



Hilton

**SAN FRANCISCO
UNION SQUARE**

Contractor / Vendor Working Guidelines

As of 1/11/2017

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CONTRACTOR / VENDOR POLICIES AND PROCEDURES

The Hilton San Francisco Union Square welcomes the services of the many vendors associated with various events hosted at our hotel. We pride ourselves on being a world class hotel and continue to portray this image throughout the hotel. Safety and Security are a key part of the image and therefore it is critical that any vendor and their staff that enters the hotel adhere to all the policies and procedures that are outlined in this document. Any violation of these policies and procedures can result in the vendor not being allowed on hotel property.

1. The Employee Entrance located at the back of the hotel on Ellis Street near the Loading Dock is the **ONLY** designated entrance and exit for contractor/vendor employees.
2. All contractor or vendor employees will be required to check in with the Timekeeper **daily** to receive a Visitor's Pass for the day. To receive a pass, a company photo identification which identifies the vendor they are working for must be presented to the timekeeper. **This pass must be worn for access to any area beyond the loading dock during all phases of set-up, operation, and teardown. In addition to the visitor's pass, contractors or vendors must also wear their photo company identification that identifies the vendor they are working for.**

The only exception to the above rule will be for those vendors/contractors who will be issued a badge from the Convention or Meeting planners with the name of the group and name of the individual on the badge.

Hotel security and management will do periodic checks of the passes and any vendor employee who is found not wearing the pass will be escorted off hotel property immediately.

3. Consumption of any alcohol (to include liquor, beer or wine) or illegal drugs on job sites during working hours is strictly prohibited. Noncompliance to this rule will call for immediate request to leave the property.
4. Under no circumstances are vendors/employees to use the Hotel Employee Cafeteria.
5. The Hilton San Francisco Union Square will not be held responsible for contractor's/vendor's property on Hotel premises.

6. All bags and boxes are subject to a Security check upon entering or leaving the building. Any refusal of the required inspection will be cause to bar the said contractor/vendor from the hotel premises.
7. All contractors/vendors must remain in designated job site areas; "straying off" to any other areas of the hotel will not be allowed under any circumstances.
8. The Hilton San Francisco Union Square respects the privacy of our Hotel guests. Large group gatherings in restaurants while in work attire will not be permitted. If meals are taken in hotel restaurants, small parties of up to 4 persons will be allowed.

Note: Abusive behavior and/or lack of respect for hotel guests and employees while in Hotel restaurants will not be tolerated and will be cause for barring the said contractor/vendor from the hotel premises.

9. All contractor/vendor work areas must be kept clean and safe at all times; Hotel employees are not responsible for cleaning up after a job set up, during excursions, or job teardown. If deflated balloons, used florals/greenery, floral remains, sawdust from construction, paint, etc., guide wires remaining after a job, or any other form of trash remain after job completion, there will be a charge for the clean-up by the hotel based on the items (**Minimum charge - \$2,000 per incident**).
10. Any form of shouting, use of profanity, or confrontation with hotel guests or hotel employees in any area of the hotel will not be tolerated and will be cause for barring the said contractor/vendor from the Hotel premises.
11. Each contractor/vendor company will be responsible for providing a primary contact or supervisor along with a pager number for the individual. The designated contact or supervisor will be responsible for the actions of their employees at all times while on the hotel premises and will respond positively to Hotel Security or Management when addressed.

The designated contact or supervisor will be responsible for informing and ensuring that all crew members involved in any phase of production (either on a full or part-time basis) are made aware and knowledgeable of the requirements listed in this policy.

12. All contractors/vendors will be required to wear uniforms during performance of their contracted job duties while on site. If no uniforms are provided, the Hotel requires that all workers are dressed with shirts, shoes, long pants or dress shorts; **tank tops, bare backs, bathing suits, torn clothing or T-shirts with offensive pictures or language will not be permitted during performance of job duties.**
13. Family members and friends are not allowed to hang out at the job site and/or visit with contractors/vendors while on property. The job site should remain a working environment at all times.
14. At no time is any employee of the contractor/vendor to smoke inside the hotel.

UNION REGULATIONS

The Hilton San Francisco Union Square is a union hotel and honors local union labor jurisdictions. Some of the regulations are listed below. It is the responsibility of the vendor/contractor to contact the union directly to clarify any areas to ensure they are honoring all labor jurisdictions.

LOADING/UNLOADING OF TRUCKS

The local Teamsters Union is responsible for the unloading and loading of ALL trucks. It is the vendor's responsibility to contact the local Teamsters office to discuss their staffing needs.

All trucks with audio-visual equipment must be unloaded and loaded by both Teamsters and the Stagehands union, Local #16 and Local #2785.

EXHIBIT REGULATIONS

The local Teamsters Union is responsible for the driving of trucks, unloading of trucks, and delivery of all drayage and equipment to the exhibit hall.

Local #510 is responsible for set-up of the exhibit hall.

Individual Exhibitors may only bring into the ballroom what they can carry in one (1) load and set-up within 30 minutes with no tools. Exhibitors will not be allowed to use hotel equipment to move their materials into the ballroom. All exhibits that do not meet these criteria must be set-up by the Decorators union.

Hotel employees may not deliver/pick-up any freight or packages into/from the exhibit area. In the event that the Package Express must bring a box to the area, there will be an additional charge. They will only deliver at front door and will not be allowed to enter the ballroom.

