



Hilton Miami Airport

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 Miami Airport
5101 Blue Lagoon Drive
Miami, FL 33126

TEL: 1-305-262-1000 / FAX: 1-305-267-0038

www.Hilton.com
www.hiltonmiamiairport.com

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General Information

- **Hotel Overview:**

The Hilton Miami Airport hotel in beautiful Miami, FL, delicately blends the flavors of Miami with a convenient location and a "splash" of tropical beauty. Only a brief seven-minute complimentary shuttle ride from Miami's International Airport, our hotel is within fast reach of all of Miami's exciting areas, including downtown Miami, Coconut Grove, Coral Gables, and South Beach, FL.

- **Guest Room specifications:**

KING BED

Reigning over our 279 sq. ft. King guest rooms are King Hilton Serenity beds, "the most luxurious sleep in the industry," whose cloud-like components are the Serta Suite Dreams mattress and topper, non-allergenic down pillows and comforter, and 250 thread-count triple sheets. Our King rooms gaze over aquamarine Blue Lagoon or the piercing blue of the Miami city skyline, while spacious bathrooms feature deluxe bath amenities. Parallel to the "comforts of home" are the comforts of Hilton; King rooms feature 24-hour room service, state-of-the-art Hilton clock radio with MP3 Player plug-in, and large television with premium cable channels, in-room movies, and pay-per-view. King rooms cover the needs of the modern traveler, conveniently housing a mini-bar, hair dryer, coffeemaker, work station with ergonomic chair, wireless high-speed internet access, and dual-line telephones with speakerphone and voicemail.

QTY

50 **1 King bed (City view)**
49 **1 King bed scenic view (Lagoon view)**

Room size	Bath size	Total Sq.ft.
<i>13x18=234</i>	<i>5x9=45</i>	<i>279</i>

2 DOUBLE BEDS

Reigning side-by-side over our 279 sq. ft. double guest rooms are two double Hilton Serenity beds, "the most luxurious sleep in the industry," whose cloud-like components are the Serta Suite Dreams mattress and topper, non-allergenic down pillows and comforter, and 250 thread-count triple sheets. Double rooms gaze over aquamarine Blue Lagoon or the piercing blue of the Miami city skyline, while bathrooms feature deluxe amenities. Parallel to the "comforts of home" are the comforts of Hilton; Double rooms feature 24-hour room service, state-of-the-art Hilton clock radio with MP3 Player plug-in, and large television with premium cable channels, in-room movies, and pay-per-view. Double rooms cover the needs of multiple modern travelers housing a mini-bar, hair dryer, coffeemaker, work station with ergonomic chair, wireless high-speed internet access, and dual-line telephones with speakerphone and voicemail.

QTY

178	2 Double beds (City view)
83	2 Double beds scenic view (Lagoon view)
27	2 Double beds with balcony (City view)
2	2 Double beds with balcony scenic view (Lagoon view)

Room size	Bath size	Total Sq.ft.
13x18=234	5x9=45	279

DELUXE

Reigning over our 513 sq. ft. **oversized King** Deluxe guest rooms are King Hilton Serenity beds, "the most luxurious sleep in the industry," whose cloud-like components are the Serta Suite Dreams mattress and topper, non-allergenic down pillows and comforter, and 250 thread-count triple sheets. Our King rooms gaze over the piercing blue of the Miami city skyline, while spacious bathrooms feature deluxe bath amenities. Parallel to the "comforts of home" are the comforts of Hilton; King rooms feature 24-hour room service, state-of-the-art Hilton clock radio with MP3 Player plug-in, and LCD Flat Screen television with premium cable channels, in-room movies, and pay-per-view. King rooms cover the needs of the modern traveler, conveniently housing a mini-bar, hair dryer, laptop safe, coffeemaker, work station with ergonomic chair, wireless high-speed internet access, and dual-line telephones with speakerphone and voicemail.

QTY

6	1 King bed (Lagoon view)
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Room size	Bath size	Total Sq.ft.
26x18=468	5x9=45	513

ACCESSIBLE ROOMS

Our accessible rooms comply with all current ADA regulations. Partially accessible rooms have safety bars, raised vanities and toilets, and transfer benches available upon request. Fully accessible rooms feature furniture, doorways, and electrical outlets specially configured for accessibility, with bathrooms containing safety bars, raised vanities and toilets, and roll-in showers or tubs with handheld sprays.

QTY

11	2 Double beds with bathtub (City view)
5	2 Double beds with hearing aids and bathtub (Lagoon view)
1	2 Double beds with roll-in shower (City View)
1	1 King bed with roll-in shower (City view)
5	1 King bed with hearing aids and shower (City view)
1	1 King bed Junior Suite with roll-in shower (Lagoon view)
1	1 King 1 Bedroom Suite Scenic View with roll-in shower (Lagoon View)
1	2 Double beds with bathtub (Lagoon view)
1	2 Double beds with roll-in shower (Lagoon View)

- **Suite Information and Descriptions:**

JUNIOR SUITES

Treating yourself to one of our suites means granting yourself a delightful indulgence. Ranging from 441 to 897 square feet suites await you with a secluded bedroom set away from a well-appointed living room. Most suites come with a spacious balcony, each with a tropical vista of the surrounding lagoon and steamy Miami sky. Gorgeous suite bathrooms are specially presented with enhanced bathroom fixtures and amenities, and, for your utmost indulgence, our plush 100% cotton bathrobes and an oversized Roman bathtub. Our suites have been planned with those important details in mind. A stay in one of our suites allows you to soak in the best of what our hotel has to offer.

QTY

- 35 1 King bed (City view)**
- 3 1 King bed Scenic View (Lagoon view)**
- 8 2 Double beds Scenic View (Lagoon view)**
- 2 2 Double beds (City view)**

Room size	Bath size	Total Sq.ft.
<i>26x18=468</i>	<i>5x9=45</i>	<i>513</i>
<i>22x18=396</i>	<i>5x9=45</i>	<i>441</i>
<i>26x18=468</i>	<i>9x9=81</i>	<i>549</i>
<i>26x30=780</i>	<i>9x13=117</i>	<i>897</i>

ONE BEDROOM SUITES

Our King, one bedroom suites allow guests to step from 533 sq. ft. of living space out onto their own private balcony. Our suites have an inviting living room area separate from the bedroom, with bathrooms richly appointed with plush bathrobes, enhanced fixtures, deluxe bath products. The cloudlike comfort of the Hilton Serenity bed is yours to rest upon and, when awake, suite guests enjoy the easy function of their mini-bar, Hilton clock radio with MP3 Player plug-in, and television with premium cable channels, in-room movies, and pay-per-view. 24-hour room service, a work station with ergonomic chair, wireless high-speed internet access, and dual-line telephones with speakerphone and voicemail ensure that suite guests feel both productive and pampered.

QTY

- 11 1 King bed (City view)**
- 25 1 King bed Scenic View (Lagoon view)**

Room size	Bath size	Balcony	Total Sq ft.
<i>26x18=468</i>	<i>13x9=117</i>	<i>7x8=56</i>	<i>585</i>
<i>13x32=416</i>	<i>13x9=117</i>	<i>7x8=56</i>	<i>533</i>
<i>22x18=396</i>	<i>5x9=445</i>		<i>441</i>

PRESIDENTIAL SUITE

With 1,644 square feet of luxury, the Presidential Suite is a two-room suite featuring a master bedroom, 1 ½ bathrooms, living room, dining table, full bath with dual massage shower. The Suite features two 47-inch plasma televisions, private office, wet bar and a sofa-bed.

QTY

- 1 1 King bed (Lagoon view)**
- 1 Parlor – Living Room/Office/Dining Room/Wet bar (Lagoon view)**

Room size	Bath size	Total Sq.ft.
26x30=780	9x13=117	897
39x18=702	5x9=45	747

- **Dining Information with Restaurant Descriptions:**

Coral Cafe

A casual atmosphere greets guests at our all day dining restaurant centrally located in our main Lobby. A la cart menu items are available for breakfast, lunch, and dinner. A hearty breakfast buffet is served each morning.

Breakfast: 6:30 AM - 11:30 AM

Lunch: 11:30 AM – 3:00 PM

Dinner: 6:00 PM – 10:30 PM

Attire: Casual

The Cove

A fun, casual lounge featuring premium liquors, fine wines, tropical beverages and an assortment of creative culinary options.

Open seven days a week from 3:00 p.m. until 12:00 a.m.

Attire: Casual

Blue Lagoon Saloon

Join us for casual dining under warm Miami skies at our poolside Blue Lagoon Saloon. Relax by our 3,000-square-foot outdoor pool or whirlpool with your favorite tropical drink, and satisfy your appetite for something light, tasty, and fresh with one of our grilled sandwiches or salads.

Thursday: 12:00 PM – 6:00 PM

Friday: 12:00 PM – 6:00 PM

Saturday: 11:00 AM – 6:00 PM

Sunday: 11:00 AM – 6:00 PM

Attire: Casual

Room Service

Enjoy delectable cuisine in the comfort of your sleeping room. We offer a wide range of dining options, including our full-service in-room dining menu available

until midnight and our “Late Night Express” menu, available from midnight until 6:00am.

Room service is available 24 hours a day.

