

EXHIBITOR FORM

Please Return Completed Order Form No Later than Thursday, September 10th

Completed forms can be emailed to Nereida Mendez: nereida.mendez@hilton.com

CERTIFICATE OF INSURANCE – REQUIRED FOR ALL BOOTHS SERVING FOOD

- ALL OUTSIDE VENDORS MUST SUPPLY A "CERTIFICATE OF INSURANCE".

Must have on file in the Hilton Anatole Security office a current copy of the following:

Commercial General Liability: Not less than \$2,000,000.00 combined single limit for bodily injury and property damage.

Automotive Liability: Not less than \$1,000,000.00 combined single limit for bodily injury and property damage.

Employers Liability: Not less than \$500,000.00 combined single limit.

Workers Comp: In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

Umbrella Liability: Not less than \$2,000,000.00.

Each of the above policies must have the following information written into the coverage policy:

Such insurance must name **"Hilton Management LLC as agent for Anatole Partners III, LLC d/b/a Hilton Anatole"** and their respective Officers, Owners, Members, Parents, Directors, Employees, Agents, Subsidiaries, and Affiliates additional insured with respect to your operations on the premises of the Hotel."

An additional requirement, stipulates the 'Certificate Holder' block of the Insurance form **MUST READ:**

"Hilton Management LLC as agent for Anatole Partners III, LLC d/b/a Hilton Anatole" and their respective Officers, Owners, Members, Parents, Directors, Employees, Agents, Subsidiaries, and Affiliates additional insured with respect to your operations on the premises of the Hotel." In the event any of the Certificates of Insurance are canceled before their expiration, the Hotel Parties must be provided thirty (30) days written notice of said cancellation.

FOOD WAIVER & INDEMNIFICATION – REQUIRED FOR ALL BOOTHS SERVING FOOD

Food Waiver and Indemnification Agreement

(To be signed by Vendors Providing ANY food whether prepared or packaged)

The Undersigned hereby requests that (1) ("Hotel") prepare the following food items provided by the Undersigned; or (2) serve the following food items prepared by the Undersigned or the Undersigned's outside vendor:

(ENTER FOOD ITEMS IN SPACES ABOVE – Attach additional page if necessary)

The Undersigned understands that food items (such as but not limited to seafood obtained from open waters) may contain bacteria or other harmful substances that cannot be detected by Hotel.

Accordingly, the Undersigned agrees that in consideration of Hotel's preparation and/or service of food items provided by the Undersigned that:

(1) The Undersigned assumes all risk of personal injury, illness or death arising out of or resulting from Hotel's preparation and/or service of and the Undersigned's consumption of food items provided by the Undersigned;

(2) The Undersigned releases, waives and discharges Hotel and its owners, subsidiaries and affiliated entities (including Hilton Worldwide, Inc.) and their respective owners, directors, officers, partners, and employees, and agents (hereafter referred to collectively as the "Releasees") from any and all claims, liabilities, damages, losses, or other expenses of any nature whatsoever for any personal injury, illness, or death (collectively, "claims") arising out of or resulting from the preparation, service, or consumption of the food items provided by the Undersigned. This indemnity obligation shall also include reasonable attorneys' fees, investigation costs, and other costs and expenses incurred by Releasees with respect to any claims made against Releasees;

(3) The Undersigned agrees to indemnify and hold the Releasees harmless from any claims released under Paragraph (2) above or incurred by the Releasees in defending against any claims or liabilities released under Paragraph (2) above; and,

(4) The Undersigned agrees that this Release Agreement will be binding on the Undersigned and the Undersigned's executors, administrators, personal representatives, heirs and minor children.

It is understood and agreed that this Hold Harmless Agreement/Release shall not be construed as an admission of liability, and that any such admission is hereby expressly denied.

The Undersigned further states that the Undersigned has carefully read the foregoing Hold Harmless Agreement/Release, understands the contents thereof, and voluntarily signs the same.

Hilton International Proprietary Information

Client Initials _____

PLEASE READ CAREFULLY BEFORE SIGNING. THIS DOCUMENT IS A BINDING CONTRACT TO RELEASE AND WAIVE LEGAL CLAIMS.