Freeman Expositions, Inc. (Freeman) is the exclusive provider of exhibit/tradeshow electrical equipment and labor at the Hilton San Francisco Union Square.

All hanging from the ceiling in the exhibit area must be arranged in advance through the Hotel Ballroom Engineering Department.

AUDIO-VISUAL

The Hilton San Francisco Union Square requires that all sound and lighting equipment, and the labor to install, operate and remove, and the hanging of any equipment from the ballroom ceilings be provided by the Hotel Ballroom Engineering department for all functions on hotel property.

All Audio-Visual companies must follow the guidelines and hiring requirements of the local stagehand and teamster unions, Local #16 and Local #2785, for all events at the Hilton San Francisco Union Square.

PREREQUISITES FOR LOAD-IN/OUT

A complete diagram of staging, hang points, electrical requirements, fire permits, and any additional permits required by State or Federal regulations must be presented to and approved by the Event Services or Catering Department one month prior to the event. It is the **responsibility of the vendor** to get all events which involve outside staging/draping and exhibit/demonstration diagrams approved by the local Fire Marshal and submitted to the Event Services/Catering office at least 14 days prior to the meeting. **NO VENDOR WILL BE ALLOWED TO MOVE-IN TO THE HOTEL UNTIL THE FIRE MARSHAL APPROVED PLAN IS RECEIVED!** It is the **responsibility of the vendor** to ensure that **all** areas (including back of the house) production equipment and cords are secured in such a manner that they do not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes. Hotel management has the authority to deny entry of guests into the room until any unsafe conditions have been satisfactorily corrected.

All load-in activity from the Loading Dock to the Ballroom areas will be monitored by Hotel Personnel on a daily basis. All set-ups must be within approved Hotel guidelines and will be done in accordance with local fire codes and OSHA requirements.

The hotel Loading Dock is conveniently located for easy access to the Ballroom. A schedule of load-in/load-out times must be submitted to the Loading Dock, Catering or Event Services office no less than 10 days prior to start date for all activities, including all sub-contractors that have been hired by the vendor.

LOAD-OUT

Upon "loading out" at the completion of a show or set-up, a final walk-through of all areas and facilities utilized will be conducted with the contractor/vendor, contracted cleaning company representative, Event Services/Catering or Loading Dock representative. Any damage to the areas and facilities utilized by the contractor/vendor will be the responsibility of the contractor/vendor. Estimated repair costs will be quoted by an Engineering representative in agreement with said contractor/vendor.

Estimated repair costs are the sole responsibility of the contractor/vendor. Full payment will be required prior to departure.

FREIGHT ELEVATOR

During Teamster/vendor break periods, the freight elevators must be left empty so that the elevator may be used for other purposes.

MOVING EQUIPMENT

The contractor/vendor must supply their own transportation devices (to include: flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment) to move equipment in and out. Carts or lifts should be electrical. It is imperative that the vendor provide sufficient equipment to move the drayage as it is against hotel regulations to lend any hotel equipment to outside contractors or vendors.

Forklifts must have a back-up light and must be Liquid Propane Operated Lifts. Spare LPG tanks must be stored on racks on the loading dock. The only way a forklift is to be operated in the meeting space is with hotel management and security department present due to limitation of height clearance and fire code standards. All forklifts and electric pallet jacks must only be used by experienced Teamster drivers who are certified by OSHA. Please bring a copy of the certificate for the Loading Dock Manager to review.

VENDOR HOTEL PROPERTY PROTECTION

Any contractor/vendor working in the Hotel shall follow all rules and regulations regarding the protection of Hotel property.

1. It is the responsibility of the Drayage/Exhibit company to supply and put upon any carpeted area visqueen or similar floor protective covering. This covering is required for all areas adjacent to freight elevator landings, and areas where most freight movement will occur. This applies to both exhibit and meeting space.
2. Masonite boards, supplied by the Hotel, will be laid upon all porcelain or marble floors where heavy freight movement will take place.
3. It is the responsibility of the Drayage/Exhibit company to place and remove all floor protection material prior to and after all events.
4. Drayage/Exhibit Company Management is responsible for overseeing the protection of all ai walls, wood paneling, and all Hotel property.
5. An Exhibit Hall will be performed by the Dock Manager with the Drayage/Exhibit Company Account Manager or Representative prior to and after the movement of Exhibit Hall freight.
6. Damage not previously noted will be the liability of and charged to the Drayage/Exhibit Company.

When designing stage sets, screens, draping, etc., safe and proper access into ballroom areas from back service corridors must be established. Safe access paths into each room must be created; obstruction by equipment, cables, A/V cases, etc. will not be allowed.

It is the **responsibility of the vendor** to ensure that **all** areas (including back of the house) equipment and cords are secured in such a manner that they do not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes. Hotel management has the authority to deny entry of guests into the room until any unsafe conditions have been satisfactorily corrected.

All hangings in ballrooms must be done by the Ballroom Engineering Department and arranged in advance. Special precautionary measures must be addressed prior to installation of equipment that will be supported by these hang points. Please alert the hotel staff as to the desired rigging point locations and the weight load bearing requirement for each point.

TELEPHONES

Contractors/vendors are not allowed to use any office phones unless authorized by hotel management for business purposes.

The Hilton San Francisco Union Square has an in-house telephone department. Please contact our communications department at (415) 771-1400, Extension 6321 to obtain telephone order forms.