Café Express

Breakfast & dessert items to go. **We Proudly Brew Starbucks Coffee**

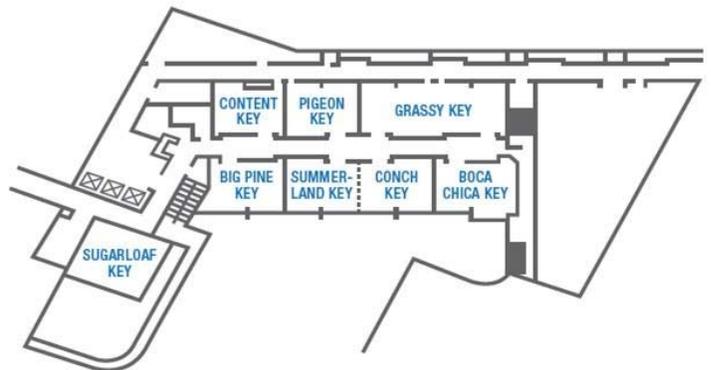
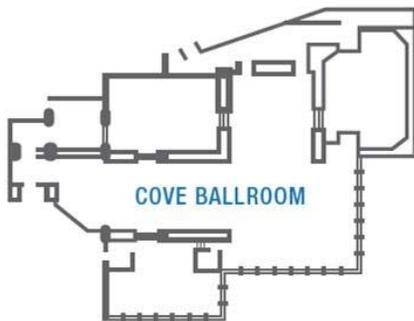
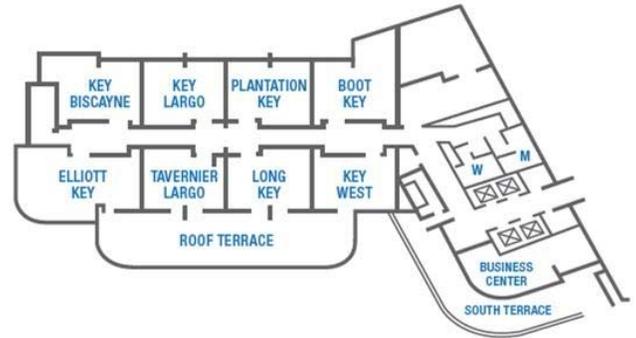
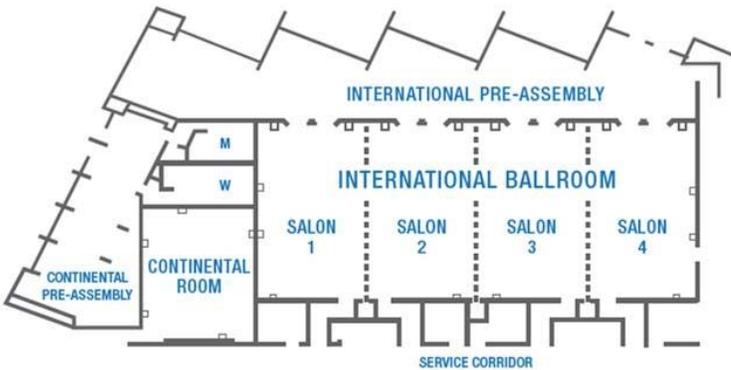
Open seven days a week from 6:00 a.m. until 10:30 a.m.

- **Hotel Shop(s) Information**

Our Avenues Gifts Shop is open from 7:00 AM to 11:00 PM.

Function Space and Banquets

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Worship Services

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.

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
Austrian Airlines	1-800-843-0002
British Airways	1-800-247-9297
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
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 the Miami International Airport located three (3) miles, approximately seven (7) minutes from the Hotel. Click on this [link](#) for a map.

www.hiltonmiamiairport.com

The hotel offers a complimentary shuttle that runs continuously every 15 minutes to and from Miami International Airport between the hours of 5:00 am and 1:00 am. Our Courtesy Vans pick-up and drop-off guests curbside on the SECOND FLOOR - DEPARTURE LEVEL per airport regulations. Please note that the baggage claim area is located on first floor - lower level. If you are claiming checked baggage, please return to the second floor before proceeding outside to wait for our shuttle. While there is not a dedicated pick up area, our Courtesy Drivers will stop at any of the terminals located on the second floor. Look for our blue and silver vans with the Hilton logo within 15 minutes. Please give our driver a friendly wave to identify yourself as a Hilton guest. You will arrive at the hotel within approximately 7 minutes.

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.

Gratuity: 13% (or the current gratuity percentage in effect on the day of the Event) of the food & beverage total, plus any applicable state and/or local taxes, currently **7%**, 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. The gratuity and any applicable taxes will be separately stated on your invoice.

Service charge: 9% of the food and beverage total, plus any applicable state and/or local taxes, currently **7%**, will be added to your account as a service charge. This service charge is not a gratuity and is the property of the Hotel to cover discretionary costs of the Event.

For a standard delivery, the fee is **\$5.00**.

STANDARD AMENITIES

Beer fun: \$25.00

Enjoy your three favorite beers along with long Pretzels Rods

Energy booster: \$25.00

Wheatgrass, Berry & Vanilla Odwalla Juices to get your body going

Fresh fruit (whole): \$30.00

Assorted apples, oranges, grapes, kiwi, and ripe Florida Mango

Fruits & Nuts: \$30.00

Smoked almonds, cashews with dried golden raisins, cranberries, and Turkish apricots. Enjoy with sparkling water

A bit of fun for the kids: \$30.00

Healthy Fresh Fruit & crunchy cookies, chips, and bars

Pure delight: \$25.00

Fresh Strawberries, whole fresh fruit along with Aqua Panna Water

Sunset snack: \$50.00

Blue & Black Skewers to share with a bottle of Canyon Road Cabernet Sauvignon

Wine & Chocolates: \$48.00

Enjoy milk chocolate and crisp hazelnuts along with Your Canyon Road Cabernet

The French way: \$25.00

Fresh Baguette with creamy garlic cheese spread, coupled with grapes and berries. Includes a large bottled water

Cheese Plate: \$35.00

An assortment of fine cheeses

Add a bottle of wine with each amenity for \$38.00

AUXILIARY AIDS

The Hotel represents that it contains accessibility features for individuals with disabilities and, where needed, the Hotel will provide equivalent facilitation, auxiliary aids and services, and reasonable modifications to policies and procedures to ensure that our guests have equivalent access to the Hotel's goods, services, and accommodations. 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. Except as required by applicable laws, 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 Americans with Disabilities Act in the set up and conduct of meetings for your Event.

AUDIO/VISUAL

PSAV Presentation Services, our audiovisual company, brings over 40 years of experience in the field of audio visual to your meeting at the Hilton *Miami Airport*. *Carlos A. Perez*, our *Director of Event Technology* may be reached by dialing 305-262-9292 or by email cperez@psav.com.

AUTOMATED TELLER MACHINES

There is an ATM conveniently located in the lobby. There are also ATM locations in Miami at all major bank locations.

BABY-SITTING SERVICES

The Hotel does not provide babysitting services.

BALLOONS

There is a \$50.00 clean up fee for the use of helium 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.

Party City

3727 NW 7th St,
Miami, FL 33126
(305) 642-5100

www.partycity.com

Hours of operation:

Mon-Wed: 9:30am - 8:30pm
Thu-Fri: 9:30am - 9:00pm
Sat: 8:30am - 8:30pm
Sun: 10:00am - 6:00pm

Doral Party Rental

5101 NW 79th Ave Unit 3,
Doral, FL 33166
(305) 200-9578

www.doralpartyrental.com

Hours of operation:

Mon-Fri: 9am-5pm
Sat: 7am-1pm
Sun: 7am-1pm

BANKS

Great Florida Bank, 0.2 miles

701 NW 57th Ave # 110
Miami, FL 33126
(305) 514-8340

www.greatfloridabank.com

Hours of operation:

Mon-Thu: 9:00am– 5:00pm
Fri: 9:00am – 6:00pm
Sat: 9:00am – 12:00pm
Sun: Closed

TD Bank, .03 miles

720 North Red Road
Miami, FL 33126
(305) 262-7535

www.tdbank.com

Hours of operation:

Mon-Thu: 8:00am – 9:00pm
Fri: 8:00am – 5:00pm
Sat: 8:00am – 3:00 pm
Sun: Closed

Bank of America, 0.8 miles

5350 West Flagler Street

Miami, FL 33126

(305) 445-1025

www.bankofamerica.com

Hours of operation:

Mon-Thu: 9:00am – 4:00pm

Fri: 9:00am – 6:00pm

Sat: 9:00am – 1:00 pm

Sun: Closed

Wells Fargo, 1.3 miles

900 Southwest 57th Avenue

Miami, FL 33126

(305) 263-1030

www.wellsfargo.com

Hours of operation:

Mon-Thu: 9:00am – 5:00pm

Fri: 9:00am – 6:00pm

Sat: 9:00am – 2:00 pm

Sun: Closed

BANQUET BEVERAGE

Please refer to Catering menus for current beverages offered on Banquet Bars.

BANQUET EQUIPMENT

Items in our banquet inventory are for your use at no additional charge. Any equipment requested not in inventory, which have associated costs, will be passed on to your group.

Please note the hotel does not carry the following items:

8'x18'' tables

8'x30'' tables

For more information on banquet equipment, please see your Catering/Event Manager.

BANQUET MENU SELECTION

We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering/Event Manager 30 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.

EVENT ORDER (“EO”) TERMS AND CONDITIONS

1. **CONFIRMATION and ASSIGNMENT of FUNCTION SPACE:** The function space assigned on the banquet event order indicates the space that is tentatively being held and will be held on a definite basis upon signing of this EO by both parties. The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and this 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 CHARGES:** At least 48 hours (two days) before your Event, you must inform us of the exact number of people who will attend your functions by contacting your assigned Event Manager by phone. The arrangements set forth on the reverse side of this 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 this EO, whichever is greater. We will not undertake to serve more than 3% above this guaranteed minimum.

3. **DEPOSITS/TAXES:** We may request that you pay a deposit of 25% of the estimated dollar value of the event when you sign this agreement. You agree to pay separately any and all federal, state, municipal or other taxes imposed on or applicable to your event. In the State of Florida, service charges and public room rental are subject to 7% tax.

4. **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 that should you cancel your Event for any reason, including changing your meeting/function site to another hotel, you will pay as liquidated damages, plus any applicable state and/or local taxes as required by law, to the Hotel immediately upon notice of cancellation a percentage of Total Minimum Anticipated Revenue for your Event, as follows:

Date of Hotel’s Receipt of Cancellation Notice*	Percentage of Total Minimum Anticipated Revenue Owed
Cancellation between <u>date of signing</u> and <u>90 days in advance of event:</u>	25%
Cancellation between <u>89</u> and <u>60 days:</u>	50%
Cancellation between <u>59</u> and <u>31 days:</u>	75%
Cancellation between <u>30</u> and <u>3 days:</u>	90%

Cancellation three business days or less in advance of the event: payment in full of all charges (As products and services must be purchased and scheduled in advance,

notification three (3) business days or less before the event will require payment of all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests).