Name/Group Representative (Print)	
Title	
Company	
Date	
Signature	

EQUIPMENT/LABOR/OTHER ORDER FORM

Item	Cost	Quantity Requested
Hotel Provided Ingredients	At \$Cost -- Send list of items required to your event planning contact	
5 Gallon Water bubbler	\$300++	
Ice	\$48.00++ per 10 Lbs	
Disposable 2oz. Solo sample cups	\$36.00++ per 50	
Disposable 6 inch plates	\$36.00++ per 50	
Disposable 8 oz. bowls	\$36.00++ per 50	
Plastic Forks	\$90.00++ per 1000	
Plastic Spoons	\$90.00++per 1000	
Plastic Knives	\$90.00++ per 1000	
Cocktail Napkins	\$60.00++ per 250	
Styrofoam Cups 12 oz.	\$36.00++ per 100	
Coffee Stirrers	\$24.00++ per 1000	
Frill Toothpicks	\$12.00++ per 250	
Pc. Creamers	\$120.00++ per 500, 500 minimum order	
Heat Lamp	\$120.00++ per heat lamp per day (power ordered through exhibitor kit)	
Cutting Board	\$60.00++ per board	
Chaffer	\$120.00++ per chaffer (Comes with Chaffer insert)	
Sterno	\$20.00++ Each (1 Sterno burns for 1 Hour, Chaffers require 2 sternos)	
Serving Utensils - (1) Tong & (1) Serving Spoon	\$12.00++ each per day	
Booth Delivery	\$30.00++ fee for each delivery	
Attendant (Hours in addition to level of service package or ordered a la carte)	\$250++ up to 2 hours	
Attendant/Bartender	\$250.00++ up to 2 hours, \$85 Per Each Additional Hour	
Dishwashing Needs (Dishwashing stations are not provided)	\$300++ per instance	

Hotel does not provide service/carving knives or carvers

HOTEL RULES & REGULATIONS – FOOD SHOW

- Outside food and beverage is not permitted without prior approval from The Hilton Anatole Hotel
- Food and beverage provided by exhibitors are not to be more than 2oz sample sizes
 - Items provided more than a 2oz sample size are subject to a 26% service charge; plus, additional fees
- All items listed on the order form are subject to, currently a 26% taxable service charge and 8.25% sales tax on food.
- Each exhibitor is responsible for storage of their food and beverage items through their drayage company
 - The Hotel does not provide standard storage of product to be re-used/re-displayed on the following day
- The hotel reserves the right to ask vendors to remove products from their booth without the above information completed
- All alcohol must be purchased through Hilton Anatole and serviced by a TABC trained Anatole bartender

DALLAS COUNTY RULES & REGULATIONS – FOOD SHOW

- By order of the Dallas County Fire Department, equipment used for the cooking and warming of food product(s), which employs one or more of the following heating methods, has been strictly prohibited on the show floor:
 - Any Hood Ventilation Required Equipment is prohibited
 - Grill, Oil, Gas, Fat Frying, or Open Flame is prohibited
 - Propane prohibited
- Electric supported equipment must be fire rated in accordance with Dallas County Fire Department & Hilton Anatole Team
- Crock Pots, electric ovens, stoves, air fryers, or electric hot plate are allowed.
- Each group cooking in their booth is required to have at minimum a “C” fire Extinguisher. Please work with your designated event manager if you need to rent one.

HOTEL PLANNING INFORMATION

PAYMENT POLICY

100% PRE-PAY REQUIRED

One-Hundred Percent (100%) of the events estimated charges are due 14 business days prior to the first scheduled event and is payable by credit card, **or wire transfer** only. Pre-Payment will be based on Encore submissions and any other food, beverage, audio visual, IT, electrical and/or other services requested. Please work with your event manager to fill out the credit card authorization form.

CANCELLATION OF SERVICES

10 days prior to event date, a full refund will be given. After 10 days, the following scale applies

50% of the food and beverage to be charged 7-9 Days prior to event date

75% of the food and beverage to be charged 4-6 Days prior to vent date

100% of the food and beverage to be charged day of event-3 Days prior to event date

BELLSTAND

No bellman will be available for exhibitor load in/load out. All exhibitors must load in through designated load in/out locations and not through the front areas of the hotel.

FEDEX

Storage & handling fees apply for boxes shipped through FedEx. **Please do not ship product directly to FedEx.**

ELECTRICAL

Any electrical needs required should be pre-arranged through your Exhibitor Kit/Encore.

Signature: _____

Printed Name _____

Company: _____

Date: _____