PARKING & STORAGE

Use of the Hotel's Loading dock is at the discretion of Hotel Loading Dock Management. The Loading Dock is for the loading and unloading of equipment for the Hotel, and Hotel-related events and activities. Trucks and vans may not back into the Loading Dock until freight is ready to be loaded or offloaded, and must leave the Dock promptly after completion of said activity.

Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight without permission of the Loading Dock Manager and/or Hilton Security Management. Arrangements for the removal of vehicles will remain the responsibility of the Contractor/Vendor. Any vehicle left on Hotel property without written Hotel approval will be towed at vendor's expense.

Based on availability, parking permits are available for Ellis Street. It is the responsibility of the vendor/contractor to secure street parking with the San Francisco Metropolitan Transit Authority (SFMTA). Procedure for securing parking permits as follows:

1. SFMTA phone number is 311 in the 415 area code, or 415-701-2311 which connects to the Customer Service Department.
2. The meter numbers that need to be posted will be required. The applicable meter numbers are listed below. Hotel Loading Dock Management can provide a metered map of Ellis Street upon request. This information is required during the initial call. When this information has been furnished, a Service Request Number will be issued.
3. SFMTA will send an e-mail within 4-5 days confirming whether the request has been granted or denied. The message will include the corresponding cost of posting the meters, and where to submit payment. Requests should be made a minimum of three (3) weeks in advance of posting.
4. Normal posting request is for the Hotel (north) side of Ellis Street, identified as 222 Ellis Street. There are nine (9) meters on this side of the street. They are numbered 401-02180, 0220, 0222, 0224, 0226 (east of the Loading Dock), and 401-0238, 0240, 0242, 0244 (west of the Loading Dock). The south side of Ellis Street (across the Hotel) is 275 Ellis. There is motorcycle parking on that side that is reserved to enable 48 and 53-foot trailers to back into the Loading Dock. That meter number is 401-02330.
5. Please call the Hilton Loading Dock office for additional information.

Storage of equipment (i.e., A/V cases, shipping crates, etc.) will not be allowed at the Loading Dock, in any service corridors or stairwells behind the Ballroom areas, or in any Ballroom space without written permission from the Catering/Event Services Department or the Loading Dock Manager. It is the

contractor's/vendor's responsibility to arrange for storage of these items in either a prearranged, specified storage room (upon availability) or behind sight lines of production.

At all times, storage of equipment in any area will not hinder accessibility to service areas for Hotel employees and will meet all OSHA requirements.

CLEANUP RESPONSIBILITIES

The contractor/vendor is held completely responsible for leaving the facility or facilities utilized in the same condition prior to load-in. This will include disposal of trash, props, cardboard boxes, etc. and vacuuming of room (exhibits), service elevator landings and hallways used to access exhibit/function areas.

Should an area be deemed unacceptable after completion of a show or set-up, the Hotel will assess a "cleanup" fee, **minimum \$2,000**, directly to the contractor/vendor involved. Payment of this 'fee' will be the sole responsibility of the contractor/vendor. If a fee is charged, the contractor/vendor will not be allowed to operate at the hotel until the fee is paid in full.

SECURITY

The Hilton San Francisco Union Square will not assume any responsibility for the damage or loss of any merchandise or items brought into the hotel. Security can be arranged through our in-house Security Department at their current prevailing rates.

CODE OF SAFE WORK PRACTICES

All contractors and/or vendors are required to follow Loading Dock Safe Work Practices and all departmental safety rules, along with the following Code of Safe Work Practice.

SAFE WORK CONDITIONS

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 24".
2. Floors shall be kept clean and dry.
3. Floors and platforms shall be kept free of projections, obstructions, holes, and loose boards.
4. Machinery and equipment shall be arranged to maintain a 24" wide aisle for safe egress from building, or a warning sign shall be posted with padding to increase safety.
5. Exits shall never be blocked or obstructed.

SAFE WORK CONDITIONS: - Continued

6. Fire extinguishers shall not be blocked or obstructed at any time.

7. Safety devices and guards shall not be removed and/or will be replaced before operating any machine.
8. All control buttons and switches shall be properly identified as to its function and purpose.
9. All control buttons and switches shall be color-coded.
10. All emergency equipment shall be inspected regularly and kept in good working order.
11. All unsafe work conditions shall be reported to Dock Manager or the Assistant Director of Safety & Security.
12. Report all accidents or illnesses immediately to a supervisor or Dock Manager.
13. Report any safety device that is missing or inoperative, i.e., machine guards, emergency stop buttons.
14. Return tools, equipment, and/or keys to proper storage place after use.
15. Oily rags and containers that contained flammable liquid shall be disposed of in covered metal containers immediately after use and emptied each day.
16. A qualified person shall perform all maintenance of equipment. Do not attempt to fix it yourself. Lockout/Tagout procedures are to be followed.
17. Horseplay and running are forbidden.
18. Smoking is allowed **ONLY** in designated "smoking areas."
19. Proper hygiene (i.e., washing hands) shall be practiced when leaving or returning to work areas for breaks and lunch.
20. Vendors/Contractors shall use proper lifting techniques as outlined in the Back Injury Prevention Program to avoid over extension when lifting.
21. Personal firearms or other weapons are not allowed on property.
22. Vendors/Contractors must report all unsafe work practices to their supervisor and/or Dock Manager.
23. Vendors/Contractors must know the Hotel's fire evacuation procedures and must follow appropriate directions from their supervisor and/or Dock Manager.
24. Vendors/Contractors shall be familiar with the Emergency Procedures Plan.
25. Uniforms provided by Vendor/Contractor shall be worn at all times. Hotel ID badges must also be worn.
26. An MSDS shall be provided to Dock Manager for any chemicals that will be used or brought onto the property. Dock Manager will in turn send the information to the Assistant Director of Safety and Security.