Additional damages may be owed for cancellation of your sleeping room contract (if applicable).

5. **PAYMENT:** 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. We may terminate this agreement and retain the portion of your deposit or seek additional amounts necessary to equal the cancellation fee provided in paragraph 4 if payment is not made as agreed. If you have established credit, payment in full will be due within thirty (30) days of your function. If you prefer, all charges can be paid by credit card. Hilton accepts American Express, Diners Club, Discover Card, JCB International, Master Card or Visa. If credit has not been approved for your function, you will provide us with the credit card to which all estimated master account charges will be charged no later than 3 business days prior to your function. If credit has been approved, you will provide us with your credit card information at the time of your function. If payment of all undisputed charges is not received within thirty (30) days after your receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice.

6. **LABOR CHARGE:** If the guaranteed number for any of your banquet functions is less than twenty (20) persons, we will add a \$50.00 labor charge to your account. This will be used to cover our costs of the function and will not be distributed as a gratuity to our employees working at your function.

7. **OVERTIME:** You agree to begin your functions promptly at the scheduled start times and agree to have your guests, invitees and other persons vacate the designated function spaces at the end times indicated on the final Event Orders. You further agree to reimburse us for any overtime wage payments or other expenses incurred by us because of your failure to comply with these requirements.

8. **GRATUITY: 13%** (or the current gratuity percentage in effect on the day of the Event) of the food & beverage total, plus any applicable state and/or local taxes, currently **7%**, 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. The gratuity and any applicable taxes will be separately stated on your invoice.

9. **SERVICE CHARGE: 9%** of the food and beverage total, plus any applicable state and/or local taxes, currently **7%**, will be added to your account as a service charge. This service charge is not a gratuity and is the property of the Hotel to cover discretionary costs of the Event.

10. **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, or at our option we may make reasonable substitutions in menus, and you agree to accept such substitutions.

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.

11. OUTSIDE FOOD AND BEVERAGE: Due to state law, you may not bring alcoholic beverages into the Hotel for your Event. You must obtain our prior approval before you bring any food or non-alcoholic beverages from outside sources into our Hotel. If approval is granted by Hotel, you must sign a hold harmless and indemnification agreement in the form currently in use at Hotel before any food or beverage products not purchased from us 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 whether Hotel labor is required.

12. DISPLAYS AND DECORATIONS; YOUR PROPERTY: 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 prior 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.

13. SECURITY: If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your Event, 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 prior approval. Such security personnel may not carry weapons. Your security agency must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel in favor of Hotel, Hilton Worldwide, Inc., Hotel's Owner and Group, and provide proof of insurance in amounts acceptable to Hotel before your security contractor will be allowed to provide security services on Hotel premises.

14. CONDUCT OF EVENT: 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, whether caused by you, your agents, employees, contractors or attendees, including any damage resulting from or connected with transportation, placing, removal or display of exhibits, displays or other items related to your Event. You also agree that your Event will not create any disturbance to other guests or meetings, such as noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any activity that generates smells. Hotel reserves the right to end your Event immediately if you do not comply with Hotel's request to reduce or eliminate any such disturbance, you will remain responsible for payment of all charges related to your Event and no refunds will be issued by Hotel. Should you require any rigging services for this Event, all such services must be arranged through the in-house audio-visual provider or the Hotel and you will be responsible for all costs associated therewith.

15. INDEMNIFICATION: To the fullest extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Worldwide Inc. and the Hotel's Owner, and their respective owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Hotel Indemnified Parties"), from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claim(s)"), in any way arising out of or relating to the Event that is the subject of this Agreement, and regardless of negligence, including, but not limited to, Claims arising out of the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the sole negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties.

16. FIRE SAFETY: For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. All room sets must be in compliance with the local Fire Department regulations, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. Any Event that has vehicle displays, fog machines, fueled cooking demonstrations, lasers, 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 of all such permits must be provided to us at least three (3) days prior to your Event.

17. AUXILIARY AIDS: The Hotel represents that it contains accessibility features for individuals with disabilities and, where needed, the Hotel will provide equivalent facilitation, auxiliary aids and services, and reasonable modifications to policies and procedures to ensure that our guests have equivalent access to the Hotel's goods, services, and accommodations. 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. Except as required by applicable laws, 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 Americans with Disabilities Act in the set up and conduct of meetings for your Event.

18. DELIVERIES: Arrangements for delivery of packages should be made through your designated Event Manager. Receiving, handling and shipping charges may apply. No COD packages will be accepted. 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).

19. PROMOTIONAL CONSIDERATIONS: We have the right to review and approve any advertisements or promotional materials in connection with your Event that specifically reference the name of the Hotel or any name or logo owned by a subsidiary of Hilton Worldwide, Inc., including, but not limited to: Hilton, Hilton Hotels & Resorts, Hilton Grand Vacations, Home2 Suites by Hilton, Hampton Inn, Hampton Inn & Suites, Doubletree, Conrad, Homewood Suites by Hilton, Embassy Suites Hotels, Waldorf~Astoria and Waldorf~Astoria Collection. You agree that we

may share your meeting and meeting planner information with our third party providers who offer support services to groups holding events at our Hotel, including audio/visual services, decorators, florists, and others.

20. COMPLIANCE WITH LAWS: Group represents warrants and agrees that Group is currently, and at the time of the Event that is the subject of this Agreement will be, in compliance with all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury. Hotel may cancel this Agreement without any liability if in the Hotel's sole, reasonable determination, Hotel believes that it is necessary to do so in order to comply with its obligations under such applicable laws, rules or regulations.

21. COLLECTION/ATTORNEY'S FEES: The parties agree that in the event that any dispute arises in any way relating to or arising out of this Agreement, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its attorney's fees and costs, plus pre and post judgment interest. If we retain the services of a collection agency or attorney to assist in the collection of any amounts due to us under this Agreement, you will pay all expenses incurred by us in such collection efforts.

22. DISPUTE RESOLUTION: The parties agree that, subject to the exclusion of intellectual property matters as set forth below, any dispute in any way arising out of or relating to this Agreement will be resolved by arbitration using one arbitrator before JAMS or American Arbitration Association in the state and city in which the Hotel is located, or the closest available location; provided, however, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, and/or infringement of intellectual property rights shall not be subject to this provision. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the Hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.

23. AMENDMENTS/CHANGES: If this Agreement is returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected by the Hotel in our sole discretion. This Agreement will become a binding commitment upon signature by both you and us (even if signed after the Option Period). Any amendments or changes to the arrangements described in this Agreement must be made in writing, signed by both you and us; provided, however, that this Agreement includes all signed or unsigned Event Orders (and the terms and conditions contained therein and attached thereto) issued by us for this and related events and that your final guarantee of attendance may be made by phone. This Agreement, including all exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire understanding between the parties and may not be amended or changed unless done so in writing and signed by Hotel and Group. For purposes of this Agreement and any amendment or modification thereto, or for any other notice or communication between the parties, signatures sent or received by facsimile transmission will be considered as enforceable and valid as an original

signature by the party signing. The effective date of communications between the parties will be determined as follows:

- (a) Communications sent via U.S. Mail or private mail delivery service (i.e. Fed Ex) will be effective as of the date sent;
- (b) Communications sent via facsimile will be considered effective as of the date and time on the facsimile confirmation sheet retained by the sender.

For the avoidance of doubt, emails, including emails that bear an electronic “signature block” identifying the sender, do not constitute signed writings for purposes of this Agreement.

24. INSURANCE: You agree to maintain insurance reasonably commensurate with all activities arising from or connected to your Event, including, but not limited to, Commercial General Liability insurance with limits not less than Two Million US dollars (\$2,000,000 US) per occurrence covering property damage, products-completed operations, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract. You agree to add Hotel Indemnified Parties as additional insureds under all applicable policies for your Event, and your insurance will apply as primary to any insurance maintained by the Hotel Indemnified Parties. You agree not to endorse or change your insurance to make it excess over other available insurance. Neither your failure to provide, nor our failure to obtain, proof of compliance shall act as a waiver of any of term in this Agreement.

25. IMPOSSIBILITY: Neither party shall be responsible for failure to perform this Agreement if circumstances beyond their control (including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or declared war in the United States) make it illegal or impossible for the Hotel to hold the Event. The affected party may terminate this Agreement without liability upon written notice to the other party within ten (10) days of the occurrence.

BELL SERVICES

Our bell services department is responsible for the movement of your luggage and the delivery of all non-food and beverage amenities. Porterage charges will be set forth in your contract. The current rate is \$8.00 per person, plus state tax, and is subject to change. Departure notices and bag pulls should be coordinated with our *Catering/Event Manager*.

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.

BOX LUNCHES

For your off premise events, we can help you create your own customized lunch for your excursion. 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 of departure from the property.

BUSINESS CENTER

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

Business hours:

24-hours, self-service, major credit cards accepted

24/7 Customer Assistance: 1 (866) 874-4440 Email: Support@ver-sys.com

Features:

Four (4) PC Work Stations

Minimum charges \$5.00 for the first 10 minutes/\$0.50 each additional minute

Includes: access to high speed internet access, laptop connection, three (3) black & white print pages, and one (1) complimentary color print page.

One (1) Color Printer

\$2.00 per page

One (1) Black & White Printer

\$1.00 per page

One (1) Copier

\$2.00 (up to 8 pages)

\$0.25 each additional page

One (1) Fax

\$3.00 (up to 3 pages)

\$1.00 each additional page

For large quick printing or copying jobs, we recommend calling:

FedEx Office Print & Ship Center

2417 Ponce De Leon Boulevard

Coral Gables, FL 33134

(305) 445-2208

www.kinkos.com

Hours of operation:

24 hours

BUS/BUS COMPANIES

Worldwide Transportation

15001 NW 42nd Avenue, Building 47
Miami, FL 33054
(877) 809-5466 / (305) 271-4900
events@worldwidetransportation.com
www.worldwide-limo.com

Hours of operation:
24 hours

CAR RENTAL AGENCIES

Following are our preferred companies, their locations, and contact numbers.

