Washington combines the amenities of a grand hotel with those of a sprawling in-town resort. Situated on seven acres overlooking the exclusive Dupont Circle neighborhood, the hotel is in a conveniently central location, close to the heart of the city's governmental, business and cultural interests. The hotel, which opened on March 25, 1965, is the site of many of the city's largest meetings, at which the U.S. President often speaks.

II. FUNCTION SPACE AND BANQUETS

The Hilton Washington offers 110,000 square feet of function space, in 32 meeting rooms, including:

The International Ballroom: One of the east coast's largest pillar-free ballrooms at 36,000 square feet with a hydraulic stage, complete lighting and sound system, and adjacent dressing rooms. The stage in the ballroom is 48' x 24'. The International Ballroom is the site of many of the largest and most prestigious meetings, dinners and social events held in DC.

The Exhibit Hall: 45,000 square feet of exhibit space with direct access to street-level loading docks.

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Worship Services
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ADVERTISING OPPORTUNITIES

The hotel offers groups and their affiliates opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Event Services manager will provide detailed information and can discuss other ideas not listed below:

- Logo products, e.g., keycards, cocktail napkins, etc.
- 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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AIRLINE INFORMATION

<u>Airline</u>	<u>Nationwide</u>
Aero Mexico	1-800-237-6639
Air Canada	1-888-247-2262
Air France	1-800-237-2747
Air India	1-800-223-7776
Air Jamaica	1-800-523-5585
Air New Zealand	1-800-262-1234
Air Tran	1-800-247-8726
Alaska Airlines	1-800-426-0333
All Nippon Airways	1-800-235-9262
American Airlines	1-800-433-7300
America West Airlines	1-800-235-9292
Austrian Airlines	1-800-843-0002
British Airways	1-800-247-9297
Continental Airlines	1-800-525-0280
Delta	1-800-221-1212
Frontier	1-800-432-1359
Japan Airlines	1-800-525-3663
Jet Blue	1-800-538-2583
KLM Royal Dutch Airlines	1-800-447-4747
Korean Air	1-800-438-5000
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 airport is Ronald Reagan National Airport ([DCA](#)), approximately six miles and 20-30 minutes from the Hilton Washington by car. Other area airports include Dulles International Airport ([IAD](#)) in Northern Virginia, approximately 45-60 minutes from the Hilton Washington. Baltimore Washington International Airport ([BWI](#)) is just outside Baltimore, Maryland, approximately 60-90 minutes from the Hilton Washington.

The Transportation Desk is located on the Terrace Level of the Hilton Washington, and can assist with any transportation and shuttle needs.

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AMENITIES

The Room Service department is happy to service your group gift and amenity needs. You may choose from the list of amenities below or advise your Catering/Event Manager of your specific preferences or budgeting guidelines. All amenity pricing excludes state sales tax, gratuity, and delivery fee. Room service gratuity is currently 20%. For a standard delivery, the fee is 20% gratuity and 10% DC tax.

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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 (PS-AV), our audiovisual company, brings over 60 years of collective experience in the field of audio visual to your meeting at the Hilton Washington. PS-AV may be reached by dialing 202-232-6184.

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AUTOMATED TELLER MACHINES

There is an ATM conveniently located on the Terrace Level, adjacent to the Transportation Desk and on the Concourse Level, adjacent to the Elevators. There are also ATM locations in the District of Columbia at all major bank locations, including PNC Bank, directly across T Street from the Hilton Washington at Connecticut.

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BABY-SITTING SERVICES

The following childcare companies are licensed, bonded, insured and CPR trained. Parents should arrange directly with the company selected. None of the babysitting agencies are affiliated with the hotel, and as such, the hotel is not responsible for the services rendered by these agencies. The fees for babysitting services vary by vendor and holiday rates may also apply. Direct payment is required to the vendor. No room charges or master billing for babysitting services is permitted.

Family ChildCare
(202)723-2051

Beyond baby sitting, we provide child pleasing convention children's programs for infants to teenagers. Planners pre-arrange so that program hours match adult schedules. Trained, experienced professional are bonded, licensed, and fully insured.

KiddieCorp
(858) 455-1718
10455 Sorrento Valley Road Suite 103
San Diego, CA 92121
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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. Please see the Banquet Event Order (BEO) for other specific contractual information.

Amusements Unlimited	(301) 881-8520
The Balloon Man	(301) 946-7133
Balloons Etc., Inc.	(703) 971-9733
Wickel's Balloons	(301) 855-9002
Balloon Bouquets	(202) 785-1290

There is a \$500 clean up fee for balloon drops.

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BANKS

Local banking institutions:

PNC Bank

*Universal Branch located directly
across/T Street from the hotel*
(202) 835-5801

Chevy Chase Bank

1800 M Street, NW
(202) 463-1470

Commerce Bank

1753 Connecticut Avenue
(202) 232-4837

SunTrust Bank

Dupont Circle
1369 Connecticut Avenue, NW
(202) 296-5527

Wachovia Bank

1300 Connecticut Avenue, NW
(202) 637-2509

Bank of America

#3 Dupont Circle
(202) 624-4370

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BANQUET BEVERAGE SELECTION

The Hilton Washington 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.

Standard Brands

Skyy Vodka, Beefeaters Gin, Bacardi Silver Rum, Cuervo Gold Tequila
Canadian Club Whiskey, Dewars, Jack Daniel's Bourbon
Hiram Walker Triple Sec, Martini & Rossi Sweet and Dry Vermouth

Premium Brands

Absolut Mandarin & Ketel One Vodka, Bombay Sapphire & Tanqueray Gin,
Bacardi Select Rum, 1800 Reposado Tequila,
Crown Royal, Glenlivet Single Malt & Johnnie Walker Black Scotch,
Maker's Mark Bourbon, Hiram Walker Triple Sec
Martini & Rossi Sweet and Dry Vermouth

Domestic Beer

Budweiser, Bud Light, Miller Lite, and O'Douls

Premium Beer

Heineken, Amstel Light, Sam Adams and Corona

White Wines

Chardonnay, Stone Cellars by Beringer, California
Chardonnay, Penfolds Rawson's Retreat, South Australia
Chardonnay, Kendall Jackson, Vintners Reserve, California
Chardonnay, Geysler Peak, Alexander Valley
Chardonnay, Sonoma Cutrer, Russian River, California
Chardonnay, Steele 'Shooting Star', California
White Zinfandel, Beringer
Sauvignon Blanc, Montevina, California
Sauvignon Blanc, Nobile, Marlborough
Pinot Grigio, Stone Cellars by Beringer
Pinot Grigio, Hogue Cellars, Columbia Valley
Riesling, Ch. Ste. Michelle, Columbia Valley
Viognier, Horton Vineyards, Orange County, VA

Red Wines

Cabernet Sauvignon, Stone Cellars by Beringer
Cabernet Sauvignon, Ravenswood, California
Cabernet Sauvignon, Clos Du Bois, Sonoma County
Cabernet Sauvignon, BV Signet, Central Coast
Cabernet Sauvignon, Louis M. Martini, Sonoma County
Cabernet Sauvignon, Benziger, Sonoma County
Merlot, Stone Cellars by Beringer
Merlot, Blackstone, California
Merlot, Estancia, California
Merlot, Beringer, Napa
Pinot Noir, Echelon Vineyards, Central Coast, California
Pinot Noir, Estancia, California
Zinfandel, Rancho Zabaco Dancing Bull, California
Zinfandel, Murphy-Goode 'Liars Dice', Sonoma County
Shiraz, Jacobs Creek, Barossa Valley

Champagne & Sparkling

Freixenet, Blanc de Blanc
Bouvet Brut Signature, Loire
Schramsburg Mirabelle Brut, North Coast
Piper Heidsieck, Reims

Non-Alcoholic Beverages

Coke, Diet Coke, Sprite, ginger ale, club soda, and tonic water
Juice - orange, grapefruit and cranberry
Mineral Water

All banquet bars serve wines by the glass, domestic and imported beers, soft drinks, juices, mineral water, and non-alcoholic beers and wines. Blended drinks and champagne by the glass are available upon request.

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BANQUET CURFEWS

There is an outdoor function curfew of 9:00 p.m. In accordance with District of Columbia liquor laws, all alcoholic beverage sales may begin at 11:00 a.m. and must conclude by 2:00 a.m.

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BANQUET EQUIPMENT

Items in our banquet inventory are for your use at no additional charge. Any equipment requested that is not in inventory or exceeds our standard inventory, would have to be rented from an outside source; any associated costs will be passed on to your group. Please note the hotel does not carry the following items: swivel-type “talk show” chairs; sofas, easy chairs, coffee tables or other lounge-style furniture. 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 180 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 Event Order (“EO”). The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and the EO 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 EO 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 EO, 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 25 persons, we will add a \$75.00 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 EO. 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: 20% 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 (16.37% to Servers and 3.63% to House).

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 represents and you acknowledge that 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 in-house AV provider or the Hotel and you will be responsible for all costs associated therewith.

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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 golf bag handling/storage. Portage charges will be set forth in your contract. The current rate is \$6.00 per person, round trip, plus state tax, and is subject to change. Departure notices and bag pulls should be coordinated with your Catering/Event Manager. In addition to handling luggage, the Bell Desk also is available to make deliveries to guests staying in the hotel, including fliers under the door, documents or special gift baskets. Fees for delivery slipped under the door is \$1.00; in-room placement is \$2.00.

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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.

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BOX LUNCHES

Box lunches are available through the catering department. Hilton Washington 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.

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BUSINESS CENTER

Whatever your business needs are, they can all be accommodated through our in-house service operator, Summit 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 Summit Business Center or discuss with your Catering/Event Manager. Whether you require a fully operational office setup on property or various limited services, Summit Business Center is designed with everyone's needs in mind.

Summit Business Center hours:

Mon-Fri 7 a.m.-7 p.m.

Saturday 9 a.m.-3 p.m.