27. Vendors/Contractors shall refer to container label or MSDS for recommended personal protective equipment for any hazardous chemical or substance being used.
28. Vendors/Contractors who require the use of the forklift must be certified and be in possession of certification when driving vehicle.

BILLING

Unless requested by the authorized client contact and the Hotel's group billing coordinator, all production-related charges will be the sole responsibility of the production company/vendor. All estimated charges will be due in advance and are subject to normal prepayment schedules. If credit needs to be established, contact the Hotel's Credit Office for credit application and approval.

NOTE: IN ADDITION TO THE ABOVE RULES/REGULATIONS, PLEASE SEE THE ADDITIONAL POLICIES FOR SPECIFIC VENDORS INCLUDED IN THIS PACKET.

POLICIES AND PROCEDURES FOR:

PRODUCTION/AUDIO VISUAL COMPANIES

The Hilton San Francisco Union Square requires that all sound and lighting equipment, and the labor to install, operate and remove, be provided by the hotel for all functions on hotel property.

- A complete diagram of staging, hang points, electrical requirements, fire permits, and any additional permits required by State or Federal regulations must be presented to and approved by the Event Services or Catering Department one month prior to the event. It is the **responsibility of the vendor** to get all events which involve outside staging/draping and exhibit/demonstration diagrams approved by the local Fire Marshal and submitted to the Event Services/Catering office at least 14 days prior to the meeting. **NO VENDOR WILL BE ALLOWED TO MOVE-IN INTO THE HOTEL UNTIL THE FIRE MARSHAL APPROVED PLAN IS RECEIVED!** It is the **responsibility of the vendor** to ensure that **all** areas (including back of the house) equipment and cords are secured in such a manner that it will not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes. Hotel management has the authority to not allow entry of guests into the room until any unsafe conditions have been satisfactorily corrected.
- Pyrotechnics at **any** level are **not** allowed.
- It is solely the responsibility of the production/audio visual company to ensure they are within all union regulations and have hired the appropriate union personnel. It is the vendor's responsibility to contact the local union office to discuss their staffing needs. The hotel **DOES NOT** provide union labor contracting services. The local Teamsters Union is responsible for the unloading and loading of ALL trucks. All trucks with audio-visual equipment must be unloaded and loaded by both Teamsters and the Stagehands union, Local #2785 and Local #16 respectively. Additionally, the services of Stagehands union have to be retained for the set-up, operation, and teardown of all production and audio-visual equipment.
- All additional "EXIT" signs must be illuminated and battery-operated.
- Storage space for outside A/V companies will be the sole responsibility of the company. The Hilton San Francisco Union Square will make every effort to secure space, once notification is given, but is under no obligation to provide such space. If space is available, the audio/visual vendor will be charged rack rate for such space. No equipment or cases are to remain in the "back of the house" areas at any time. Any empty cases are to be removed from the hotel and brought back for load-out.
- The vendor is completely responsible for leaving our facility in the condition as it was given to them. This includes disposal of all trash, props, cardboard, plastic electrical ties, confetti, balloons, etc. If a dumpster is required, it must be delivered and picked up on the same day. All charges are to be incurred by the outside company. All floor surfaces must be covered with a protective covering during all load-ins and load-outs. Cleaning fees may be necessary should damage require more than traditional sweeping and vacuuming.
- Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect any request regarding sound levels you may receive from Hotel Management. The Hotel reserves the right to immediately terminate any event in the case of inappropriate sound level.

POLICIES AND PROCEDURES FOR:

EXPOSITION/DRAYAGE COMPANIES

1. Prior to finalizing exhibitors' kits, a copy must be sent to the Event Services Manager for approval.
2. Freeman Expositions, Inc. (Freeman) is the exclusive provider of exhibit/tradeshow electrical equipment and labor at the Hilton San Francisco Union Square. It is the responsibility of the Exposition/Drayage company to contact Freeman to obtain the appropriate Electrical forms for the exhibitor kit.
3. As Presentation Services is the official in-house A/V provider for the Hilton San Francisco Union Square, they are to be included as the A/V contractor in all exhibitors' kits.
4. The Hilton San Francisco Union Square has an in-house telephone department and the telephone order forms must be included in all exhibitors' kits. Please contact our Communications department at (415) 771-1400, extension 6321 to obtain order forms.
5. All exhibitor drayage must be sent to the Exposition/Drayage warehouse for storage. This point should be emphasized in the exhibitors' kit sent to the individual exhibitors. The hotel reserves the right to refuse all shipments sent to the hotel prior to the exhibit hall set-up date. If the exhibitor arranges with the hotel and the drayage company to have its shipment arrive on set-up date, it is the responsibility of the Exposition/Drayage company to take receipt and possession of the freight.
6. Exposition/Drayage company will remove all Exhibitor freight from the exhibit area at the upon closing of the hall. Exposition/Drayage company will be responsible for completion and distribution of all merchandise handling forms, bills of lading, and freight bills. All Exhibitor freight not picked-up by the published time will default to the Exposition/Drayage company's carrier of choice. Freight cannot be left on Hotel property after the departure of the last Drayage company truck. Federal Express Air and UPS shipments, excluding freight, may be brought to the dock for pick-up the next day. All air bills and Hotel's Merchandise Handling form must be completed and attached to freight. Otherwise, freight will be refused and returned to Exposition/Drayage company for outbound shipment.
7. The movement of all inbound and outbound freight for an Exhibit Hall shall be under the control of Teamsters Local 2785. Hotel employees cannot enter the Exhibit Hall for the purpose of loading in/out exhibit freight. Any Exhibitor/Guest sending freight to the Hotel will incur and pay a receiving free. Exhibitor/Guest will then have the option of independently moving freight **without the use of Hotel equipment**. Exhibitor/Guest can also, in person, authorize the Hotel to turn over said freight to hired Exposition/Drayage company to handle freight movement.
8. All exhibitor freight is the liability of the Exposition/Drayage company at all times.
9. It is the responsibility of the Exhibition/Drayage Company to hire a Teamster to direct traffic while the tractor-trailers are pulling in or out of the loading dock. Additionally, if the tractor nose is on