Enterprise Rent-A-Car (800) 261-7331
Local phone number: (305) 265-3864
Locations: Hilton Miami Airport

MIA Rental Car Center (RCC)

Locations: 3900 N.W. 25th Street, Miami FL 33126

Rental car customers now have a convenient, one-stop shop for all their rental car needs just east of Miami International Airport in the middle of Miami-Dade County. The MIA Rental Car Center (RCC) consolidates under one roof the operations of 16 rental car companies currently serving the area surrounding MIA.

Company Name	Toll Free	Local
➤ Advantage Rent A Car	1 800 777-5500	305 874-2135
➤ Alamo	1-800-327-9633	305-633-6076
➤ All Day Rent A Car	1 800 220-5011	305 634-3422
➤ Avis	1-800-331-1212	305-341-0936
➤ Budget	1-800-527-0700	305-871-2722
➤ Dollar	1-800-800-4000	1866-434-2226
➤ Enterprise	1-800-325-8007	305-633-0377
➤ E-Z Rent A Car	1 800 277-5171	305-635-3230
➤ Global Rent A Car	1-866-635-3060	305-635-3060
➤ Hertz	1-800-654-3131	305-871-0300
➤ National	1-800-227-7368	305-638-1026
➤ Payless	1-800-729-5377	305 870-0397
➤ P & P Family Auto Rental	1 800 531-1177	305-638-9400
➤ Royal	1-800-314-8616	305-871-3000
➤ Sixt rent a car	1-888-749-8227	305-503-9849

CASH PAID OUTS

A maximum of \$2,000 is allowed.

CASH PAYING GUESTS

In the event a hotel guest does not have a major credit card to secure his/her room, the Hotel will require full payment in advance for room and tax charges. In addition, there will be a \$50.00 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.

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.

CHANGING FACILITIES/DAY USE

The hours of guest room availability for day use will depend on occupancy of the hotel. Please contact your Catering/Event Manager regarding pricing.

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 Miami Airport*. Identification may be required. The maximum daily amount is \$100.00

CHECK-IN AND CHECKOUT

Hotel check-in is 3:00p.m., and checkout is 12:00p.m. (All guests arriving before 3:00p.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 \$50.00 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. Associated fees are as follows:

1:00pm – 3:00pm: \$50.00

3:00pm – 5:00pm: \$75.00

After 5:00pm a full night charge applies.

SATELLITE CHECK-IN

Satellite check-in is not available.

CHECKOUT

With zip checkout, your room folio is provided via email. Use and dial extension 0 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.

COFFEE MAKER

All our guestrooms are equipped with exclusive Cuisinart dual-cup, single-brew coffee maker. The appliance has sleek chrome and black accents, compact design and ease-of-use highlights. It also features complimentary Lavazza coffee from Italy.

CONCIERGE

24 hour concierge services are provided by our bell staff.

CONVENTION CENTERS

Miami Airport Convention Center

711 Northwest 72nd Avenue

Miami, FL 33126

(305) 261-3800

www.macc.com

Travel: 5 minutes

Approximate Taxi Cost \$10.00

Miami Beach Convention Center

1901 Convention Center Drive,

Miami Beach, FL 33139

(305) 673-7311

www.miamibeachconventioncenters.com

Travel: 20 minutes

Approximate Taxi Cost \$35.00

CORKAGE

The Hotel is required to abide by the regulations enforced by the Florida State Liquor Commission, and as such it is the policy of the Hotel that any outside **spirits, beer, or soft drinks may not be brought onto the premises**. Your Catering/Event Manager will be happy to provide you with a list of fine wines from our cellars to complement your meal selections.

There is a corkage fee of \$35.00 per 750ml bottle of wine and \$50.00 per each magnum, if you would like to bring in your own wine.

CREDIT CARDS

Major credit cards accepted.

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.

CURRENCY EXCHANGE

The front desk currently exchanges the following currency at the prevailing rate: Australian Dollar, Canadian Dollar, English Pound, Scottish Pound, Euro, Japanese Yen, Swedish Kroner, Swiss Franc, and Singapore Dollar.

Each guest is limited to a currency exchange of \$100 per day, with identification. If a large amount of money is to be exchanged, we strongly recommend handling the exchange through your home bank.

DANCE FLOOR

Dance floors are available at no additional cost. **Maximum size** 30x33

DECORATIONS

Please contact your Catering/Event Manager for 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.

DESTINATION MANAGEMENT COMPANIES (DMC)

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

Koncept Events, LLC

3400 NE 12th Avenue
Fort Lauderdale, FL 33334
(877) 394-0898 / (954) 390-0898
info@konceptevents.com
www.konceptevents.com

DEPOSITS

Required group Cash Deposits are outlined in your sales contract. Cash Deposits may be made at any time 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.

DIAGRAMS

Diagrams are available on our website or contact your Catering/Event Manager.

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 to be included in final planning of banquet event orders.

DINE AROUND

Dine Arouns for your group are scheduled through your Catering/Event Manager.

DIRECTIONS TO THE HOTEL

From South Miami / Homestead (South)

- * U.S. 1 North to S.R. 826 North (Palmetto Expressway).
- * Merge onto S.R. 836 East (Dolphin Expressway)
- * Exit at 57th Avenue (Red Road).
- * At the end of the exit ramp, veer right on to 57th Avenue (Red Road).
- * At the first traffic light (approximately one block) turn left on Blue Lagoon Drive (NW 11th Street).
- * Our hotel is located at the end of Blue Lagoon Drive.

From North Miami / Eastern Broward (Northeast)

- * I-95 South to S.R. 836 West (Dolphin Expressway).
- * Exit at NW 57th Avenue South (Red Road).
- * At the second traffic light, turn left on Blue Lagoon Drive (NW 11th Street).
- * Our hotel is located at the end of Blue Lagoon Drive.

From Miami Lakes / Hialeah / Western Broward (Northwest)

- * S.R. 826 (Palmetto Expressway) South to S.R. 836 East (Dolphin Expressway).
- * Exit at 57th Avenue (Red Road).
- * At the end of the exit ramp, veer right on to 57th Avenue (Red Road).
- * At the first traffic light (approximately one block) turn left on Blue Lagoon Drive (NW 11th Street).
- * Our hotel is located at the end of Blue Lagoon Drive.

From Miami Beach (East)

- * I-395 (MacArthur Causeway) to S.R. 836 West (Dolphin Expressway).
- * Exit at NW 57th Avenue South (Red Road).
- * At the second traffic light, turn left on Blue Lagoon Drive (NW 11th Street).
- * Our hotel is located at the end of Blue Lagoon Drive.

DOCTORS ON CALL

Miami Urgent Care Center

2645 SW 37 Ave, Unit 502

Miami, FL 33133

(305) 494-0536

DRUG STORES

CVS Pharmacy, 0.3 miles

690 North Red Road
Miami, FL 33126
(305) 264-3485

Walgreens, 0.3 miles

655 North Red Road
Miami, FL 33126
(786) 388-1466

DRY-CLEANING

Laundry services are available by dialing extension 0. Garments picked up prior to 9:00am are returned to guests by 7:00p.m. the same evening. Garments picked up after 9:00am will be returned the following day by 7:00pm

Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year's.

eEVENTS

Hilton Family's online booking channel for small groups and meetings. Whether you're planning a reunion or special occasion, or searching for space for that all-day business meeting, we have the resources you need to make your next event a success. You make the plans, and you control who pays. Each guest can pay for their individual rooms. To get started visit:

www.miamiairport.hilton.com/e-events

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. All requests for power requirements are to be communicated to your Catering/Event Manager.

A complete production package is also available through your Catering/Event Manager. Please see forms for pricing and ordering.

ELEVATORS

The Hotel has 4 guest elevators located by the Lobby.

EMERGENCY PROCEDURES

The Hotel 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 66.
- The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number 66 will initiate the appropriate response.

- 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 and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- Nearest emergency room:

Metropolitan Hospital

5959 Northwest 7th Street, Miami, FL 33126

(305) 264-1000

- Nearest hospital:

Metropolitan Hospital

5959 Northwest 7th Street, Miami, FL 33126

(305) 264-1000

ENTERTAINMENT

The Hotel 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 9a.m. and end no later than 12 a.m. Please contact your Catering/Event Manager for assistance in booking entertainment.

ENVIRONMENTAL COMMITMENT

At Hilton Worldwide, 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.

EXHIBITS

RESPONSIBILITY CLAUSE FOR EXHIBITS

Group assumes responsibility for any claims arising out of the use of the exhibition premises of the Hotel. In this regard, the Group agrees to indemnify, defend and hold harmless the Hotel, Hilton Worldwide, Inc., and the Hotel’s Owner, and their respective owners, managers, subsidiaries, affiliates, agents and employees from and against any claims or expenses arising out of the use of the exhibition premises.

The Group agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Group's indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property

damage. The Hotel, Hilton Worldwide, Inc., the Hotel's Owner, and each of such entities' owners, subsidiaries and affiliates (collectively, "Hotel Parties") shall be named as additional insureds on such policy, and Group shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.

In order to protect Group and the Hotel, the Group agrees to include the following Responsibility Clause in the exhibitor contract between Group and Exhibitor:

Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless Hotel, Hilton Worldwide, Inc., and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises.

Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel, Hilton Worldwide, Inc. the Hotel's Owner, and each of such entities' owners, subsidiaries and affiliates (collectively, "Hotel Parties") and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.

The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

FAX MACHINES

There is no charge for incoming faxes. For faxing services please visit our business center. For faxing services provided by Hotel the following charges will apply: \$1.00 per page.

FAX NUMBERS

For Guests:	(305) 267-0038
Catering/Event Services office:	(305) 265-3910
Sales office:	(305) 265-3883
Reservations office:	(305) 265-3920

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.