Sunday Upon demand

For large volume needs outside of these time frames, please consider:

FedEx Kinko's

1612 K St, NW (202) 466-3777

2400 M Street (202) 689-8945

1400 K Street (202) 898-1401

Copy General (202) 944-5470

2000 L Street, NW

Sir Speedy (202) 887-5100

1705 DeSales Street, NW

Pro-Typists, Inc. (202) 347-5395

1012 14th Street, NW

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BUS/BUS COMPANIES

BLS Group

Located on the Terrace Level of hotel
Tel (202) 232-2391
Fax (202) 232-4711
In-house ext. 3994

All About Town, Inc.

7373 Old Alexandria Ferry Road
Clinton MD 20735
(301) 856-5556

Courtesy Associates

2025 M Street, Suite 800
Washington, DC 20036
(202) 331-2000

Fleet Transportation

1600 Lincolnia Rd.
Alexandria, VA 22302
(866) 933-2600

National Transportation

490 L'Enfant Plaza SW
Washington, DC 20006
(202) 232-1000

First Priority Trailways

4203 Forestville Road
District Heights, MD 20747
(301) 568-3500

Capitol Services, Inc.

108 North Virginia Ave.
Falls Church, VA 22046
(703) 584-2460

Quality Tour Transport, Inc.

8025 Mims St
Lorton, VA 22079
(800) 225-1106

Beltway Transportation

8016 Marlboro Pike
Forestville, MD 20747
(301) 420-5100

The Convention Store

2981 Solomans Island Rd.
Edgewater, MD 21037
(800) 285-0001

Gray Line of Washington

5500 Tuxedo Road
Tuxedo, MD 20781
(800) 862-1400

Universal Tours

7206 Hull Street Road, Suite 111
Richmond, VA 23235
(800) 558-6870

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CAR RENTAL AGENCIES

Following are area agencies, their locations, and contact numbers. Addresses listed are closest office to hotel:

Alamo (National Airport)	800-327-9633
Avis (1722 M Street, NW)	800-831-2847
Budget	800-527-0700
Budget (4727 Wisconsin Ave., NW)	202-920-3360
Dollar (National Airport)	800-800-4000
Enterprise	800-325-8007
Enterprise (1029 Vermont Ave., NW)	202-393-0900
Hertz (National Airport)	800-654-3131
National	800-227-7368
National (50 Massachusetts Ave., NE)	202-842-7454
Sears	800-527-0770
Sears (Northwest DC)	202-686-3900
Thrifty	800-367-2277
Thrifty (12th & K Street)	202-783-0400

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CASH PAID OUTS

Any cash paid-out of any amount has to be pre-approved, preferably no less than 14 days in advance, by our Director of Finance. Please communicate your anticipated needs through your Catering/Event Manager, so requests can be processed accordingly. Note, the Hilton Washington does not allow cash paid-outs for gratuities. Requests for gratuity distributions would be submitted in writing and processed through the Hotel's payroll.

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CASH PAYING GUESTS

In the event a hotel guest does not have a major credit card to secure his/her room, the Hilton Washington will require full payment in advance for room and tax charges. In addition, there will be a \$25.00 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.

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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.

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CHANGING FACILITIES/DAY USE

Please contact your Catering/Event Manager regarding our changing facility located behind the International Ballroom. This facility includes two dressing rooms and restrooms. Alternatively, guest rooms may be assigned for changing rooms, based upon availability. The hours of guest room availability for day use will depend on occupancy of the hotel and full or half-day rates will apply.

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CHECK CASHING PRIVILEGES

Hotel guests may cash checks at the Front Office. The check must be imprinted with the guest's name and address and made out to Hilton Washington. Identification and a personal credit card are required.

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CHECK-IN AND CHECK-OUT

Hotel check-in is 3 p.m., and check-out is 12 p.m. (All guests arriving before 3p.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 a \$50 early departure fee assessed 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 to discuss availability and associated fees.

Satellite Check-In

Satellite check-in is available with groups for which all charges for all guests (room, tax and incidentals) are being billed to the group master account. The following conditions must be met in order to be eligible for consideration; arrival manifest provided 10 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 69 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 Washington offers Kiosk check-in and check-out 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 check-out. Airline boarding passes can also be printed from the Kiosks.

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COAT CHECK SERVICES

If your functions have many local attendees who are not staying in the hotel, you may wish to provide coat check service. Coat check service is provided by The McM Group. Please contact Karen McMullen for details. Fee: \$2.00 per coat. Note: a minimum guarantee may be required.

The McM Group
Washington Square – Box 65794
Washington, DC 20035
Office Line: 703-271-0601
Fax Line: 703-271-0602
Cellular Line: 202-680-2326
Email: mcmpdq@aol.com

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COFFEE MAKER

Each guestroom has a Cuisinart Coffee maker, with all the amenities needed to make fresh coffee and also tea. The amenities are replaced daily or upon request.

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COMMUNITY OUTREACH

The Hilton Washington plays an active role in the community surrounding the hotel, from assisting in improvement projects for local schools, to internships for local college students. Most recently, the hotel has partnered with Community Health Charities, expanding the number of volunteer opportunities for our team members and their families. The hotel also has a long tradition of partnerships with many businesses and organizations around the DC metropolitan areas, using our resources to improve the lives of those around us. For more information, visit the [Community Health Charities](#) website, or contact the Human Resources Department at the Hilton Washington.

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CONCIERGE

The Concierge Desk is located in the Main Lobby, adjacent to the Registration Desk and in front of the 1919 Grill. The telephone extension is 3733. The Concierge Desk makes restaurant reservations, provides directions to destinations, arranges for flower deliveries, and provides sightseeing and local entertainment information

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CONVENTION CENTER

Walter E. Washington Convention Center

801 Mount Vernon Place NW

Washington, DC 20001

Main Number: 202-249-3000

Event Hotline: 202-249-3400

www.dcconvention.com

Travel time varies between 8 - 15 minutes. Approximate Taxi Cost \$8.80 - \$9.80 + tip

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CORKAGE

Please see your Catering Manager regarding this fee.

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CREDIT CARDS

The Hilton Washington accepts most major credit cards including:

American Express

Visa

Master Card

Carte Blanc

Diners Club

Discover

EnRoute

Optima

JCB

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CREDIT POLICY

Unless you have established credit in advance with us, 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 front desk currently exchanges the following currency at the prevailing rate from Hilton Washington: Japanese Yen, Canadian Dollars, and Euros. Each guest is limited to a currency exchange of \$200 per day, with identification. If a large amount of money is to be exchanged, we strongly recommend handling the exchange through your home bank.

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DANCE FLOOR

Dance floors may be provided in a variety of sizes. Each individual section is 3' x 3' square. As a rule, 1½ square feet are provided per person. Labor fees are variable.

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DECORATIONS

Please contact your Catering/Event Manager for a description of items available as well as complete party package menus. 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. Note there is a \$500 clean up fee for the use of a confetti cannon (charge per cannon) or balloon drop.

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DESTINATION MANAGEMENT COMPANIES (DMC)

Preferred vendors that have successfully worked with the hotel are listed below for your reference.

CSI-A Capital Services, Inc.

Jennifer Lindeblad
108 North Virginia Ave
Falls Church, VA 22046
(703) 584-2474
www.csi-dc.com

GEP Washington

Scott White, Vice President, Sales
(202) 419-3408
swhite@geowashington.com
www.gepWASHINGTON.com

Courtesy Associates

2025 M Street, NW
Washington, DC 20036
(800)647-4689

Capital City Events, Inc.

10400 Connecticut Ave.Suite 600
Kensington, MD 20895
Timothy Covell, Director of Business Development
(301) 564-6200
tim@capitalcityevents.com

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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.

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DIAGRAMS

Diagrams are available on our website, www.washington.dchospitality.com, or contact your Catering/Event Manager.

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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.

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DINE AROUND

Dine Arouns for your group are scheduled through one of the recommended DMC services and should be communicated to your Catering/Event Manager.

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DIRECTIONS TO THE HOTEL

From Reagan National Airport:

Follow signs to I-395 and 14th St. Bridge. While on 395 North move to the left lane where you will see the sign for Route 1 (one). This will take you to the 14th Street exit. Take 395 North over the 14th St. Bridge. Stay in the left-hand lane and take 14th St. to R St. NW. You will notice the streets run alphabetically. Make a left on R St. Follow R St. for six blocks to Connecticut Ave. NW. Make a right on Connecticut Ave. Hilton Washington will be four blocks up on right. **Parking:** Make a right on T St. off of Connecticut Ave. First driveway on left will be entrance to parking facilities.

From Dulles International Airport:

Take Dulles Toll Road to Rt. 66 East. Take Rt. 66 to Constitution Ave. Turn left on 18th Street, and then turn left on Connecticut Ave. Stay in left-hand lane and take the DuPont Circle underpass. Hilton Washington will be three blocks up, on right corner Connecticut Ave and T Street.

From Baltimore/Washington International Airport:

Leave terminal and follow signs to I-95 South. Take I-95 South to 495 West. Once on 495 West, take exit 33 (the sign will say Chevy Chase/Connecticut Ave). Take Connecticut Ave. south. After approximately five miles on Connecticut Ave., you will see the National Zoo on your left. Five blocks after Zoo, you will come to the William Taft Bridge. Cross bridge and get into left lane. At third traffic light, make a left, hotel will be on left. Parking entrance will be first driveway on left (T Street).

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DOCTORS ON CALL

The Hilton Washington does not maintain any medical referrals.

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DRESSING/GREEN ROOMS

Please contact your Catering/Event Manager regarding our changing facility located up one flight of stairs, behind the International Ballroom. This facility includes two dressing rooms and restrooms.