the sidewalk, it is the responsibility of the Exposition/Drayage company to hire a Teamster to divert pedestrian traffic around the sidewalk.

10. The Exposition/Drayage Company must establish a manned work station on the loading dock and in the exhibit hall. Each work station should have either a house phone (does not make outside calls) or an outside DID line. The current charge is \$300. Usage charges are assessed for calls made on a DID line. Current charges will apply and are the responsibility of the Exposition/Drayage Company.
11. A head foreman must be present at all times on the loading dock during move-in and move-out, as well as a lead supervisor located in the exhibit hall.
12. During break periods, one Exposition/Drayage representative must be present in the exhibit hall and one representative must be present on the loading dock in order to receive and distribute freight to meet exhibitor requirements.
13. An on-site contact number for the Drayage/Exposition company's representative must be provided to the Loading Dock Manager during the entire move-in and move-out of the exhibit hall.
14. If the hotel elects to accept drayage for exhibitors prior to set-up date, the Exposition/Drayage company will take possession of the freight on the loading dock on the set-up date.
15. The Exposition/Drayage company must provide Safety signs while performing their task in the loading dock and exhibit areas.
16. It is the sole responsibility of the Exposition/Drayage Company to clean exhibitor booths. The Exposition/Drayage company may arrange to have the aisles only cleaned by the hotel staff at a charge of \$2.00 per square foot per day. Excessive trash removal will be charged accordingly. Otherwise, it will be the responsibility of the Exposition/Drayage company to clean the aisles, unless indicated differently in the Hotel sales contract with the client. Arrangements for hotel staff services as indicated above must be requested at least two weeks prior to opening of Exhibit Hall.
17. The hotel will turn over a clean, cleared and vacuumed exhibition hall to the Exposition/Drayage company on the date of set-up. In return, the exhibition hall must be given back to the hotel in the same condition (clean, cleared and VACUUMED) at the time that is outlined in the client's contract. If the Exposition/Drayage company goes beyond the contracted time without prior written authorization from the hotel, there will be a charge of \$1,000 per hour for every hour the vendor goes over the contracted time. If the Exposition/Drayage company does not give the hotel the exhibition hall back clean, cleared and vacuumed, there will be a \$5,000 fine charged to the Exposition/Drayage company. The Exposition/Drayage company will not be allowed to work on hotel property again until the above charges are paid in full.

POLICIES AND PROCEDURES FOR:

ON-SITE SHIPPING COMPANIES

1. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be sold by the hotel at current prices. Credit card payment will be due prior to delivery of any supplies.
2. All delivery/pick-up schedules for packages for the shipping company must be arranged with the Loading Dock Manager at least ten (10) days in advance. If advance scheduling does not take place, the shipping company will not be allowed access to the Loading Dock.
3. All movements by the shipping company must utilize the service elevators. Under no circumstance is a guest elevator to be used for movement of materials. If the vendor would like to use the freight elevator, an elevator operator must be hired, two weeks in advance at \$25 an hour, with a four-hour minimum.
4. Any movement of boxes requested to be handled by the Package Room will be charged at \$5.00 per box. Credit card payment will be due prior to delivery of any boxes.
5. **The Loading Dock will not designate any staging or holding area for packages processed by the shipping company.** All staging and holding must be in assigned meeting space from the organization which hired the shipping company.
6. Preferred courier labels and envelopes will not be provided to any exhibitor utilizing the services of the shipping company.
7. The return address on all labels put on packages shipped by the shipping company should clearly indicate the name of the shipping company on them.
8. A management contact and telephone number must be provided to the hotel to refer inquiries for missing boxes after the end of the event.
9. The shipping company must be clear of the meeting space being used at the time indicated in the sales contract with the client. Unless written approval is given in advance by the hotel, a vendor leaving items in the area beyond the contracted time will be charge \$1,000 for each hour over the contracted time. The shipping company will not be allowed to work in the hotel again until such charges are paid in full.