Fog machines, lasers and fireworks are not allowed

FITNESS CENTER

Expansion completed in 2012. Enjoy 24- hour complimentary access with your room key. All equipment is state-of-the-art by Precor:

- (7) Treadmills with TV's
- (5) Dual action with crossramp with touchscreen TV's
- (2) Adaptive motion trainer with touchscreen TV's
- (2) Recumbent cycle with touchscreen TV's
- (2) Upright cycle with touchscreen TV's
- (2) Super bench, experience titanium
- (1) Stretch trainer
- (1) Dumbbells rack
- (1) Functional training workstation
- (1) S-line leg extension, with add on weight
- (1) S-line, leg curl with add on weight
- (1) S-line, chest press with add on weight
- (1) S-line pulldown with add on weight
- (1) S-line leg press with add on weight
- (2) Yoga balls
- (1) Scale
- (5) Medicine balls

FLAGS

Our Banquet Department currently has **2** United States flags and **1** Florida State flag in inventory. If you require additional flags, please discuss rental costs with your Catering/Event Manager.

FLORAL/FLORIST

Flower Paradise is our preferred florist featuring floral designs and plants. They can provide beautiful table and buffet centerpieces for your special event. Their hours are 10:00am-6:00pm Monday-Saturday. Please contact Raul Guerra at 305-796-2277 for further information, or consult your Catering/Event Manager for assistance with a proposal for your special event.

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.

FREIGHT ELEVATOR

The Freight Elevator services the mezzanine level. The Mezzanine Level stop opens directly onto our back of the house housekeeping service area, located at the North End of the hotel with direct access to our meeting rooms. Single Freight Elevator with interior dimensions of $6' > L \times 6'9'' > W \times 7' > H$. Door measurement of $4' > W \times 7' > H$. Capacity of $4,000 > lbs$.

A "liftgate" also used to describe a goods lifting platform installed at the rear of trucks and vans is required to facilitate the loading and unloading of cargo at the Hotel.

GENERAL MANAGER

Raul Aguilera joined the Hotel in the month of May of 2009 as General Manager. He has been in the hotel industry since 23 years, previously holding positions as General Manager of the Roosevelt Hotel, New York, NY and Sheraton National, Arlington VA.

Raul is thrilled to welcome your group to the Hotel and is accessible as needed.

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 Sales department 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.

GIFT IDEAS

<http://www.hiltontohome.com/> - The Hilton Serenity Collection

<http://www.hilton.corplogoware.com/?rep=hilton> - Olympic Merchandise

<http://www.waldorfcollection-hotelsathome.com/home.html> - The Waldorf Collection

GOLF COURSE INFORMATION

A golf course is not available at the Hotel but within close proximity. See list of nearby courses below:

Miami International Links / Melreese Country Club, 2.0 miles

1802 Northwest 37th Avenue

Miami, FL 33125

(305) 633-4583

internationallinksgolfclub.com

Miami Springs Golf & Country, 2.2 miles

1802 Northwest 37th Avenue

Miami, FL 33125

(305) 633-4583

internationallinksgolfclub.com

Biltmore Golf Course, 3.1 miles

1210 Anastasia Avenue

Coral Gables, FL 33134

(305) 460-5364

biltmorehotel.com

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 - \$2.00 per bag and discretionary for above and beyond services provided for you. *Disclosure: all gratuities not outlined in the contract are discretionary.*

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

GROUP CHECK-IN, ARRIVALS AND DEPARTURES

The Hotel 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 for convention registration, depending on your arrival pattern.

All coach arrivals will be directed to the group entrance, as the front entrance becomes easily congested and large movements can be more efficiently accommodated at the group entrance.

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 and an arrival manifest has been supplied, we will be happy to have all of the rooms assigned in advance and key packets prepared. 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.

GUEST LIST MANAGER

An on-line 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.

GUEST ROOMS

The hotel's current bedding breakdown is as follows:
188 King; 319 Doubles/Doubles.

Florida state 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.

GUEST ROOM DELIVERIES

Bell Services delivers non-food or packaged deliveries to the guest rooms. The charge for deliveries is as follows: under the door - \$1.00 per envelope, deliveries inside the room - \$2.00 for the first item & \$1.00 for each additional item.

GUEST SERVICE HOTLINE

Guests with specific needs or requests may pick up a house phone and dial extension 30. A hotel operator will direct your needs to the appropriate hotel contact.

HAIR SALON

A hair salon is not available at the Hotel but within close proximity. See list of nearby facilities below:

Avalon, 2.4 miles

1402 Ponce De Leon Boulevard
Coral Gables, FL 33134
(305) 445-2631

Avant-Garde Salon & Spa, 2.9 miles

155 Miracle Mile
Coral Gables, FL 33134
(305) 442-8136

HHONORS FLOOR

Not available at Hotel.

HOSPITALITY DESKS

Your Catering/Event Manager is happy to arrange a hospitality desk 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 day’s 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.

HOSPITALITY SUITES FUNCTIONS

Whether you are entertaining for business or pleasure, our Presidential Suite provides the space and amenities necessary to ensure both you and your guests enjoy every second. Ideally located on the 13th floor it offers all the comforts of home and the opulence you would expect from a luxury resort.

Unique features include:

- Accommodates meetings up to 12 guests
- High speed wired and wireless Internet access
- Dedicated office space
- Custom wood dining table for four or eight
- 37" Digital LCD flat-screen television in living and bedroom areas
- Laptop-size electronic safe
- One bedroom featuring a king size bed
- Guest bathroom

HOTEL FACTS/HISTORY

The following is a fact sheet for the Hotel:

Location:	Miami, FL
Address:	5101 Blue Lagoon Drive, Miami FL 33126
Telephone:	(305) 262-1000
Facsimile:	(305) 262-0038
Reservations:	1 800 HILTONS or (305) 265-3805
Website:	www.hiltonmiamiairport.com
Developer:	Hospitality Concepts Portfolio Associates
Managed By:	Hilton Management LLC.
Grand Opening:	1984
Last Renovation:	2012
Architects:	Cortland Morgan A
Employees (Full-Time, Part-Time):	Full-Time: 280. Part-Time: 15

Brief Description: Stay at the contemporary Hilton Miami Airport hotel, conveniently located just a 10-minute shuttle bus ride from Miami International Airport (MIA). This Florida hotel has 508 Guest Rooms and Suites that overlook the natural Miami Blue Lagoon, teeming with a variety of local flora and fauna.

Enjoy sunbathing around the Olympic-sized outdoor heated pool, relax in the whirlpool and sauna cabins, or work out in the modern fitness center featuring techno savvy equipment. Practice your serve on the tennis courts, shoot some hoops on the basketball court or take in the scenery on the jogging path. Take a guest elevator to a comfortable and sophisticated Guest room or Suite or simply relax in our modern and stylish hotel lobby.

Organize your next business meeting in the Hilton Miami Airport hotel, located in the Miami Blue Lagoon business complex, across from the Miami Airport. With 30,000 sq.

ft. of functional meeting space and the latest audio/visual equipment, this Miami hotel is ideal for conferences, conventions, meetings and social events.

Experience resort-type amenities, while being close to businesses, the airport and Miami attractions at the Hilton Miami Airport hotel.

Awards:

- 2008** Green Lodging from the Florida Green Lodging Program
- 2008** AAA 3 Diamond
- 2009** AAA 3 Diamond
- 2009** Green Lodging from the Florida Green Lodging Program
- 2010** AAA 3 Diamond
- 2010** Green Lodging from the Florida Green Lodging Program
- 2011** South Florida Business Journal Top 25 Hotels
- 2011** AAA 3 Diamond
- 2011** Green Lodging from the Florida Green Lodging Program
- 2012** AAA 3 Diamond
- 2012** Green Lodging from the Florida Green Lodging Program

HOUSEKEEPING

Daily housekeeping services, which consists of general cleaning, take place between < 8am and 4:30pm. 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 \$2.00 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: cribs and rollaway beds. Please note there is a maximum of four persons (including children) allowed per room.

Evening turndown service is provided to our guests and upon request at hotel's discretion.

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/Event Services Department to set up food, beverage and billing arrangements.

INDEMNIFICATION

To the fullest extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Worldwide Inc. and the Hotel's Owner, and their respective owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Hotel Indemnified Parties"), from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claim(s)"), in any way arising out of or relating to the Event that is the subject of this Agreement, and regardless of negligence, including, but not limited to, Claims arising out of the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the sole negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties.

IN-ROOM DINING

Our In-room Dining is open 24 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 61 in-house.

A variety of amenities are also available through room service.

Room service gratuity is 22% and is posted automatically on all checks. There is also a delivery fee of \$2.00 per order.

INTERPRETATION/TRANSLATION SERVICES

Precision Translating Services, Inc.

715 SW 73rd Avenue

Miami, FL 33144

(305) 373-7874

info@pretran.com

INTERNET SERVICES

The Hotel provides numerous Internet Services. AT&T is our Internet Service Provider for all guests' networks and will answer any questions concerning your system.

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 \$200.00 charge per door/per room and you may be required to sign a hold harmless agreement.

(Customized) KEY CARDS

Please contact your Catering/Event Manager if you would like custom keys for your group. They are an excellent way to market your organization.

KEY HOTEL CONTACTS

The Hotel Managing Committee consists of the following people:

General Manager	Raul Aguilera, ext. 3850
Director of Food & Beverage	
Director of Finance	Ned Taljic, ext. 3856
Director of Front Office	Vikash Maharaj, ext. 3808
Executive Chef	Bret Hines, ext. 3844
Director of Housekeeping	Maria Nunez, ext. 3842
Director of Engineering	Joe Alvarez, ext. 3835
Director of Sales and Marketing	Barbara Raza, ext. 3821
Director of Catering	

KOSHER

The Hotel does not have a dedicated Kosher kitchen but can provide meals upon request. Please ask your Catering/Event Manager for kosher suggestions.

LABOR

The Hotel is a non-union hotel.

LIGHTSTAY

LightStay is our internal measurement system to collect, analyze, and track environmental performance at our properties and brands globally.

Meeting Impact Calculator

By filling in the details about your event, the calculator can be used to create a report that shows your estimated sustainability impact. The calculator can report out on a meetings impact inclusive of travel and hotel stay. With the input of a few simple metrics, we can produce a report that will estimate energy, water, CO2 and waste impacts from any event.

LIMOUSINE SERVICES

Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. Worldwide Transportation is our preferred service and can be reached at 877.809.5466. The bell staff can also arrange limousine transfers and can be reached at extension 64.