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DRUG STORES

Rite-Aid

1815 Connecticut Avenue NW
Washington, DC 20009
Phone: (202) 332-1718
Open 24 Hours
No Pharmacy

CVS

1700 Columbia Road, NW
Washington, DC 20009
Front Store Phone: (202) 234-8601
Pharmacy Phone: (202) 234-8601
Front Store Hours: 8:00am – 10pm
Pharmacy Hours:
Mon.-Fri., 8:00am – 10pm
Sat., 8:00am – 6pm
Sun., 10:00am – 6pm

CVS

6 Dupont Circle, NW
Washington, DC 20036
Front Store Phone: (202) 785-1466
Pharmacy Phone: (202) 785-1466
Front Store Hours: Open 24 hours
Pharmacy Hours: Open 24 Hours
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DRY-CLEANING

Complete laundry services and dry cleaning are available by dialing extension 5000 in-house. Garments picked up prior to 9 a.m. are returned to guests by 7 p.m. the same evening. Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

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e-EVENTS

Hilton Family's online booking channel for small groups and meetings. With e-Events, planners are able to book up to 25 guest rooms, reserve meeting space, order food and beverages, and audio-visual. To use e-Events for a function at Hilton Washington, visit www.washington.hilton.com/e-events

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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. Rates are variable depending on the service quantities and labor times required. All requests for power service are to be communicated to your Catering/Event Manager. A complete production package is also available through your Catering/Event Services Manager. Please see forms for pricing and ordering.

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ELEVATORS

The Hilton Washington hotel has six guest elevators located on the Lobby Level and two located on the Terrace Level. The parking garage is accessible from the elevators located on the Terrace Level and two on the Lobby Level closest to McClellan's Bar. There is also a Pool Elevator located on the Lobby Level behind the Capital Café for direct access between the pool deck and guest floors. There are also escalators between the Lobby, Terrace, and Concourse Levels.

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EMERGENCY PROCEDURES

The Hilton Washington 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 60
- Paramedics, Fire Department, and the Police Department are all located approximately 10 minutes from the hotel.
- Our Security Department, as well as a small number of other employees, are trained in CPR.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- Nearest emergency room: George Washington Hospital
- Nearest hospital: George Washington Hospital

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ENTERTAINMENT

The Hilton Washington has key contacts in the entertainment industry, which make it possible to assure satisfaction and secure the best local, national, and international talents. The city requests that outdoor entertainment begin no earlier than 9:00 a.m. and end no later than 8:30 p.m. 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

Please refer to your Convention Agreement for the provisions made for your meeting space rental. Meeting room set-ups are provided without charge with the exception of the “special” setups noted below or extraordinary set-ups or turnovers requiring an additional crew. Special Set ups:

Schoolroom Seating (3 per 6’, standard)	\$1.50 per person
Congressional VIP set (Legal pad in folder, pencil, upgraded pen & candy; upgraded chair & stemmed glass with water pitcher)	\$15.00 per person
Presidential VIP set (Legal pad in folder, pencil, upgraded pen & upgraded candy blotters (max 14ppl in the Park & Cabana Rooms); upgraded chairs; bottled waters (in glass) no tap water; stemmed water glass)	\$22.00 per person
Skirted Tables for Exhibitor Displays (Individually skirted 6’ or 8’ x 30” tables)	\$90 and up per table

All other standard convention inventory is supplied at no charge unless your demand is larger than Hotel supply. Note, the Hotel is not responsible for the cost of additional equipment ordered through outside vendors.

Public meeting space does not include the Gazebo Pool Area, public hotel lobbies, restaurants, lounge areas and parking lots. These areas must be approved in writing in advance, to be used for any meeting-related gatherings or displays. In order to ensure that adequate space is available for your meeting, please provide the Event Service Department with a tentative function schedule six months prior to your meeting/convention, or as soon as possible. A final program is required no later than 60 days prior to the start of your convention. Space not assigned at 60 days will be released to the Hotel for scheduling of other functions, as required. Space releases required by the Hotel prior to 60 days out will be forwarded to your attention for approval. Your cooperation in providing this information as quickly as possible will be appreciated. Additional meeting space requests over and above the contracted space are subject to meeting room rental. Meeting room rentals will be assessed for space assigned to exhibitors or affiliated groups coming in for your convention, as well.

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EXHIBITS

Please request the hotel’s Exhibit Resource Guide from your Event Services Manager.

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FAX MACHINES

Fax machines are available for rent through Summit Business Center at daily and weekly rates.

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FAX NUMBERS

For Guest	202-232-0438
Event Service	202-328-2092
Catering	202-328-2090
Sales office	202-328-2080
Reservations office	202-797-5755
Fee for fax receipt	\$1.00 + tax per page
Fee for fax sending	\$3.00 local and \$5.00 international per page

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FIRE CODES

The following are a few general regulations that typically fall under local fire authorities' specifications. They should be considered when planning and coordinating space, decorations, etc., in the ballrooms and meeting rooms, as well as all other applicable laws, codes, and regulations.

Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel. The aisle needs to be as wide as or wider than the exit to which they are leading.

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 local Fire Marshall. 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 fire marshal 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.
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FITNESS CENTER

Sport & Health, open daily at the Hilton Washington, is a state-of-the-art fitness facility. Year round features of Sport & Health include free weight and resistance equipment, treadmills, rowers, computerized stationary bikes, Stairmasters, locker room, and a pro shop. For further information please call 202-483-4100.

Club Hours	Rates
Monday – Friday 5:30 AM - 10:00 PM	1st Day \$10.00
Saturday – Sunday 7:00 AM - 8:00 PM	2nd Day \$7.00
	3rd Day \$5.00
	4th Day \$4.00
	5th Day and beyond \$3.00

There are no charges for Hilton Honors Gold, Diamond or Preferential members.

Pool, approximately mid May-October (inclusive)

The hotel offers a 100-meter heated and lighted outdoor swimming pool and a wading pool. There is snack and dining at the Gazebo-area, adjacent to the pool, in season. There is no charge for use of the swimming pool or baby pool. There are two lap lanes for swimming. There rest of the pool is for open swim. There is no food allowed in the pool area. Drinks are allowed but not in a glass. Children under the age of 12 must have a guardian.

Tennis, approximately April-November (inclusive)

3 Har-Tru outdoor, lighted tennis courts

Tennis Court reservations are \$20.00/hour.

Racquet demos are \$4.00 each.

Tennis balls are \$5.00/can.

Tennis court reservations can be made up to 24 hours in advance. Each reservation must be made on the hour. Tennis lessons are \$60.00/hour. More tennis information is available at the club.

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FLAGS

Our Banquet Department currently has 11 United States flags and 7 District of Columbia flags in inventory. If you require additional flags, please discuss rental costs with your Catering/Event Manager.

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FLORAL/FLORIST

JLB Florist 4932 A Eisenhower Ave. Alexandria, VA 22304	(703) 751-4031
Encore Décor 2602 Calvert Street, NW Washington, DC 20008	(202)588-9191 (202) 588-9198 Fax
Karin's Florist 527 Maple Avenue East Vienna, VA 22180	(703)242-5606 (703)281-7172 Fax
Floral Affairs 2321 Stewart Avenue Silver Spring, MD 20910	(301) 654-0922
Plants Alive! 15710 Layhill Road Silver Spring, MD 20906	(301) 598-3843
Green Works 4818 Yuma Street NW Washington, DC 20016	(202) 265-3335 (202)362-6942 Fax
Washington Harbor 3000 K Street NW Washington, D.C.20007	(202) 337-3777
Urban Jungle PO Box 6165 McLean, VA 22106-6165	(703) 241-8545

Please consult your Catering/Event Manager for assistance.

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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.

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FREIGHT ELEVATOR

The Freight Elevator services the Concourse and Terrace levels. The Concourse Level stop is accessed via the Main Kitchen, directly off the Service Corridor that leads to the Loading Dock. The Terrace Level stop allows access to the International Terrace and Terrace-level meeting rooms. Single Freight Elevator with interior dimensions of 6'8"L x 5'1-1/2"W x 7'10"H. Door measurement of 3'9"W x 6'10"H. Capacity of 3,000 lbs.

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GENERAL MANAGER

Frank Otero joined the Hilton Washington in 2004 as General Manager and Area Vice President. He has been in the hotel industry for more than 25 years, previously holding top management positions at other Hiltons, including General Manager of our sister property, the Capital Hilton located at 16th and K streets. Frank Otero is thrilled to welcome your group to the Hilton Washington and is accessible as needed.

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GIFT CERTIFICATES

A gift certificate is a wonderful way to reward your attendees, staff or sporting event winners. Gift certificates are available for purchase through the Hilton Washington Executive Office and are designated for restaurants, lounges, logo shops and guest room charges. Gift certificates are not honored at our retail shops; however, purchases may be made in certain retail shops and signed to the guest room. A gift certificate can be used as a credit to the guest room account. Please contact your Catering/Event Manager for further details.

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GIFT IDEAS

Hilton Serenity Collection www.hiltontohome.com

Olympic Merchandise www.hilton.corplogoware.com/?rep=hilton

The Waldorf Collection www.waldorfcollection-hotelsathome.com/home.html

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GOLF COURSE INFORMATION

The Rock Creek Golf Course offers you the very best. Rock Creek's short layout of par 3's and 4's might not look all that difficult on a scorecard but this course has bite. The front nine consists of short par 4's and medium to long par 3's; just enough to get you warmed up for the back. The back nine is a true test of accuracy and perseverance. Dense woods on either side of the narrow fairways will show how much confidence you have in your driver. Postage stamp greens and large elevation changes combine to force risk/reward decisions on every shot. The courses are open to the public 7 days a week. Transportation for your group can be arranged through your Catering/Event Manager in advance. For more information, visit www.golfdc.com/gc/rc/golfcourse.htm or call 202-882-7332.

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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 for 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.

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GROUP RESERVATIONS IDENTIFICATION PROGRAM (G.R.I.P.)

Manage room blocks proactively with automated cross-reference of group registration lists against hotel reservations.