POLICIES AND PROCEDURES FOR:

CONTRACT SECURITY COMPANIES

1. Every Contract Security Officer coming on duty shall sign in & out at the Hilton San Francisco Union Square Security Control Station on a daily basis.
2. No Contract Security Officer shall carry a firearm on the premises.
3. No Contract Security Officer shall be assigned by a Contract Security Company who has been convicted of a felony involving theft, arson, assault with a deadly weapon, murder, rape or burglary.
4. No Contract Security Officer shall solicit, accept or attempt to remove any item from any exhibit, display, or other functions in the Hilton San Francisco Union Square complex.
5. While on duty, no Contract Security Officer shall smoke in public, drink alcoholic beverages, or act in any manner which would reflect unfavorably upon himself/herself, his/her employer, or the Hilton San Francisco Union Square.
6. Contract Security Officers shall remain in their assigned areas of responsibility at all times.
7. The Hilton San Francisco Union Square reserves the right to remove any Contract Security Officer from the premises at any time to be replaced immediately at the expense of the Contract Security Company.
8. The Contract Security Company shall sign the attached "Hold Harmless agreement."
9. The Contract Security Company shall provide an Insurance Policy with the minimum amount of One Million Dollars naming the Hilton San Francisco Union Square and Hilton Worldwide as co-insureds.
10. The Contract Security Company shall provide proof of Workers Compensation (Minimum: \$1,000,000) to include Personal Injury which includes False Arrest; Detention; Imprisonment, or Malicious Prosecution; Libel; Slander; Defamation; Violation of Right of Privacy; Wrongful entry of eviction or other Invasion of Right to Privacy Occupation.
11. The Contract Security Company shall provide proof of the company's Employee Fidelity Bond.
12. All Contract Security Officers shall wear a uniform as deemed by the Contract Security Company at all times. The uniform shall be professional in nature and shall include a picture ID and nametag with company name and or logo. Jeans, shorts and sneakers, even if considered part of the Contract Security Company uniform, are not considered professional attire and therefore are not to be worn when working at the Hilton San Francisco Union Square. Any Contract Security Officer failing to meet uniform standards will be replaced immediately at the expense of the Contract Security Company.

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13. Any Contract Security Officer found sleeping while on duty will be removed from the premises and replaced immediately at the expense of the Security Company. The individual found sleeping will not be allowed to work at the Hilton San Francisco Union Square at any future time.
14. In order to adequately provide coverage, the following staffing must be provided:
 - With three (3) or more Security Officers on a twenty-four (24) hour continuous schedule, a Supervisor will be required.
 - With five (5) or more Security Officers on a twenty-four (24) hour continual schedule, a Supervisor and Relief Officer will be required.
15. All Contract Security personnel are required to be state licensed, bonded and thoroughly trained in compliance with the State of California standards of the Department of Consumer Affairs, Bureau of Security and Investigative Services.
16. The Contract Security Company shall provide a current copy of the company's Patrol Operators (PPO) license and San Francisco Business license.
17. The Contract Security Company shall provide to the Hilton San Francisco Union Square the contracted schedule of when and where all security officers will be located no later than 48 hours prior to the event start date.
18. The Contract Security Company shall provide the Hilton San Francisco Union Square a 24-hour access telephone or pager number for any emergencies.
19. The Hilton San Francisco Union Square Security Department will not be responsible for providing break relief for any Contract Security Company. Break coverage is solely the responsibility of the Contract Security Company.
20. It is the responsibility of the Contract Security Company to update all forms that are required on an annual basis or prior to each occasion it provides services at the Hilton San Francisco Union Square (NO LATER THAN 48 HOURS PRIOR TO START DATE OF THE EVENT). If these forms are submitted later than 48 hours prior to the start date of the meeting, there will be a \$200 processing charge which will be the responsibility of the Contract Security Company.
21. If any of the above rules are violated, the Hilton San Francisco Union Square reserves the right to immediately remove the Contract Security Company and all its agents from the hotel and ban them from working at the Hilton San Francisco Union Square at any future time.

LOADING DOCK FACT SHEET

1. The Loading Dock is 14' high and 19'3" wide.
2. The Loading Dock has two bays. The largest may accommodate a tractor-trailer 48' in length and 13'6" in height or a 52' tractor trailer with the nose of the tractor on the sidewalk. The second bay may accommodate a tractor-trailer no longer than 24' long and 12' high. A 36' tractor-trailer may utilize the smaller bay with the nose of the tractor on the sidewalk.
Please note: If the tractor trailer nose is on the sidewalk, it is the responsibility of the Exposition/Drayage company to hire a Teamster to divert pedestrian traffic around the sidewalk.
3. The belly of the tractor-trailer must have a clearance of at least 12".
4. Both the larger and smaller bays have hydraulic ramps which measure 6' wide x 6'9" long (high bay) and 70" wide x 90" long (low bay).
5. The large bay also has a hydraulic lift (8' wide x 18' long) which may accommodate a car or van with up to 20,000 lbs. maximum capacity.
6. The Dock can handle trailers with cabs, not extending on the sidewalk, up to 55'5" long.
7. The following trailers will not fit at the Dock but can be unloaded on the street with a forklift:
 - Trailers with refrigerator units on top.
 - Older style electronic trailers that have belly boxes 12 inches from the ground.
 - Overextended cabs or trailers.
8. The newer style electronic trailers with "Air Ride" will fit at the dock with belly boxes that are at least 20 inches off the ground.
9. When scheduling move-in or move-out time you can move 10,000 lbs. of freight per hour with an experienced crew.
10. If freight is blanket wrapped, please allow two hours at the dock, and two and a half hours off the street.
11. When movements need to be made to Tower #3 - 4th and 6th floor meeting rooms and suites, doors and hallways must be measured to make sure freight will fit before committing rooms.