LINEN SELECTION

Hotel provides white linen tablecloths and napkins for all Banquet events. If you desire specialty linen, or would like quotes on theme-coordinated linens and chair covers, please consult your Catering/Event Manager.

LIQUOR LAWS

The State of Florida has strict liquor laws that must be followed by the Hotel. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were

purchased by the Hotel, no group may bring in their own alcohol to be served. The legal drinking age in Florida is 21.

Your Catering/Event Manager may provide a copy of some of the applicable State of Florida liquor laws upon request.

LOADING DOCK

The loading dock is located at the back of the Hotel. The hours of operation are from 8:00a.m. – 4:00p.m. daily. There are no deliveries or load-in/load out between the hours of 5:00p.m. and 7:00a.m.

Dimensions:

2 Bays 19'8'' wide
 31' Tall

Doorway 7'1'' Wide

Clearance to Service Elevators

Blast Header 7

LOCAL INFORMATION

RECREATION/ PARKS/SPORT VENUES:

- Grapeland Water Park, www.miamigov.com/parks/pages/grapeland.asp 1.4 miles
- Venetian Pool, www.venetianpool.com 2.5 miles
- American Airlines Arena, www.aaarena.com 5.7 miles
- Marlins Ballpark, www.mlb.com 3.8 miles
- Jungle Island, www.jungleisland.com 6.5 miles
- Bank United Center, www.bankunitedcenter.com 6.3 miles

MUSEUMS:

- Miami Art Museum, www.miamiartmuseum.org 5.6 miles
- Miami Science Museum, www.miamisci.org 5.2 miles
- Vizcaya Museum & Gardens, www.vizcayamuseum.org 5.4 miles

THEATERS:

- Actors' Playhouse, www.actorsplayhouse.org 2.8 miles
- Gusman Center for the Performing Arts, www.gusmancenter.org 6 miles
- Adrienne Arsht Center for the Performing Arts, www.arshtcenter.org 6.1 miles

LOST AND FOUND

It is the policy of Hilton Worldwide 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.

LUGGAGE STORAGE

Based upon availability, a banquet/meeting room may be set aside to store hand carry 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.

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 0.

MAIL SERVICES

Stamps are for sale in our Gift Shop, and our Bell staff offers shipping services. If you have a large number of items that need to be mailed, or require shipping materials, we suggest The UPS Store. They are located in 5727 Northwest 7th Street, Miami, FL 33126 and offer complete mail services as well as materials.

They are open Monday through Friday from 9:00am-7:30pm, and Saturday from 9:00am-3:30pm. They can be reached at (305) 264-3939 and (305) 264-3039. Please refer to your Catering/Event Manager if you would like to arrange an on-site service for your group.

The United States Post Office is located in 6200 Northwest 7th Street, Miami, FL 33126 and can be reached at 1 800 275-8777. Their hours are 9:30am – 5:00pm Monday through Friday.

MARKETING SPONSORSHIPS

The hotel offers groups and their affiliate's 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, to go lunch boxes, etc.
- Video Channel
- Plasma Screens
- Banners/Signage

MASTER ACCOUNTS

See Sales Agreement.

MEDICAL FACILITIES/SERVICES

Medical Services facilities nearby:

Urgent Care/Emergency Room

- ***Metropolitan Hospital Center***
5959 NW 7th Street
Miami, FL 33126
(305) 264-1000
24 hours
Travel time from the hotel is about 2 minutes
- ***Jackson Memorial Hospital***
1611 NW 12th Avenue
Miami, FL 33136
(305) 585 1111
24 hours
Travel time from the hotel is about 11 minutes

Hospital

- ***Metropolitan Hospital Center***
5959 NW 7th Street
Miami, FL 33126
(305) 264-1000
24 hours
Travel time from the hotel is about 2 minutes

Ambulance

- ***American Medical Response***
7255 NW 19th St # C
Miami, FL 33126
(305) 718-6400
Available 24 hours a day

MEETING ROOM CAPACITIES

Whether you're planning a meeting for 10 or a large convention, the Hilton Miami Airport has a meeting room for your event. The hotel features over 30,000 square feet of flexible meeting space with 2 ballrooms including our 9,600 square foot International Ballroom, a pre-assembly area over 4,600 square feet, and 17 additional independent meeting rooms. For the perfect wedding, social affair, or fundraising dinner, the International Ballroom will host up to 700 guests. Our unique Cove Ballroom overlooking the tropical lagoon is perfect for a dinner up to 300 people.

We have the ability to accommodate a wide range of functions from board meetings for 10, to conventions of up to 1000 delegates, and offer the latest in technology including high-speed internet access and wireless high-speed access in designated areas.

Let our professional staff share their expertise and assist you in planning a most successful event. To plan your next meeting or event, call our Sales Department at (305) 265-3800.

MEETING ROOM DELIVERIES

For small exhibits, when a drayage company is not being used, standard boxes or packages to and from the exhibit area will be delivered by the hotel bell staff for a charge of \$2.00 per item/per move.

MEETING ROOM RENTAL

ROOM NAME	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	\$ RENTAL MON-THURS	\$ RENTAL FRI - SUN
INTERNATIONAL BALLROOM	140' X 68'5"	9,600	19'	\$12,000	\$15,000
SALON 1	35' X 68'5"	2,400	19'	\$3,000	\$2,600
SALON 2	35' X 68'5"	2,400	19'	\$3,000	\$2,600
SALON 3	35' X 68'5"	2,400	19'	\$3,000	\$2,600
SALON 4	35' X 68'5"	2,400	19'	\$3,000	\$2,600
INTERNATIONAL BALLROOM FOYER	180' X 18'	3,300	9'11"	\$4,000	\$2,500
CONTINENTAL BALLROOM	50' X 35'5"	1,775	11'	\$1,500	\$2,500
CONTINENTAL FOYER	75' X 18'	1,350	-	\$1,000	\$1,250
COVE BALLROOM	-	-	-	\$5,500	\$7,000
MEZZANINE LEVEL					
KEY BISCAYNE	24' X 29'5"	700	9'6"	\$550	\$650
ELLIOTT KEY	39' X 26'4"	1,050	9'6"	\$700	\$950
KEY LARGO	26'4" X 26'4"	630	9'6"	\$550	\$650
TAVERNIER KEY	26'4" X 26'4"	630	9'6"	\$550	\$650
PLANTATION KEY	26'4" X 26'4"	630	9'6"	\$550	\$650
LONG KEY	26'4" X 26'4"	630	9'6"	\$550	\$650
BOOT KEY	26' X 26'	600	9'6"	\$550	\$600
KEY WEST	26'4" X 26'4"	630	9'6"	\$550	\$650
SUGARLOAF KEY	26'8" X 26'	550	9'6"	\$450	\$550
CONTENT KEY	26'4" X 25'4"	550	9'6"	\$450	\$550
BIG PINE KEY	25'4" X 24'	575	9'6"	\$450	\$580
PIGEON KEY	26'4" X 26'4"	630	9'6"	\$550	\$650
SUMMERLAND KEY	26'4" X 26'4"	630	9'6"	\$550	\$650
GRASSY KEY	26'4" X 50'8"	1,205	9'6"	\$800	\$1,000
CONCH KEY	26'4" X 26'4"	630	9'6"	\$550	\$650
BOCA CHICA KEY	26' X 24'	690	9'6"	\$550	\$650

MEETING ROOM SET STANDARD

Standard meeting rooms include the following items:

- Banquet or classroom tables and chairs
- Linens
- Pads and pens or pencils
- Ice water
- Lectern

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/electrical charge price sheets. All meeting rooms are set non-smoking.

MUSIC/MUSICIANS

The Hotel 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.

NEWSPAPERS/PUBLICATIONS

Newspapers available in our gift shop are:

Miami Herald

El Nuevo Herald

New York Post

New York Times

Wall Street Journal

They are delivered to the Avenues of the Gifts store at 7:00am daily.

The *USA Today* is delivered to our lobby, Monday through Friday.

OFFICE EQUIPMENT/SUPPLIES

The in-house Business Center offers a complete range of services including rental of computer systems, copier machines, facsimile machines, photocopying, word processing services, and fax transmission.

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 your Catering/Event Manager.

Business Center is open 24 hours 7 days a week.

For large quick printing or copying jobs, we recommend calling:

The UPS Store

5727 Northwest 7th Street

Miami, FL 33126

(305) 264-3939

store3177@theupsstore.com

FedEx Office Ship Center
2417 Ponce De Leon Blvd
Coral Gables, FL 33134
(305) 445- 2208
USA1533@FEDEX.COM

OUTDOOR VENUES

Our Pool Deck is an exclusive venue that gives your groups an opportunity to experience the Miami sunshine, spectacular sunsets or starry nights. Our deck overlooking Miami International Airport – and breathtaking lagoon, comfortably partially furnished with outdoor lounge seating can accommodate groups of up to 600 guests.

PACKAGE ROOM

Following is an outline of the specific details of our Package Handling Procedures: These details itemize the standard services of receiving, storing, handling and shipping packages, along with corresponding applicable fees:

- Your group will be granted a total receipt and delivery of up to 500 lbs. free of charge. For each additional 100 lbs. (over and above the free 500 lbs.), a fee of \$50.00 will apply. Freight deliveries are accepted Monday-Friday – 7:00am-3:00pm only.
- Due to our limited storage facility, the hotel cannot accept large amounts of material or equipment any sooner than three (3) days prior to your meeting. Storage required more than three (3) days pre and/or post your meeting dates will be charged \$1.00 per package, per day. When sending shipments to the hotel, please include the name and date of your event, as well as the on-site guest recipient.
- Pre-packaged materials shipped by the hotel will be subject to the applicable shipping rates, plus a 15% surcharge. Materials that the hotel packs and ships will be subject to the applicable shipping rates, plus 50 cents per pound.

PARKING

The Hotel offers self-parking on-site. Self-parking is \$15.00.

FOR VISITING GUESTS: 0-30 minutes=complimentary; 31 minutes-2 hours=\$10.00; 6-10 hours=\$15.00; 10-24 hours=\$20.00. Lost Ticket=\$50.00.

We also offer valet parking at the rate of \$20.00 per day.

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.