- Automates the process of all reservations booked within or around an associated group block
- Reduces exposure to attrition
- Ability to monitor booking pace
- No charge – it's FREE

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GROUP CHECK-IN, ARRIVALS AND DEPARTURES

The Hilton Washington has a specially designed group entrance to accommodate the needs of your group. It has a porte cochère and ample room for bus loading and unloading. It is also conveniently located near the ballrooms and meeting rooms. This area may be reserved and set up for convention registration, depending on your arrival pattern and your contractual program. All coach arrivals will be directed to the group entrance at the Terrace Level, accessible via T Street. From there, your guests will progress to the Lobby Level for check-in.

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, with all room, tax and incidental charges billed to the group account, and an arrival manifest has been supplied at least 10 days prior to arrival, we will be happy to have all of the rooms assigned in advance and key packets prepared, based upon guest room availability. 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.

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GUEST LIST MANAGER

An online tool provided by Hilton to group customers that allows them to manage their group's reservations on-line and provides on-line guest list information. Please check with your Events Manager for more details.

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GUEST ROOMS

Each of the Hilton Washington's 1,119 guestrooms (including 82 suites) features extra-long beds, and remote control televisions with cable service and in-room movies. The hotel's current bedding breakdown is as follows:

Standard	697
Doubles	343
Kings	63
Parlors	19
<u>Presidential Suites</u>	<u>2</u>
Total Guest Rooms	1,119

District of Columbia law and local enforcement of national fire codes mandate that there is a maximum of four guests per room (adults/children). Hilton is pleased to present "The Serenity Collection", today's premier bedding package including pillow top mattress and luxury linens. Did you enjoy your night's sleep? Visit www.pacificcoast.com to order your own Serenity bed.

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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: dropped at the door or slipped underneath - \$1.00 per item; deliveries inside the room - \$2.00 per item.

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GUEST SERVICE HOTLINE

Guests with specific needs or requests may pick up a house phone and dial extension 63. A Hotline operator will contact the appropriate person to get your request filled.

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HAIR SALON

Diego's Hair Salon for Men and Women
202-234-4572
1901 Q Street, NW

Salon Cielo
202-518-9620
1741 Connecticut Avenue
Washington, D.C. 20005
M-F 9am - 8pm; Sat 9am - 7pm; Sun 11am - 6pm

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HHONORS FLOOR

Executive Accommodation amenities include access to the 10th floor Guest Lounge, featuring complimentary breakfast, afternoon hors d'oeuvres, honor bar, concierge and private check-in and check-out.

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HOSPITALITY DESKS

Your Catering/Event Manager is happy to arrange a hospitality desk for your group. A designated location will be agreed-upon in advance, somewhere in the public space on the Terrace or Concourse level of the Hotel. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Hospitality desks may be taken down each evening and reset for the next day's use, so please plan accordingly. 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

The Hotel has a wide variety of suites to suit every need, whether it is for meetings, private receptions or company hospitality. Furniture cannot be removed, dismantled or otherwise moved from our guestrooms and suites. Exhibitors/displays are not permitted in the suites.

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HOTEL FACTS/HISTORY

The most current fact sheet can be downloaded at:

www.washington.dchospitality.com/serviceskit/factsheet.html

1919 Connecticut Avenue, NW

Washington, D.C. 20009

Phone: 202-483-3000

Fax: 202-797-5825

Reservations: 800-HILTONS

www.washington.hilton.com

www.dchospitality.com

Grand Opening: March 25, 1965

The history of the Hilton Washington is as much steeped in the events leading up to its opening and its unique site preparation and construction as has been its infamous and glorious procession of events through the decades. After three years of construction and \$30 million, the Hilton Washington opened for business in March 1965. When it opened it was the city's largest hotel. The site on which the hotel was built had historical significance even before the city was planned. A huge oak tree on the site, which finally succumbed to old age and disease in the early 1950s, was designed as an Indian "treaty tree" by the chief of the Anacostia tribe. There were many legends surrounding it.

The Hilton Washington is located on Connecticut Avenue, the Park Avenue of Washington, on one of the hills to the north of the low lying central portion of the Nation's Capital known as Temple Heights. Frank Lloyd Wright had designed a multi-faceted high-rise building complex for this site in 1939, but the proposal was denied. When Hilton Hotels Corporation grew interested in the site for a new and startlingly innovative resort hotel/meetings complex, they enlisted the help of hotel design guru William T. Taber, an established hotel designer that understood the efficiencies of hotel

design from every aspect. Having established himself by creating the then cutting edge hotel design concept being put forward by the Statler chain, soon to be acquired by Hilton, he was clearly ahead of the time in putting forward thinking hotel architecture, design efficiency into action.

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HOTEL MAP

Attendees may receive a map in their key packet when they arrive at the hotel. You can customize the map for your guests to include your group name, or show locations and directions for your special functions. [Download the floorplan](#) file or contact your Catering/Event Manager for more information.

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HOUSEKEEPING

Daily housekeeping services, which consists of general cleaning, take place between 8:30a.m. and 4:00p.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 are cribs and rollaways. Please note there is a maximum of four persons (including children) allowed per room. Hilton Washington offers daily turndown service to all Executive Level rooms and also all noted VIP rooms. The turndown service hours are from 6:00 p.m. to 9:00 p.m. daily. The service consist of turning down the beds with a mint placed on the pillows with a goodnight card, and refreshing the bathroom with towels, removing any trash, and replacing any used amenities.

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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.

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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.

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IN-ROOM DINING

Our In-room Dining is open from 6:00am to 12:45am hours a day for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service. In-Room Dining can be reached at extension 62 in-house. A variety of amenities are also available through room service. Room service gratuity is 20% and is posted automatically on all checks. There is also a delivery fee of \$3 per order.

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INTERPRETATION/TRANSLATION SERVICES

Presentation Services Inc. (202) 232-6184

Located within the Hilton Washington

1919 Connecticut Ave., NW

Washington, DC 20009

Berlitz Interpretation Service (202) 775-5863

One Thomas Circle

Washington, DC 20005

Diplomatic Language Services Inc. (703) 243-4855

1901 N. Ft. Meyer Drive Suite 600

Arlington, VA 22209

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INTERNET SERVICES

The Hilton Washington provides wired, high speed Internet services in each guest room. The fee is \$12.95 per day. The Hilton Washington has capabilities for wired, high-speed Internet services in the public space and meeting rooms. For installation and activation, fees are priced per computer and vary dependent on the number of days in use. Please coordinate the details of your high speed internet requirements to your Catering/Event Manager. Detailed fee outlines are available upon request.

Wireless in the Lobby is:

\$5.95 4 hours

\$9.95 12 hours

\$12.95 24 hours

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KEY CARDS

Please contact your Catering/Event Manager if you would like keys to any of your meeting, office, or hospitality rooms. If you wish to have a lock changed there will be a \$75.00 charge per door/per room and you may be required to sign a hold harmless agreement. Please contact your Catering/Event Manager if you would like custom keys for your group. They are an excellent way to market your organization.

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KEY HOTEL CONTACTS

The Hilton Washington Managing Committee consists of the following people:

General Manager	Frank Otero	5757
Resident Manager	Larry Feedback	5777
Director of Food & Beverage	Gordon Marr	5808
Director of Finance	Kwaku Mensah	3557
Director of Front Office	Brian Marchi	5758
Director of Marketing	Frank Passanante	5827
Director of Sales	Thomas O'Doherty	5779
Director of Events	Emily Johnson	5774
Director of Catering	Karen Feketis	5780
Executive Chef	Andre Cote	3706
Director of Security	Ahmed Niazi	5800
Director of Housekeeping	Reginald Cox	5805
Director of Engineering	Mike Denison	5801

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KIOSKS

Hilton Washington offers the Zip-In Check-In® kiosks located just inside the door to the main lobby to 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 can also check in for their flight on 26 major airlines – change seats, request an upgrade and print boarding passes, at no cost.

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KOSHER

Hilton Washington offers a variety of Kosher Meals to our guests. Meals for groups are prepared in strict accordance with Hebrew Dietary Laws and under the supervision of the Rabbinical Council of Greater Washington. The cost of Kosher Supervision as required by the Rabbinical Council of Greater Washington will be added to the account at net labor cost. Food and beverage prices are subject to an 20% service charge and 10% D.C. sales tax. Please ask your Catering/Event Manager for kosher suggestions and our Kosher Catering Menu.

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LABOR

The following Unions are represented at the Hilton Washington:

- Unite/HERE, Local 25
- International Union of Operating Engineers, Local 99
- The Mid-Atlantic Regional Council of Carpenters
- IBEW, Local 26
- International Union of Painters and Allied Trade, Local 51

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LAUNDRY/VALET

Complete laundry services and dry cleaning are available by dialing extension 5000 in-house. Garments picked up prior to 9 a.m. are returned to guests by 7 p.m. the same evening. Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

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LIMOUSINE SERVICES

Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. BLS, located on the Terrace Level of the hotel, is our preferred service and can be reached at (202) 232-2391. The following services can also arrange limousine transfers.

Aloha Limousine

PO BOX 209
McLean, VA 22101
(847) 888-4117 (24 hr. reservations)

Carey International Limousine

4530 Wisconsin Ave. NW
Washington DC 20016
(800) 336-4646

Limo Express

909 Wayne St.
Arlington, VA 22014
(703) 845-0044

Manhattan Internat'l Transportation, Inc.

312 S. Washington St Suite 6A
Alexandria, VA 22314
(800) 336-5503

Reston Limousine Service, Inc.

45685 Elmwood Court
Dulles, VA 20166
(703) 478-0500

Quality Tour Transport, Inc.

8025 Mims St
Lorton, VA 22079
(800) 225-1106

American Eagle Limousine

8390-C Terminal Rd
Lorton, VA 22079
(800) 730-7878

Capital City Limousine

30th L St. SW
Washington, DC 20024
(202) 484-0200

La May Livery

4709 S. 7th St.
Arlington, VA 22204
(703) 979-8311

Mahogany Limo Service

480 L'Enfant Plaza, SW
Washington, DC 20024
(202) 544-4100

Gray Line of Washington

5500 Tuxedo Road
Tuxedo, MD 20781
(800) 862-1400

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LINEN SELECTION

A variety of table linens are available for various functions. If you desire specialty linen, please consult your Catering/Event Manager.