FREIGHT/SERVICE ELEVATOR FACTS

TOWER #1 FREIGHT ELEVATOR

Ballrooms Accessed: Plaza, Franciscan & Imperial

Dimensions: 23'9" long, 11'9" wide, 9'6" high

Door opening: 11'9" wide, 7'10" high

Capacity: 20,000 lbs.

TOWER #1 SERVICE ELEVATORS

Meeting Room/Ballrooms Accessed: All of Tower #1, Franciscan Ballroom

Entrance dimensions: 3'6" wide, 7' high

Elevator dimensions: 4'6" wide, 6'6" high

Capacity: 3,000 lbs.

TOWER #2 FREIGHT ELEVATOR

Ballrooms Accessed: Golden Gate Ballroom, Continental Ballroom, Yosemite & Grand Ballroom

Dimensions: 22'1" long, 10'4" wide, 10'1" high

Door opening: 10'4" wide, 9'10" high

Capacity: 20,000 lbs.

TOWER #2 SERVICE ELEVATORS

Meeting Room/Ballrooms Accessed: All of Tower #2, Yosemite Ballroom, Grand Ballroom

Entrance dimensions: 3'8" wide, 7' high

Elevator dimensions: 9'1" long, 5' wide, 10' high

Capacity: 4,500 lbs.

Note: With extended hole height, clearance increases to 168' height.

TOWER #3 SERVICE ELEVATORS

Meeting Room/Ballrooms Accessed: All of Tower #3, Continental Ballroom, Golden Gate Ballroom,
4th floor, 6th floor

Entrance dimensions: 3'8" wide, 6'6" high

Elevator dimensions: 6'6" wide, 7'9" high, 4'6" depth

Capacity: 3,000 lbs.

TOWER #3 KITCHEN FREIGHT ELEVATORS

Meeting Room/Ballrooms Accessed: Continental Ballroom

Entrance dimensions: 5' wide, 7' high

Elevator dimensions: 9'2" long, 7'2" wide, 8' high

Capacity: 6,000 lbs.

MEETING ROOM FACTS

FLOOR LOAD LIMITATIONS

Grand Ballroom	250 lbs. per square foot
Yosemite Ballroom	100 lbs. per square foot
Imperial Ballroom	75 lbs. per square foot
Plaza Ballroom	75 lbs. per square foot
Franciscan Ballroom	100 lbs. per square foot
Continental Ballroom	250 lbs. per square foot
Golden Gate Ballroom	75 lbs. per square foot

DOOR DIMENSIONS (FROM FREIGHT ELEVATOR ACCESS)

Grand Ballroom	17'1" wide, 10'11" high
Imperial Ballroom	12' wide, 7'11" high
Plaza Ballroom	11'10" wide, 8' high
Franciscan Ballroom	11'10" wide, 7'11" high
Continental Ballroom	
East Corridor entrance	9' high
North Corridor entrance	7'11" high

CERTIFICATE OF INSURANCE REQUIREMENTS

A certificate of Insurance is required for all vendors working within the Hilton San Francisco Union Square. The following are the minimum insurance requirements.

COMPREHENSIVE GENERAL LIABILITY

Combined Single Limit	\$2,000,000.00
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WORKERS' COMPENSATION AND EMPLOYERS LIABILITY

"Workers Comp-Statutory Limits"	\$500,000.00
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"Employer's Liability"	\$500,000.00
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AUTOMOBILE LIABILITY (IF APPLICABLE)

Combined Single Limit	\$1,000,000.00
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ADDITIONAL INSURED

S.F. Hilton LLC, Hilton San Francisco Union Square, Hilton Management LLC, its Managing Agent, including their employees, officers and directors, are insured with respect to services provided at or for Hilton. The Hotel Owners and Hilton Worldwide and each of such entities' owners, subsidiaries and affiliates now or hereafter existing shall be included as additional insureds under the CGL on form CG 20-10 or equivalent. This insurance shall apply as primary with respect to any other insurance or self-insurance available to Hotel.

The Certificate of Insurance will be required (1) month prior to the start of the convention.

CONTACTS

Fire Marshal:

698 Second Street

San Francisco, CA 94107-2015

(415) 558-3300

- Must submit 3 copies and a self-addressed envelope

It is solely the responsibility of the production/audio visual company to ensure they are within all union regulations and have hired the appropriate union personnel. It is the vendor's responsibility to contact the local union office to discuss their staffing needs. The hotel **DOES NOT** provide union labor contracting services. The local Teamsters Union is responsible for the unloading and loading of ALL trucks. All trucks with audio-visual equipment must be unloaded and loaded by both Teamsters and the Stagehands union, Local #2785 and Local #16 respectively. Additionally, the services of Stagehands union have to be retained for the set-up, operation, and teardown of all production and audio-visual equipment.