PERSONALIZED ON-LINE GROUP PAGE (POG)

POG is a personalized web page 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

PETS (Policy)

Service animals are always welcome and must be accommodated.

PHOTOGRAPHY

Walgreens is a pharmacy/store located 655 North Red Road Miami, FL 33126. Services include: film developing, one hour developing and photo enlarging.

Walgreens

655 North Red Road

Miami, FL 33126

(786) 388-1466

www.walgreens.com

Enrique Munoz Studio is a company that can also provide photography services for all occasions, special events, weddings, and groups.

Enrique Munoz

6055 Southwest 8th Street

Miami, FL 33144

(305) 261-7777

www.enriquemunozstudio.com

POOLS

Take a dip in our outdoor heated pool and hot tub and feel the tension simply wash away. Our pool is located near the fitness facility, allowing you to enjoy a leisurely afternoon poolside following an invigorating workout.

DEBRIEF (FORMERLY KNOWN AS 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.

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.

POSTING OF EVENTS

Several information boards are located in the lobby, the mezzanine landing and outside each meeting room.

EXECUTIVE SUMMIT (FORMERLY KNOWN AS 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.

PRINTING SERVICES

The UPS Store

5727 Northwest 7th Street
Miami, FL 33126
(305) 264-3939
store3177@theupsstore.com

FedEx Office Ship Center

2417 Ponce De Leon Blvd
Coral Gables, FL 33134
(305) 445- 2208
USA1533@FEDEX.COM

PUBLIC TRANSPORTATION

There is a bus service stop at Hotel's main entrance. Route 238 East-West Connection. Weekday service only. Dolphin Mall, Miami International Mall, NW 72 Ave./25 St., Airport Corporate Center, Airport Cargo City, NW 65 Ave./Blue Lagoon Dr., Airport Hilton Hotel, Tri-Rail Airport Station, Miami International Airport, Earlington Heights Metrorail station. Cost per trip \$2.00

Taxis are also available from the hotel front door 24 hours a day. They are also readily available at the airport and MIA Car Rental Center. The Miami-Dade Area Transit Authority operates bus service to and from the airport and downtown, please visit www.miamidade.gov for route and schedule information.

PYROTECHNICS

Under no circumstance may any group or vendor use any **pyrotechnic** devices within the **hotel** at any time.

RADIOS/PAGERS/NEXTELS

We are willing to assist you in obtaining walkie-talkie radios and/or Nextels for use during your program. Please consult your Catering/Event Manager for assistance.

RECYCLING

The Hilton Miami Airport received Green Lodging designation in 2008 from the Florida Green Lodging Program, an organization established by the Florida Department of Environmental Protection (DEP). That means we take pride in our dedication to preserving the environment. By establishing a “Green Team” and adopting cost-saving “green” practices throughout the hotel, we have successfully decreased our impact on natural resources. Efforts include:

- Towel & Linen Reuse Program
- Computerized Energy Management System
- In-Room Guest Recycling Program
- Use of Recycled Paper Products
- Preventive Maintenance Schedule
- Green Meeting Packages

REGISTRATION ASSISTANCE

If additional staffing is needed for your activity or hospitality desk, please consult with your Catering/Event Manager. Registration attendants are easily scheduled with sufficient notice.

REGISTRATION DESKS

Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are located in the ballroom or mezzanine foyer near the group’s check-in. 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 day’s 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.

RESERVATIONS RAPID! RESERVATIONS AUTOMATED PROCESSING INPUT AND DELIVERY SYSTEM

Expedited reservation processing straight from your rooming list into our system.

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

RESTAURANTS/LOUNGES

Coral Cafe

A casual atmosphere greets guests at our all day dining restaurant centrally located in our main Lobby. À la cart menu items are available for breakfast, lunch, and dinner. A hearty breakfast buffet is served each morning.

Breakfast: 6:30 AM - 11:30 AM

Lunch: 11:30 AM – 3:00 PM

Dinner: 6:00 PM – 10:30 PM

Attire: Casual

The Cove

A fun, casual lounge featuring premium liquors, fine wines, tropical beverages and an assortment of creative culinary options.

Open seven days a week from 3:00 p.m. until 12:00 a.m.

Attire: Casual

Blue Lagoon Saloon

Join us for casual dining under warm Miami skies at our poolside Blue Lagoon Saloon. Relax by our 3,000-square-foot outdoor pool or whirlpool with your favorite tropical drink, and satisfy your appetite for something light, tasty, and fresh with one of our grilled sandwiches or salads.

Thursday: 12:00 PM – 6:00 PM

Friday: 12:00 PM – 6:00 PM

Saturday: 11:00 AM – 6:00 PM

Sunday: 11:00 AM – 6:00 PM

Attire: Casual

OFF-SITE GROUP DINING RECCOMENDATIONS

There are a number of local restaurants, available for a group dine-around or to explore what the city has to offer. Visit the following websites for restaurant options and details:

Season's 52

Denise Erwin

Field Sales Manager

321 Miracle Mile

Coral Gables, FL 33134

(305) 968-6965 cell

(407) 241-7442 fax

coralgables@seasons52.com

www.seasons52.com

Vita by Baoli

1906 Collins Avenue

Miami Beach, FL 33139

(305) 674-8822 phone

(305) 674-6688 fax

vita@vita-miami.com

www.vita-miami.com

Crave

4250 Salzedo Street #1425

Miami, FL 33145

Marlo Kozlak Ellis

Managing Director of Group Sales

(612) 207-0470 phone

(954) 562-5621 fax

vmkozlak@craveamerica.com

www.craveamerica.com

RESTAURANT RESERVATIONS

Reservations are strongly recommended for all restaurants in the hotel and in Miami, whether it is for a table of four or a dine-around for 250.

RESTROOMS

Public restrooms are located in the following areas:

International Ballroom Foyer “Ground Floor”

Cove Ballroom Foyer “Ground Floor”

Mezzanine Level – North & South wing

Pool “Ground Floor”

RESUMES

Your Event Services Manager at the hotel will create a group resume for your meeting to share with other departments and ensure anything you need at the hotel will be provided.

RIGGING

PSAV Presentation Services is proud to serve as the exclusive in-house rigging contractor for our Hotel meeting and event space. With an office located onsite, our Rigging Department and experienced production rigging personnel are equipped to handle all of your rigging requirements. They are available to assist you from initial design to load calculations with our CAD and rigging expertise. PSAV saves you time and money by utilizing our on-site inventory, including hoists, truss, hardware and scissor lifts to manage your event.

ROBES

Robes are available in all our suites.

ROPES/STANCHIONS

Ropes and Stanchions

- A limited number of stanchions with connecting rope are available.

For more information on banquet equipment, please see your Catering/Event Manager.

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 Hotel:

178	D2	2 Double Beds
27	D2L	2 Double Beds with Balcony
2	D2J	2 Double Beds Junior Suite
12	D2RRC	2 Double ACC with bathtub
50	K1	1 King Bed
35	K1J	1 King Bed Junior Suite
2	D2RRD	2 Double ACC with Shower
5	D2RRV	2 Double Hearing ACC
83	D2RO	2 Double Beds Scenic View
49	K1RO	1 King Bed Scenic View
6	K1DR	1 King Deluxe
1	K1RRD	1 King ACC W RI Shower
5	K1RRV	1 King Hearing Accessible
11	K1RRU1	1 King bedroom suite
26	K1ROU1	1 King 1 Bedroom Suite Scenic View
4	K1JO	1 King Bed JR Suite Scenic View
2	D2LO	2 Double with balcony Scenic View
8	D2JO	2 Double JR Suite ScenicView
1	RRRRP	Parlor
1	K1ZRU1	1 King Bed Presidential Suite

SAFES/SAFE DEPOSIT BOXES

All the guest rooms have a safe deposit box which is available free-of-charge. Safe deposit boxes are also available at the front desk.

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. Such security personnel may not carry weapons.

SHIPPING AND RECEIVING

Packages for functions may be delivered to the hotel up to one week prior to the event/convention. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited.

Please do not ship valuables. We cannot be responsible for contents.

- Your group will be granted a total receipt and delivery of up to 500 lbs. free of

charge. For each additional 100 lbs. (over and above the free 500 lbs.), a fee of \$50.00 will apply. Freight deliveries are accepted Monday-Friday – 7:00am-3:00pm only.

- Due to our limited storage facility, the hotel cannot accept large amounts of material or equipment any sooner than three (3) days prior to your meeting. Storage required more than three (3) days pre and/or post your meeting dates will be charged \$1.00 per package, per day. When sending shipments to the hotel, please include the name and date of your event, as well as the on-site guest recipient.
- Pre-packaged materials shipped by the hotel will be subject to the applicable shipping rates, plus a 15% surcharge. Materials that the hotel packs and ships will be subject to the applicable shipping rates, plus 50 cents per pound.

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage.

Conference Name

Event Dates

Client / Guest Name

Hold for Arrival (arrival date)

Attention <**your catering/event contact**>

Hilton Miami Airport

Miami, FL 33126

305-262-1000

305-262-0038

Number of packages in that shipment

We also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges may apply. No COD packages will be accepted. 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 from the Hilton Miami Airport

The Hotel has a Fedex drop box for shipping needs; the schedule is Monday through Friday, pick-up time 6:30pm. Fedex Ground Shipments are not accepted at this drop box. A Freight-Forwarding Form should be obtained from your Catering/Event Manager and completely filled out for shipping.

SHOPPING

The Hilton Miami Airport now offers shuttle service for our guests to the Dolphin Mall. In addition to great shopping, there are several restaurants, movie theaters, bowling lanes and live entertainment.

Van hours:

Monday-Saturday

Depart Hotel	Pickup at Dolphin Mall
10:15am.	12:30pm.
12:15pm.	2:30pm.
2:15pm.	4:30pm.
4:05pm.	6:30pm.
6:15pm.	9:40pm

Sunday

Depart Hotel	Pickup at Dolphin Mall
10:45am.	1:00pm.
12:45pm.	3:00pm.
2:45pm.	5:00pm.
4:45pm.	7:15pm.