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LIQUOR LAWS

The State of District of Columbia has strict liquor laws that must be followed by the Hilton Washington. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the Hilton Washington, no group may bring in their own alcohol to be served. The legal drinking age in the District of Columbia is 21. Your Catering/Event Manager may provide a copy of some of the applicable District of Columbia liquor laws upon request.

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LOAD-IN/LOAD-OUT (PRODUCTION, DÉCOR AND STAGING)

In addition to the procedures below, please refer to the Production Resource Guide.

The Loading Dock officer and the Hilton Washington Asst. Director of Security will be responsible for controlling all truck traffic on 19th Street. The following rules will be followed at all times.

- Docks will operate Mon-Fri 7am-9pm, and Sat-Sun 8am-9pm.
There are no special hours for Holidays.
- Event deliveries will be allowed to remain in the docks with the doors closed as long as they enter the docks before 9:00pm. The trucks will be allowed to depart at a pre-arranged afterhours. The trucks will have to immediately depart and will not be allowed to stay on 19th Street.
- No trucks will be allowed on 19th Street before the docks open.
- No Trucks will be allowed to park on Florida Ave.
- No double parking will be allowed on 19th Street.
- Trucks will be only allowed to park in the loading zone on 19th Street.
- Once the dock bays are full and the Loading Zone is occupied, trucks will be sent off to park away from 19th Street & Florida Ave.
- The loading dock officer will note down the truck drivers cell phone number and will call them once a spot opens up.
- No Truck idling will be allowed on the street.
- No truck horns or revving the engine will be allowed.
- Trucks will obey all posted municipal traffic enforcement signage.
- Trucks will disengage their driver cab if the truck is longer than the dock bay.
- Sidewalks will remain clear at all times.

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LOADING DOCK

There are two loading docks at the Hilton Washington. They are both located on the 19th Street side of the hotel, near the corner of 19th Street and Florida Avenue.

Exhibit Hall Dock: A Loading Dock accommodating two trucks or trailers is located on the 19th Street side of hotel. The dock opens onto a staging area at the east side of the Exhibit Hall. Height of the street side roll-up door entrance is 14'6". The length of the dock is 42' with the roll-up door closed. Note, trailers cannot extend past pedestrian sidewalk on 19th Street; usually, cabs have to be removed while unloading to keep the

sidewalk clear. Height of the dock, itself, is 44-1/2”, with adjustable lifts for unloading trucks.

Delivery Dock: Single two-bay dock also located on 19th Street side of hotel unloads into the staging area of the service corridors behind the north side of the Crystal Ballroom, with access to the freight elevator. Height of the entrance is 12’6” (most accommodating for straight trucks; bob-tail trucks). Length of the dock is approximately 40’. Height of the loading dock, itself, is 13’9”. For all loading, hours of operation are 7:00 a.m. to 9:00 p.m., Monday through Friday, and 9:00 a.m. to 9:00 p.m. Saturday and Sunday. Advance approval for usage of either Loading Dock must be secured through your Event Manager, so availability and scheduling can be confirmed.

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LOCAL INFORMATION

The Hilton Washington offers a resort type atmosphere with the convenience of a downtown location. Located on fashionable upper Connecticut Avenue, the hotel is within walking distance of restaurants, shopping, Embassy Row, and the trendy Adams Morgan neighborhood.

Name	Distance	Heading
Adams Morgan Neighborhood	1BLK	E
Arlington National Cemetery	7MI	SW
Bars	1BLK	
Botanical Gardens	1.5MI	SE
Comedy Club - DC Improv	1MI	S
Dance Club	1BLK	
Embassy Row	5BLK	NW
Georgetown	1MI	S
Holocaust Museum	1MI	SE
Kennedy Center	2MI	SW
Kennedy Center	2MI	
Live Blues	1MI	
Live Jazz	1MI	
MCI Center	1MI	SE
Metro Station(bus/rail)	4BLK	S
Mount Vernon	13MI	SW
Movie Theater	2MI	
National Iwo Jima Memorial Monument	3MI	SW
National Theatre	3MI	SE
National Zoo	0.5MI	N
Pentagon	8MI	S

Rock Creek Park	1MI	NW
Smithsonian Museums	3MI	S
The Capitol Building	3MI	SE
Union Station	2MI	SE
Vietnam Veterans Memorial	2MI	SE
Washington Monument	3MI	S

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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.

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LUGGAGE STORAGE

Typically, luggage storage is managed through the Bell Desk on the Lobby level. Based upon availability, a banquet/meeting room may be set aside to store hand-carried 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.

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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 63.

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MAIL SERVICES

The Mail Desk is located at the far end of the Registration Desk in the Main Lobby. The telephone extension is 3646. The Mail Desk accepts messages, mail items and small packages (envelopes) for guests of the hotel and notifies the appropriate guests for retrieval. The Mail Desk is available 24 hours and also provides fax service when the business center is closed. The Package Room offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted airbill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted airbill, the package room will use their airbill and can charge your room, VISA, Master Card, or American Express account. For both incoming and outgoing packages, Hotel service fees are determined by the size and weight of the shipment according to the following scale: \$10 per box, minimum, (up to 32 lbs) or 32¢ per pound (if more than 32 pounds). Please note this fee is not the freight charge. Actual

freight charge is determined based on the carrier of your choice, e.g., Fedex®, UPS®, DHL®, etc. The Package Room is open Sunday through Saturday, 7:00 a.m. to 7:00 p.m. and can be reached at extension 3998. Please refer to your Catering/Event Manager if you would like to arrange an on-site satellite station for personal shipping services for your group.

United States Post Office located at:

2300 18th ST NW Lobby
Washington, DC 20009-9996
(800) ASK-USPS
M-F 9:00 a.m. - 5:00 p.m.
SAT 9:00 a.m. - 1:00 p.m.

1915 14th ST NW
Washington, DC 20009-9995
(800) ASK-USPS
Fax: (202) 462-3020
M-F 9:00 a.m. - 5:00 p.m.
SAT 9:00 a.m. - 1:00 p.m.
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MASTER ACCOUNTS

See Sales Agreement.
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MEDICAL FACILITIES/SERVICES

Medical Services facilities nearby:

Urgent Care/Emergency Room

George Washington University Hospital
900 23rd St., NW
Washington, DC 20037
202-715-4000
Travel time from the hotel is about 15 minutes

Hospital

George Washington University Hospital
900 23rd St., NW
Washington, DC 20037
202-715-4000
Travel time from the hotel is about 15 minutes

Ambulance

Please Call #60 within the hotel for all emergencies. 911 emergency will be called by the hotel to summon EMTs as needed. Available 24 hours a day.

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MEETING ROOM CAPACITIES

The 110,000 square feet of meeting and function rooms at the Hilton Washington have literally been the backdrop of some of the great events of our time. The hotel's meeting and events team is marked with a confidence born by a long tradition of success. Ours is, indeed, a history of great events, from Inaugural Balls to International Assemblies of world leaders, dignitaries and heads of state. We are delighted to bring the same high standard to every gathering we host by honoring your priorities and managing your most challenging events with seamless assurance.

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MEETING ROOM DELIVERIES

The Hilton Washington Package Room offers services to receive, store and deliver freight for meetings and conventions. Packages should be addressed to the receiving party, noting their name and arrival date, along with the Hilton Washington name and address. Including the name of the meeting, also, is helpful. Materials should be shipped no more than 3 days prior to the start of the event, to ensure availability of storage.

Handling fees are based upon the weight, as follows:

\$ 10 per box, minimum (up to 32 lbs) or 32 cents per pound (more than 32 lbs)

\$ 2 per box additional fee if materials have to be moved after the initial delivery

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MEETING ROOM RENTAL

For more information on room rental please contact your Catering/Event Manager.

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MEETING ROOM SET STANDARD

Standard meeting rooms include the following items:

- Theater Seating or Banquet Rounds of 10 or Classroom allowing 2 people per 6' table
- Linens
- Water Stations
- Lecterns and Speaker Tables as appropriate
- Pads and pencils are standard service on all Conference, U-Shape and Hollow Square sets, as well as Classroom our Round Table seating for *less than 75* guests

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 charge price sheets (such as electrical, internet, etc). All meeting rooms are non-smoking.

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MUSIC/MUSICIANS

The Hilton Washington 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.

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NEWSPAPERS/PUBLICATIONS

Newspapers available in our Gift Shop are:

Washington Post

Washington Times

Wall Street Journal

Investors Business Daily

Financial Times

London Times

New York Post

New York Times

NY Daily News

USA Today

The Gift Shop is open from 7 a.m. to 11 p.m. daily.

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OFFICE EQUIPMENT/SUPPLIES

The in-house Summit 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 Summit Business Center or with your Catering/Event Manager. Business Center hours are 7a.m. to 7p.m. Monday through Friday, and 9a.m. to 3p.m. Saturday. The Business Center may be open on Sundays per request and hotel demand. For large quick printing or copying jobs, after hours, you may consider:

FedEx Kinko's

1612 K St., NW (202) 466-3777

2400 M St., NW (202) 689-8945

1400 K St., NW (202) 898-1401

Copy General (202) 944-5470

2000 L St., NW

Sir Speedy (202) 887-5100

1705 DeSales St., NW

Pro-Typists, Inc. (202) 347-5395

1012 14th St., NW

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OFF PREMISE CATERING

For more information regarding off premise catering please contact a Catering Manager.

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PACKAGE ROOM

Receiving

Shipments to the Hotel are received, stored and delivered by our Package Room. Shipments must be addressed as follows:

Attn: Guest Name (Name of receiving party)
Guest Arrival Date
Hilton Washington & Towers
1919 Connecticut Avenue, NW
Washington, DC 20009
(Name of group is helpful, but optional)

Handling fees are assessed for each package received by the Hotel. Fees are determined by the size and weight of the shipment according to the following scale: Boxes: \$10 per box or \$.32 per pound (if over 32 lbs.). Additional movements: \$2 per package. We also recommend that you have a packing slip both inside and outside of each package. No COD packages will be accepted.

Storage in the Package Room is limited. We ask your cooperation in shipping in a timely manner, no more than 3 days prior to the start of your event. Shipments for exhibitors for trade shows should always be directed to your selected Service Contractor and may be refused by the Hotel. For security reasons, all unidentified shipments or questionable packages **will be** refused. 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

Guests will be responsible for the packing of all return packages.

The Package Room offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted airbill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted airbill, the package room will use their airbill and can charge your room, VISA, Master Card, or American Express account. Hotel service fees are determined by the size and weight of the shipment according to the following scale: Outgoing shipments: \$10 per box or 32¢ per pound. Please note this fee is not the freight charge. Actual freight charge is determined based on the carrier of your choice, e.g., Fedex®, UPS®, DHL®, etc.

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PARKING

Attached to the Hilton building, Doggett's Enterprises manages a parking garage with over 350 spaces. Rates are as follows:

1st hour or fraction thereof	\$11.00
2nd hour or fraction thereof	\$15.00
2 or more hours (overnight)	\$23.00

Hotel guests may request a 24 hour in and out pass at the Front Desk at anytime during their stay. With this pass, for your convenience, guests may come-and-go from the facility and parking may be charged to the guest room account.

ADDITIONAL PARKING OPTIONS:

Universal South

(Florida Ave. / near Rite Aid)

202-232-3170

Hours: 7 a.m. to midnight Mon – Sat; 4 p.m. - midnight on Sunday

Rates: 1st hour or fraction thereof \$8.00; over 1 hour \$15.00

Universal North (T Street)

202-238-9613

Hours: 7 a.m. to 7 p.m. Monday to Friday; Closed on weekends

Rates: 1 hour or less \$8.00; over 1 hour \$15.00; after 6:00 p.m. \$8.00

To use Universal garages for overflow, costs are:

\$20.00 per car

Opening Universal North \$500.00

Extra staff \$150.00/hour

Plus extra \$125.00 for extended hours past regular closing.

Omni Shoreham Hotel

202-234-0700

Outdoor and indoor parking. Can accommodate oversized vehicles and vehicles overnight for a fee of \$14.00.

Union Station

202-898-1950

Rates: 0-1 hour \$5.00; 1-2 hours \$8.00; 2-4 hours \$10.00; 4-5 hours \$12.00;

5-12 hours \$14.00; 12-24 hours \$16.00

\$50.00 Reserved Daily Bus parking

All night parking is available. They do not take reservations for parking. They can accommodate oversized vehicles up to 13 ft.

National Zoo

202-633-4480

The overnight charge is \$25.00

If you are planning a large movement or delivery of rental cars for a specific group event or activity, please advise your Catering/Event Manager so that specific parking may be reserved.

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PERSONALIZED GROUP WEB PAGE

A Personalized Group Web Page for makes it easy for your attendees to book reservations directly online.

- Available at all Hilton Family properties
- Customize with your program
- Customize with your logo
- No charge – it's FREE

Contact your Event Manager to make arrangements for a direct link to your own event website.

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PETS (POLICY)

Service animals are always welcome and will be accommodated.

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PHOTOGRAPHY

The preferred photography service of the Washington Hilton is MH Concepts. MH offers such serves as room shots, executive portraits, moments in time, group portraits, graphic and design services, and novelty and gift items.

MH Photography and Concepts

20203 Goshen Rd. Suite 313
Gaithersburg, MD 20879
(301) 947-3430

Classic Photography

7410 Coca Cola Drive
Hanover, MD 21076
(410) 203-1003

Professional Image Photography Services

153 Adams Street, NW
Washington, DC 20001
(202) 635-8801

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James Tkatch Photographer

9700 Marshall Avenue
Silver Spring, MD 20901
(301) 585-2499

Photographer's Gallery

4701 Fessenden St NW
Washington, DC 20016
(202)333-4344

PIANOS

The Hilton Washington has one baby grand piano for use in the International Ballroom and two upright pianos for use in the other meeting room function space. Pianos are provided at no charge, however it is recommended that they be tuned prior to each use. The tuning fee is \$100 and requires advance notice. Note: pianos cannot be placed on top of portable staging. (They would be placed on the floor in any room, except the International Ballroom Center where they can be placed on the existing stage). If your group requires additional pianos or pianos in outdoor/alternate locations, your Catering/Event Manager can rent them from an outside source.

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POOL

The hotel offers an Olympic-style 25-yard heated and lighted outdoor swimming pool, available seasonally, generally from late May until early October.

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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.

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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.

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POSTING OF EVENTS

Meeting names can be posted on the electronic reader boards that exist outside each function room. Typically, the meeting specifications will be used as our guide to indicate the name of each function. There is a limitation of 24 characters in the posting. The reader boards automatically communicate to the in-house television channel that runs a continuous listing of the “events of the day”. (Note, both the reader boards and the TV listing co-exist; an event cannot be posted on one site and simultaneously be removed from the other site). The posting is automatic, unless you have a specific identification as “Do Not Post”.

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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.

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PRINTING SERVICES

Summit Business Center is located on the Terrace Level of the Hilton Washington and can be contacted by dialing 202-232-0416. Hours are:

Monday-Friday	7am-7pm
Saturday	9am-3pm
Sunday	As needed

For large quick printing or copying jobs, after hours, you may consider:

FedEx Kinko's	1612 K St., NW	(202) 466-3777
FedEx Kinko's	2400 M St., NW	(202) 689-8945
FedEx Kinko's	1400 K St., NW	(202) 898-1401
Copy General	2000 L St., NW	(202) 944-5470
Sir Speedy	1705 DeSales St., NW	(202) 887-5100
Pro-Typists, Inc.	1012 14th St., NW	(202) 347-5395

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PRODUCTION GUIDELINES

Your Event Manager will provide you with the hotel's Production Resource Guide.

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PRODUCTION CREW MEALS

Please contact your Catering/Event Manager regarding production crew dining in the hotel employee cafeteria.

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PUBLIC TRANSPORTATION

Hilton Washington is easily accessible by Metro (Red Line at Dupont Circle) and Bus. For more information, visit www.wmata.com for information about Metro/Bus routes, schedules, and fares.

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RADIOS/PAGERS/NEXTELS

Our in-house audio visual company, PS-AV, can assist you in obtaining Nextels or walkie-talkie radios for use during your program. Note: Nextel service on the Concourse level is most dependable. Please consult your Catering/Event Manager for assistance.

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RECYCLING

The Hilton Washington maintains recycling units for cardboard, glass and aluminum cans as part of our daily waste management. Recycling bins are available on our meeting floors, for guest use. We also recycle or have a compost program with throw-away food waste (vegetable peels, etc).

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REGISTRATION ASSISTANCE

If additional staffing is needed for your activity or hospitality desk, please consider the following services:

Washington, DC Convention and Tourism Corporation (202) 789-7000
901 7th Street, 4th Floor
Washington, DC 20001-3719

COSEP Meetings & Events Division (202) 429-2244
Friends & Company
1101 Connecticut Ave. NW, Suite 1250
Washington, DC 20036

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REGISTRATION DESKS

Your Catering/Event Manager is happy to arrange a hospitality desk set up, as appropriate, at the contracted registration area for your group. 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 days 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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RESERVATIONS - RAPID!

RAPID, which stands for Reservations Automated Processing Input and Delivery System, expedites reservation processing straight from the group's rooming list into Hilton Washington's system.

- Eliminates dual entry process
- Accurate and efficient reservations
- Supports many of the 3rd Party Clearinghouses
- No charge – it's FREE

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RESTAURANTS/LOUNGES

With three outstanding restaurants and two classic lounges, the Hilton Washington offers a variety of dining options to tempt any palate and to fit any budget.

- **In-Room Dining:** Room Service offers a variety of food and beverage services. Breakfast is available from 6 a.m. to 11:45 a.m., and the all-day dining menu available from 11:45 a.m. to 11:30 p.m. The 1919 Grill Menu is available from 5:30 p.m. to 10:30 p.m. and a limited menu is available from 11:30 p.m. to 12:45 a.m.
[Download the Room Service Menu](#)
- **Capital Café:** Casual dining at its best! Enjoy the best of American style cooking ala carte or buffet service. Serving Breakfast, lunch and dinner. Breakfast is available from 6 a.m. to 11:30 a.m., lunch from 11:30 a.m. to 5:30 p.m. and dinner from 5:30 p.m. to 11:30 p.m.
[Download the Capital Cafe Lunch Menu](#)
[Download the Capital Cafe Dinner Menu](#)
- **1919 Grill:** Treat yourself to one of the best steak houses in DC where aged Angus Beef and the finest Chesapeake Bay Crab Cakes greet you! Serving dinner from 5:00 p.m. to 10:30 p.m. based on occupancy of the hotel.
[Download the 1919 Grill Menu](#)
- **McClellan's:** Enjoy casual dining and your favorite sporting events in our restaurant and lounge, featuring big screen action from every corner. Serving Lunch, Dinner, and Cocktails. Open from 11:00 a.m. to 2 a.m.
[Click here to download the McClellan's Menu](#)

- **Capital Court:** What better place to see old friends and meet new ones! Our lobby lounge features your favorite beverage or light snack. Open from 5:00 p.m. to 1:30 a.m.
[📄 Click here to download the Capital Court Menu](#)
- **Concourse Deli:** For guests on the run! Our Deli specializes in quick breakfast, lunch and snack options including fresh Starbucks Coffee. Open 7:00 a.m. to 4:00 p.m. based on occupancy of hotel.
[📄 Click here to download the Concourse Deli Menu](#)
- **The Gazebo:** When the sun shines, enjoy a delightful snack or full lunch at our poolside restaurant and bar. Seasonal dining 11:00 a.m. to 7:00 p.m. based on occupancy of hotel.