Hotel Shopping

Avenues of the Gifts

(305) 262-1000

Mon-Sun 7:00am-11:00pm

Local Shopping

Dolphin Mall

11401 NW 12th Street

Sweetwater, FL 33172

(305) 365-7446

www.shopdolphinmall.com

Mon-Sat: 10:00am – 9:30pm

Sun: 11:00am – 8:00pm

International Mall

1603 NW 107th Avenue
Doral, FL 33172
(305) 593-1775

www.simon.com

Mon-Sat: 10:00am – 9:00pm

Sun: 11:00am – 7:00pm

Village of Merrick Park

358 San Lorenzo Ave
Coral Gables, Florida 33146
(305) 529-0200

www.villageofmerrickpark.com

Mon-Sat: 10:00am – 9:00pm

Sun: 12:00pm – 6:00pm

Bayside Marketplace

401 Biscayne Boulevard
Miami, FL 33131
(305) 577-3344

www.baysidemarketplace.com

Mon-Thu: 10:00am – 10:00pm

Fri-Sat: 10:00am – 11:00pm

Sun: 11:00am – 9:00pm

SIGNAGE/BANNERS

The Hotel 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. No handwritten signs or flipcharts are allowed outside the meeting rooms.

No banners can be hung along the walls of the Public Areas. Banners may be hung from the skirting of the hospitality desks and at outdoor functions. Hotel personnel must provide the labor to hang the signs at a fee of \$50.00 each.

In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.

SITE INSPECTION/PRE-PLANNING

Any visit planned to the Hotel in consideration of a program/event or as a planning visit for a confirmed program/event must check for Hotel availability prior to confirming any travel plans. Pre-planning visits specifically require the attention of the assigned Catering/Conference Service Manager and will also need to correspond to their scheduled availability. All pre-planning visit requests are to be directed to the assigned Catering/Conference Service Manager.

SMOKING

The Hotel's accommodations are 99% non-smoking. Smoking is permitted in designated areas outdoors and we kindly request that tobacco items are extinguished in receptacles. There are (5) five designated smoking guestrooms.

SOUND SYSTEM

Some hotel meeting rooms and ballrooms have a basic sound system. Please contact your Catering/Event Manager with questions. There may be fees assessed for certain hookups as well as hourly labor charges. The Director of Event Technology can be reached at (305) 262-9292

Anchor systems or supplemental systems will be required for all outdoor locations. Please make note of the hotel's noise curfews: No sound system functions can take place outdoors before 9:00am, and all outdoor evening functions must end no later than 12:00am.

SPA

A Spa is not available at the Hotel but within close proximity. See list of nearby facilities:

Biltmore Hotel Spa, 3.1 miles

1210 Anastasia Avenue
Coral Gables, FL 33134
(305) 460-5364
biltmorehotel.com

Doral Resort & Spa, 4.4 miles

4400 NW 87th Avenue
Doral, FL 33178
(305) 592-2000
doralresort.com.com

SPECIAL MEAL REQUESTS

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

STORAGE

Storage for your advance boxes and convention supplies is quite limited at the Hotel. 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. If shipping valuables, please make arrangements to hire and pay for outside security.

SUITES

Treating yourself to one of our suites means granting yourself a delightful indulgence. Ranging from 441 to 897 square feet suites await you with a secluded bedroom set away from a well-appointed living room. Most suites come with a spacious balcony, each with a tropical vista of the surrounding lagoon and steamy Miami sky. Gorgeous suite bathrooms are specially presented with enhanced bathroom fixtures and amenities, and,

for your utmost indulgence, our plush 100% cotton bathrobes and an oversized Roman bathtub. Our suites have been planned with those important details in mind. A stay in one of our suites allows you to soak in the best of what our hotel has to offer.

TAXES

The current Florida State General Excise Tax is 7%. The current Florida State Hotel Tax is 13% (includes state tax). Include any other applicable local taxes.

All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities, in additions there is a 2% Tourism Development tax added to food & beverage.

TAXICABS

For the city of Miami, there are a total of numerous taxi companies available to our guests. The Hotel recommends Yellow Cab Taxi Company at (305) 444-4444.

The standard rate for transfers from the Miami International Airport to the Hotel is approximately \$15.00 plus gratuity.

TEAM MEMBER RECOGNITION

How well the Hilton Miami Airport operates has a lot to do with how well each of our team members performs on a daily basis, each and every day. That's why the Hotel is creating a culture that encourages its team members to perform at their best. A significant part of that culture has to be recognizing our team members for a job well done. The Recognition program is quarterly.

TELEPHONES/TELECOMMUNICATIONS

The following types of telephones are available for guests, meeting and convention service and administrative staff. Please advise your Catering/Event Manager if you need the use of a phone for your program.

House phones

- Used for in-house calls only. No Charge

DID Lines

The installation fee is \$130.00 plus tax plus price of all calls. DID lines can be used for Long Distance, minimal PC and fax can work as well.

DID

The following are enhancements that can be added to a DID Line:
Speaker Phone @ \$125.00 per day, hardware rental only, price does not include phone line. Voicemail capabilities @ \$25.00 per week, enhancement price only, does not include phone line.

B1 Telephone Lines

Outside line, not connected to the hotel switchboard. (Dedicated Number)

This line should be ordered when a client requires continuous use for PC, faxing or will be using the phone to make outside calls on a constant basis.

The hotel's local carrier, currently Bellsouth needs (2) days notice before they can activate the lines. The phone operators require minimum (2) weeks notice for more than (2) lines. Fee is negotiated directly with local carrier.

Internet Access

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

DSL (Call for price quote)

Devices - The set-up fee is \$150.00 for the first personal computer and \$75 each for each additional personal computer.

Guest Room Calls

<u>Type of Call</u>	<u>Instructions</u>	<u>Rates</u>
Direct Dial-Bill to Room		
EMERGENCY	9+911	No Charge
Room to Room		No Charge
Local	9+Number	Local Rate
\$.10 per minute after 60 minutes		
800/888/8xx toll free	9+1+Number	Toll Free 1 st 60 minutes
\$.10 per minute thereafter		
Long Distance	9+1+Number	AT&T Operator
assisted rate less 50%		
International	9+011+CC+CC+Number	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. Bellsouth is our local carrier. 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.

Integrated Services Digital Network (ISDN)/T1 Speeds

128kb lines for Internet access (Inquire)

Higher speed ISDN lines available (Inquire)

1.5 megabyte (options) (Inquire)

Video Teleconferencing

PSAV high-definition video conferencing brings clients together in different locations around the world, in real time, creating face-to-face interactions that save on travel expenses. PSAV has a number of HDEVC packages to fit small events (for three to five people), large breakouts (for fifteen people or more), general sessions (for one hundred people or more) and TelePresence meetings where the room environments need to be similar. This function is available at the following meeting rooms: International Ballroom, Continental, Boot Key and Tavernier/Long Key.

TENTS

Please contact your Catering/Event Manager regarding rental of small tents. Large tents can be installed by the Pool or Garage area. Tents are provided by Diamonette Party Rental. Contact is: David Calderon at (305) 592-1223.

TOURS/SIGHTSEEING

Tours and sightseeing can be arranged through the concierge.

TRASH REMOVAL

Trash is removed on daily basis.

TUXEDOS/FORMAL WEAR

If you are anticipating a large delivery of tuxedos on site, please advise your Catering/Event Manager in advance.

The following companies offer tuxedo rentals:

Men's Warehouse

350 Miracle Mile

Coral Gables, FL 33134

(305) 442-1839

www.menswarehouse.com

I&A Formal Wear

252 Miracle Mile
Coral Gables, FL 33134
(305) 444-5451
www.iaformalwear.com

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. Please discuss any specific requests with your Catering/Event Manager.

WEATHER

Depending on the season, the weather at the *Hotel* varies from a low of 60 degrees to a high of 90 degrees. Before visiting the *Hotel*, we recommend that guests check the local listings to determine the weather conditions.

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 *Hotel*:

Medical Equipment Solutions

2751 Coral Way
Miami, FL 33145
(305) 529-1715
www.medicalequipmentsolutions.com

Medical Respiratory Rental, Inc.

1928 Northwest 79th Avenue
Miami, FL 33122
(305) 591-1019

WIRED PAYMENT

If you would like to have payment wired, please notify your Catering/Event Manager.

NAME OF COMPANY AS IT APPEARS:

HILTON MIAMI AIRPORT HOTEL

BANK NAME: Bank of America

TAX ID: 26-1528462

ABA#: 121 000 358

ACCOUNT #: 12331-51380

ADDRESS 1655 Grant Street
Concord, CA 94520

INTERNATIONAL WIRE TRANSFER

SWIFT CODE: BOFAUF3N

WORSHIP SERVICES

The following is a list of nearby locations.

West Flagler Park Baptist Church

5911 West Flagler Street

Miami, FL 33144

(305) 264-2612

westflaglerparkbaptist.org

Tsoru Dechen Chokhor Ling

3239 West Trade Avenue #10

Miami, FL 33133

(305) 775-7541

ytdr.org

Our Lady-Sorrows Catholic Church

4801 West Flagler Street

Coral Gables, FL 33134

(305) 447-8911

angelfire.com

St. Philip's Episcopal Church

1121 Andalusia Avenue

Coral Gables, FL 33134

(305) 444-6366

saintphilips.net

Jehovah's Witness

1480 Southwest 69th Avenue

Miami, FL 33144

(305) 261-2515

watchtower.org

Temple Beth Tov-Ahavat Shalom

6438 Southwest 8th Street

West Miami, FL 33144

(305) 261-9821

Grace Lutheran Church

254 Curtiss Parkway

Miami Springs, FL 33166

(305) 888-2871

gracelutheranmiamisprings.org

First United Methodist Church of Coral Gables

536 Coral Way
Coral Gables, FL 33134
(305) 445-2578
fumccg.org

The Church of Jesus Christ of Latter-day Saints

5291 Northwest 1st Street
Miami, FL 33126
(305) 444-6524
lds.org

Evangelical Pentecostal Church

90 Northwest 27th Avenue
Miami, FL 33125
(305) 642-1054
sogaministries.com

Unification Church

11990 SW 94th Ave
Miami, FL 33176
(305) 234-7822
familyfed.org