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RESTAURANT RESERVATIONS

Reservations are strongly recommended for all restaurants in the hotel and in Washington, D.C. whether it is for a table of four or a dine-around for 250. The Concierge Desk is available to make restaurant reservations at guests' request.

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RESTROOMS

Public restrooms are located in the following areas:

Lobby Level

Front Entrance (Near Bell Stand)
Capital Café
McClellan's

Terrace Level

Women's: Mid-Terrace next to State Room
Men's: Back Terrace, past Sales & Catering Office
Sport & Health Club

Concourse Level

Women's: Across from Deli
Men's: Next to Deli

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RESUMES

A Convention Resume will be outlined by your Event Manager, for most groups larger than 150 guest rooms on the peak night. The Resume should be distributed 7-10 days prior to the start of the convention, as long as the meeting specification details have been provided in the expected time frame, 3-4 weeks in advance. The Convention Resume is an overview for all operating departments, to understand the background of your group and to prepare for the anticipated needs of your guests.

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RIGGING

Your Event Services Manager will provide you with the Production Resource Guide.

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ROBES

Hilton Washington offers bath robes in each guestroom on the Executive Level only.

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ROPES/STANCHIONS

The Hilton Washington has a limited quantity of ropes and stanchions (pairs of stanchions with connecting rope). Please coordinate your needs with your Catering/Event Manager to confirm quantities, availability, and placement. Note, if you are anticipating a White House visit over the dates of your event, all Hilton rope and stanchion will be committed for the required security set up. Additional inventory for your meeting sets would have to be rented from your Service Contractor or an outside Decorator. For more information on banquet equipment, please see your Catering/Event Manager.

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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 Washington:

ROH - Run of House, based upon availability.

N - no smoking

5 - smoking room request

R - rollaway

X - there is a rate change or room change

U - requested high floor

T - requested low floor

Y - early arrival request

Z - near elevator request

I - crib

A - room nearby/same floor

C - connecting room

1 - king bed

2 - 2 double beds

p - sofa sleeper turn down

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SAFES/SAFE DEPOSIT BOXES

Safe Deposit Boxes are available through the Mail Station at the Front Desk. The Hilton Washington does not have safes.

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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. Note, *each guard* must carry a valid and current license for the District of Columbia. Such security personnel may not carry weapons. The security company you select must provide a Certificate of Insurance

identifying the Hilton Washington as an additional insured party, with no less than \$5,000,000 in liability coverage.

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SHIPPING AND RECEIVING

Receiving

Shipments to the Hotel are received, stored and delivered by our Package Room.

Shipments must be addressed as follows:

Attn: Guest Name (Name of receiving party)

Guest Arrival Date

Hilton Washington & Towers

1919 Connecticut Avenue, NW

Washington, DC 20009

(Name of group is helpful, but optional)

Handling fees are assessed for each package received by the Hotel. Fees are determined by the size and weight of the shipment according to the following scale: Boxes: \$10 per box or \$.32 per pound (if over 32 lbs.). Additional movements: \$2 per package. We also recommend that you have a packing slip both inside and outside of each package. No COD packages will be accepted.

Storage in the Package Room is limited. We ask your cooperation in shipping in a timely manner, no more than 3 days prior to the start of your event. Shipments for exhibitors for trade shows should always be directed to your selected Service Contractor and may be refused by the Hotel. For security reasons, all unidentified shipments or questionable packages **will be** refused. 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

Guests will be responsible for the packing of all return packages.

The Package Room offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted airbill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted airbill, the package room will use their airbill and can charge your room, VISA, Master Card, or American Express account. Hotel service fees are determined by the size and weight of the shipment according to the following scale: Outgoing shipments: \$10 per box or 32¢ per pound. Please note this fee is not the freight charge. Actual freight charge is determined based on the carrier of your choice, e.g., FedEx®, UPS®, DHL®, etc.

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SHOE SHINE

Our Shoe Shine station is located next to the BSL Transportation Desk on the Terrace Level of the hotel. Our shine "specialists" can bring any shoe back to life.

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SHOPPING

The Hilton Washington Gift Shop is open from 7 a.m. to 11 p.m. daily. For a list of other local shopping establishments, visit www.washington.dchospitality.com/guide/shopping.html
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SIGNAGE/BANNERS

The Hilton Washington 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; easels or sign stands are permitted in the convention area at the discretion of the Events Department. Sign poles will be supplied without charge, as inventory allows, for use in meeting rooms.

No handwritten signs or flipcharts are allowed outside the meeting rooms. No banners can be hung along the walls of the Public Areas. In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.

Additional guidelines regarding signage are as follows:

Banners may be hung in any of our meeting rooms at a fee of \$6.00 per linear foot, per banner. Signage and sign holders or easels are not permitted in the hotel lobby or sleeping room hallways. Easels for exhibitors must be obtained from the exhibit service company.

The hotel does not provide signage. All signage brought in must be professionally made and meet the requirements of Hotel Management. Due to the number of hospitality suites in use during conventions, the location of hospitality signage must be confined to the meeting room area. Signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any hotel doors, walls, columns, or other parts of the building or furnishings. Distribution of gummed promotional stickers or labels is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment or furnishings will be at the expense of the exhibitor or association.

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SITE INSPECTION/PRE-PLANNING

Please see your Catering/Events Manager for site inspections and menu tasting.

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SMOKING

Smoking is prohibited in most public places within the hotel. 4% of the total guest rooms are designated smoking rooms and are located on the 7th floor.

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SOUND SYSTEM

Some hotel meeting rooms and the International Ballrooms have a basic built-in sound system. All sound systems within the building are managed by our in house audio visual provider, PS-AV. No patching or feeds into the house sound are permitted. Please contact your Catering/Event Manager with questions. Anchor systems or supplemental systems will be required for all outdoor locations. The city requests that outdoor entertainment begin no earlier

than 9:00 a.m. and end no later than 8:30 p.m. Please contact your Catering/Event Manager for assistance.

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SPECIAL MEAL REQUESTS

Please consult with your Catering/Event Manager for any special meal requests. The Hilton Washington's Executive Chef is pleased to accommodate your requests to the best of his abilities.

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STORAGE

Storage for your advance boxes and convention supplies is quite limited at the Hilton Washington. 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. The Hotel cannot accept and store shipments of exhibit materials in advance of a show. It will be necessary for you to make arrangements with your Service Contractor to receive and store exhibits for delivery to the Hotel on the move in date. Should any property not be removed by the designated move out date, the Hotel management may store, or cause to be stored, any such property and your organization or the exhibitor will be charged a reasonable fee for all expenses incurred.

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SUITES

Specialty Suites (6)

Presidential Type A	O174
Chief of State	O171
Presidential/Mount Vernon	9174
Ann Landers	9171
Presidential-Type B	8172-8174
Cabana Level	C340

Junior Executive Suites (6)

There are 5 Junior Executive Suite located on the Cabana Level. These suites offer spacious seating area and a wet bar, within the bedroom, and can accommodate up to 20 people standing. C329, C330, C331, C332, C333, C334

Solar Suites (9)

There are 9 Solar Suites, one on each floor with the exception of 10th floor. These are 1101, 2101, 3101, 4101, 5101, 6101, 7101, 8101, and 9101 up to three bedrooms may be assigned to each Solar Suite. Each parlor is elegantly furnished with a conference/dining table, plush sofas, and a wet bar and can accommodate up to 60 guests standing.

74-Type Suites (6)

Another type of hospitality suite, each of our six spacious 74-Type Suites features 2 seating areas with sofas and appointments, a conference table, and a wet bar. Up to 3 bedrooms may be

assigned to the parlor, and each parlor can accommodate up to 60 people standing. 1174, 2174, 3174, 5174, 6174, 7174

Executive Suites (26)

Each Executive Suite features an elegant parlor, separate from the bedroom, and can accommodate up to 10 people standing.

O 135	O149	O151	9138	9149	9159	9169
O143	O157	O155	9141	9151	9161	
O145	O159	O164	9143	9155	9164	
O147	O161	O167	9145	9157	9167	

Most Executive Suites are attached to one bedroom. A few Executive suites have a second-bedroom option.

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SUNRISE/SUNSET

Washington DC enjoys four distinct seasons, each allowing you to experience the nation's capital in a different way. In mid-December, the sun rises around 7:30 a.m. and sets around 4:50 p.m. In mid-July, the sun rises around 5:40 a.m. and sets around 8:40 p.m.

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TAXES

The current District of Columbia General Excise Tax is 5.75%. The current District of Columbia Hotel Tax is 14.5%. The current tax on food and beverage is 10%; banquet service charges are taxable in the District of Columbia. All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities. In order to qualify for tax exemption, the paying party must provide a valid and current Tax Exemption Certificate issued directly by the District of Columbia. All information on the Certificate (organization name, address, etc) must match exactly to the billing information provided with the Credit application.

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TAXICABS

Taxis are plentiful and reasonably priced. In May 2008, the DC taxicabs switched from operating a zone-fare system to using a standard meter system. The follow rates went into effect on May 1, 2008:

- The rates for time and distance meters includes a \$3 drop rate and 25 cents for every one-sixth of a mile after the first sixth of a mile traveled.
- For every minute stopped in traffic or traveled under ten miles per hour, there will be a charge of 25 cents per minute.
- All other rates and surcharges, such as those for additional passengers and rush hour, will still apply.
- The maximum fare for all trips within the District is \$19

By law, basic rates must be posted in each cab. Maryland and Virginia cabs have meters and can take you in or out of the city, but not point to point within the district. The hotel's taxi stand is located at the front drive of the hotel. Taxis are available 24 hours. With

advance notice, our Guest Service department can have any number of taxicabs available for large departures or arrivals of guests. Contact your Events Manager for further details.

Approximate taxicab rates to area airports are as follows:

National	Approximately 20 minutes	\$20.00
Dulles	Approximately 45 minutes	\$55.00 - \$60.00
Baltimore	Approximately 1 hour	\$65.00 - \$70.00

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TEAM MEMBER RECOGNITION

Hilton Washington routinely recognizes its most important asset – the 750 team members that provide guests with outstanding service and attention to detail. In addition to the many departmental awards and recognition, the hotel has mainstay programs for all team member levels, including:

- Dinosaur Club – A recognition program for the more than 200 team members who have worked at the Hilton Washington for 20+ years.
- Pride, Commitment, and Leadership Award – A quarterly award to those team members who exhibit the highest degree of professionalism and hospitality to either our external or internal customers.
- Eagle Award – Seven team members have received this prestigious award, recognizing performance above and beyond in the face of danger or tragedy.
- Spirit of Pride Award – The highest individual award from Corporate, given quarterly, to only 10-20 of the more than 100,000 Hilton Hotels Corporation team members.

Team members are recognized on a departmental and hotel-wide level when guests name team members for positive performance on either the hotel comment card or through a letter. “Catch Me At My Best” is a Corporate-sponsored annual program that runs from June to August each year to allow guests and fellow team members to “Catch” employees when they are exhibiting their best. For more information, contact the Department of Human Resources.

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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. Note, all prices listed below are subject to the current sales tax.

House phones

Used for in-house extensions, only. Price is \$60 per phone, installation fee.

Analog Lines

For credit card machines, fax machines, etc (provides the line, but no equipment)

The installation fee is \$22 per line, installed/dismantled Monday-Friday 8am-4pm

The installation fee is \$275 per line, installed/dismantled Monday-Friday, before 8am or after 4pm, and any time on Saturday or Sunday

DID Lines (Local and Toll Free Access):

The installation fee is \$175 per phone, installed/dismantled Monday-Friday 8am-4pm
 The installation fee is \$225 per phone, installed/dismantled Monday-Friday, before 8am or after 4pm, and any time on Saturday or Sunday

DID Lines (Long Distance Access):

The installation fee is \$275 per phone, installed/dismantled Monday-Friday 8am-4pm
 The installation fee is \$325 per phone, installed/dismantled Monday-Friday, before 8am or after 4pm, and any time on Saturday or Sunday

Speaker Phones

Are provided through the in-house audio visual service, PS-AV. The fee is \$150 per day, plus applicable service fee and sales tax; this fee is separate and in addition to the line installation.

Internet Access

Broadband Access – T1.5 or greater (Call for price quote). DSL (Call for price quote)

For Two or less days:

- First computer \$375 per day
- Each additional computer \$110 per computer, per day

For Three or more days:

- First computer \$825 flat fee
- Each additional computer \$125 per computer

Applicable sales tax is added to all of the above fees

Guest Room Calls

Type of Call	Instructions	Rates
EMERGENCY	9+911	No Charge
Room to Room	No Charge	
Local	9+Number	Local Rate (\$.10 p/min after 60 minutes)
800/888/8xx toll free	9+1+Number	Free 1st 60 min.; \$.10 p/min thereafter
Long Distance	9+1+Number	AT&T Operator assisted rate less 50%
International	9+011+CC+CC+#	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

Videoconferencing for a meeting room or the International Ballroom can be arranged through our in-house audio visual company, PS-AV.

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TENTS

Please contact your Catering/Event Manager regarding tent rental.

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THEME PARTIES

The Hilton Washington is proud to present a complete package of signature theme parties. Ideas and other creative suggestions by our Catering Department for theme parties, such as Oktoberfest, Western Barbecue, etc., are made available without charge for such consultation. In addition, numerous props and other decorations are available through the Hotel at nominal prices. Please discuss themes with your Catering/Event Manager and ask for a copy of our latest and most popular menus and productions.

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TOURS/SIGHTSEEING

The Hilton Washington recommends BLS, located on the terrace level of the hotel. Coordination of services through BLS can be set-up to be placed on your hotel master account. Contact BLS at (202) 232-2391 or by fax (202) 232-4711. Stop by or call In-house ext. 3994. Other tour services are offered by the following companies:

All About Town, Inc.

7373 Old Alexandria Ferry Road
Clinton, MD 20735
(301) 856-5556

Convention Connections, Inc.

12200 Valleybrook Drive
Richmond, VA 23233
(804) 360-1500

Courtesy Associates

2025 M Street, Suite 800
Washington, DC 20036
(202) 331-2000

Capitol Services, Inc.

108 North Virginia Ave.
Falls Church, VA 22046
(703) 584-2460

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TRASH REMOVAL

The Hilton Washington will provide the exhibit/production space in a clean condition, including exhibit floor, pre-function areas, and freight dock areas. It is the responsibility of the Service Contractor to return these facilities in the same clean condition as received. The Service Contractor is responsible for maintaining collecting and removing all trash accumulated during Exhibit set up and tear down. With prior written approval, the Hotel dumpsters may be used; standard rates for usage will apply:

50 Booths or less	\$300
51-100 Booths	\$400
151 or more	\$500
101-150 Booths	\$600

In addition, the street areas used for move in and move out must be kept clean at all times, including move in, move out and during the show. Daily janitorial service is not provided by the Hotel in any area which contains exhibits/trade shows, except those areas designated for coffee breaks, etc. Daily booth and aisle cleanup must be arranged with the exhibit service. At the close of the Show, if any unusual cleanup is required, your organization will be billed on a cost basis of man hours required to restore the Hotel's property to the same condition in which it existed prior to your convention

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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. All locations listed deliver and pick-up from downtown area hotels:

Georgetown Formal Wear
1251 Wisconsin Ave., NW
(202) 625-2247

M. Stein and Co.
1900 M Street, NW
(202) 659-1434

Scogna Formal Wear
1908 L Street NW
(202) 296-4555

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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. For messages in excess of 10 rooms, a service charge of \$2.00 per room will be assessed. Please discuss any specific requests with your Catering/Event Manager.

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WEATHER

Depending on the season, the weather at the Hilton Washington varies from a high of 44/low of 25 degrees in January to a high of 89/low of 65 degrees. Before visiting the Hilton Washington, we recommend that guests check the local listings to determine the weather conditions.

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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 companies have wheelchairs for rent and will deliver to the Hilton Washington:

All Health Medical Equipment

7027 Liberty Road
Baltimore, MD 21207
202-292-4282

Free delivery is available to the Hilton Washington. Accepts Medicare payment in full. Doesn't accept any co-payments from patients.
Open Monday – Friday, 9 a.m. to 5 p.m.

ZASK Medical Supply

4600-C Pinecrest Office Park Dr.
Alexandria, VA 22312
703-354-1266
www.zaskmedical.com

Monday – Friday 9 a.m. to 6 p.m.
Saturday 10 a.m. to 4 p.m.

Other medical supplies include oxygen tanks, air purifiers, and electric carts.

Citycare Medical Supply

641 Florida Ave. NW
Washington, DC 20001
202-667-8287
www.citycaremedicare.com

Monday – Friday 9 a.m. to 6 p.m.
Saturday 10 a.m. to 4 p.m.

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WIRED PAYMENT

If you would like to have payment wired, please notify your Catering/Event Manager, and instructions will be outlined for you.

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WORSHIP SERVICES

The following is a list of nearby locations.

Baptist

Goodwill Baptist Church
1862 Kalorama Road NW, Washington DC 20020
202-581-1713

Mount Gilead Baptist Church
1625 13th Street NW, Washington DC 20009
202-462-0427

Buddhist

Giac Hoang Buddhist Temple
5401 16th Street, NW, Washington DC 20011
202-8292423

Temple of Cun Yum
805 6th Street NW, Washington DC 20001
202-347-8688

Catholic

Blessed Sacrament Church School
5841 Chevy Chase Parkway, Washington DC 20015
202-966-6682

Sacred Heart Spiritual Church
1732 Seaton Place, Washington DC 20009
202-387-8308

Christian

National City Christian Church
5 Thomas Circle NW, Washington DC 20005
202-232-0323

Saint Paul Christian Church
414 Tennessee Avenue NW, Washington DC 20002
202-544-9387

Church of God

Church of God Prophecy
1400 E Street NW, Washington DC 20002
202-369-1068

Beginning Church of God
1235 S Street NW Washington DC 20009
202-797-4582

Episcopal

St Margaret's Episcopal Church
1820 Connecticut Avenue NW, Washington DC 20009
202-265-1820

St John's Episcopal Church
3240 O Street NW, Washington DC 20007
202-462-8848

Jehovah's Witness

Kingdom Hall of Jehovah's Witness
1237 5th Street NW, Washington DC 20001
202-737-5574

Kingdom Hall of Jehovah's Witness
5118 14th Street NW, Washington DC 20011
202-723-7666

Jewish

Jewish Federation of Greater Washington
1529 16th Street NW, Washington DC 20036
202-536-3899

American Jewish Congress
1001 Connecticut Avenue NW, Washington DC 20036
202-466-9661

Lutheran

Augustana Lutheran Church
2100 New Hampshire Avenue NW, Washington DC 20009
202-234-5315

St Matthews Lutheran Church
500 M Street NW, Washington DC 20001
202-484-3189

Methodist

Albright Memorial United Methodist Church
411 Rittenhouse Street NW, Washington DC 20011
202-723-3507

Brightwood Park United Methodist Church
8th Street N, Washington DC 20001
202-829-4686

Mormon

Church of Jesus Christ of Latter Day Saints
2520 L Street N, Washington DC 20037
202-448-3333

Church of Jesus Christ of Latter Day Saints
529 14th Street #900, Washington DC 20045
202-662-7480

Pentecostal

Awakening Pentecostal
1604 Meigs Place NW, Washington DC 20002
202-398-2127

Mt Zion Pentecostal Church
1112 N Street NW Washington DC 20005
202-289-9441

Protestant

Protestant Episcopal Cathedral Foundation
3101 Wisconsin Avenue NW, Washington DC 20016
202-537-6200

St Paul's Episcopal Church Rock Creek Parish
210 Allison Street NW, Washington DC 20011
202-726-2080

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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 3600 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.

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