Unions:

Local 16

(415) 441-6400

Local 2785

(415) 467-0450

SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:

PHONE (A/C, No, Ext):

FAX (A/C, No):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

INSURER A: XYZ Insurance Company

INSURER B: LMN Insurance Company

INSURER C:

INSURER D:

INSURER E:

INSURER F:

NAIC #

INSURED

ABC Corporation

123 Street

Anytown, USA

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<div> <div> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR </div> </div> <div> <input checked="" type="checkbox"/> Contractual Liability <div> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <div> <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: </div> </div> </div> </div>	Y		1234567	08/01/2016	08/01/2017	<div>EACH OCCURRENCE \$ 1,000,000</div> <div>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000</div> <div>MED EXP (Any one person) \$ 5,000</div> <div>PERSONAL & ADV INJURY \$ 1,000,000</div> <div>GENERAL AGGREGATE \$ 2,000,000</div> <div>PRODUCTS - COMP/OP AGG \$ 2,000,000</div> <div>Employee Benefits \$ 1,000,000</div>
B	<div> <div> <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <div> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY </div> </div> </div>	Y		1234567	08/01/2016	08/01/2017	<div>COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000</div> <div>BODILY INJURY (Per person) \$</div> <div>BODILY INJURY (Per accident) \$</div> <div>PROPERTY DAMAGE (Per accident) \$</div> <div>Medical Payments \$ 5,000</div>
C	<div> <div> <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <div> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE </div> </div> <div> <div>DED</div> <div>RETENTION \$</div> </div> </div>	Y		1234567	08/01/2016	08/01/2017	<div>EACH OCCURRENCE \$ 5,000,000</div> <div>AGGREGATE \$ 5,000,000</div>
D	<div> <div> <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <div> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <div> <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N </div> </div> </div> <div> <div>if yes, describe under DESCRIPTION OF OPERATIONS below</div> </div> </div>	N/A		1234567	08/01/2016	08/01/2017	<div> <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER <div> <div>E.L. EACH ACCIDENT \$ 1,000,000</div> <div>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000</div> <div>E.L. DISEASE - POLICY LIMIT \$ 1,000,000</div> </div> </div>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

San Francisco Lessee LLC, Hilton San Francisco Union Square, Hilton Domestic Operating Company Inc., its Managing Agent, including their employees, officers and directors, are insured with respect to services provided at or for Hilton. The Hotel Owners and Hilton Worldwide and each of such entities' owners, subsidiaries and affiliates now or hereafter existing shall be included as additional insureds under the CGL on form CG 20-10 or equivalent. This insurance shall apply as primary with respect to any other insurance or self-insurance available to the Hotel.

CERTIFICATE HOLDER

San Francisco Lessee LLC

d/b/a Hilton San Francisco Union Square

By Hilton Management LLC, its Managing Agent

333 O'Farrell Street

San Francisco, CA 94102

ATTN: CONTACT PERSON

The additional insured endorsement CG 20-10 or equivalent should be attached to the certificate.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MARSH USA INC., BY: John Doe

ACORD 25 (2016/03)

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Updated 1/11/2017

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MEETING ROOM INFORMATION

MEETINGS & EVENTS

Let us handle your events

With a convenient location just blocks from the Moscone Convention Center and offices of local corporations, business will be a pleasure at Hilton San Francisco Union Square. Our 24 hour Event Services Team will go above and beyond to create an experience focused on your specific goals, while making it a convenient process for you. We will help guide you through the planning and implementation of your events.

Our hotel is well-suited for all your meeting and event needs, offering everything from small boardrooms to our Grand Ballroom.

CAPACITIES & DIMENSIONS

	SQUARE FEET	L x W x H	CLASSROOM (2/3)	THEATER	CONFERENCE	BANQUET	U-SHAPE	RECEPTION	HOLLOW SQUARE	EXHIBITS 8 x 10	EXHIBITS 10 x 10
LOWER LEVEL											
Golden Gate Rooms	14,312	163'6" x 158'8" x 10'6"	—	—	—	700	—	929	—	58	—
Golden Gate 1	759	23' x 33' x 10'6"	30/45	70	30	50	28	90	32	—	—
Golden Gate 2	1,032	24' x 43' x 10'6"	42/63	110	36	70	32	120	42	—	—
Golden Gate 3	1,032	24' x 43' x 10'6"	52/78	110	36	70	32	120	42	—	—
Golden Gate 4	1,032	24' x 43' x 10'6"	42/63	110	36	70	32	120	42	—	—
Golden Gate 5	984	24' x 41' x 10'6"	42/63	110	36	70	32	120	42	—	—
Golden Gate 6	1,008	24' x 42' x 10'6"	42/63	110	36	70	32	120	42	—	—
Golden Gate 7	1,032	24' x 43' x 10'6"	42/63	110	36	70	32	120	42	—	—
Golden Gate 8	1,032	24' x 43' x 10'6"	42/63	110	36	70	32	120	42	—	—
Plaza Room	6,237	77' x 81'7" x 10'	232/348	—	—	480	—	700	—	39	29
Plaza A	3,240	81'7" x 39'9" x 10'	134/201	380	—	230	42	370	48	14	12
Plaza B	2,997	81'7" x 36'10" x 10'	134/201	350	—	220	42	350	48	14	12
EXECUTIVE CONFERENCE CENTER											
Sunset Room	308	21'10" x 15'9" x 9'6"	—	—	12	—	—	—	—	—	—
Seacliff Room	456	22'3" x 20'6" x 9'6"	—	—	16	—	—	—	—	—	—
Marina Room	342	17'8" x 20'8" x 9'6"	—	—	10	—	—	—	—	—	—
Presidio Room	330	17'4" x 23'9" x 9'6"	—	—	12	—	—	—	—	—	—

MEETINGS & EVENTS

CAPACITIES & DIMENSIONS

BALLROOM LEVEL	SQUARE FEET	L x W x H	CLASSROOM (2/3)	THEATER	CONFERENCE	BANQUET	U-SHAPE	RECEPTION	HOLLOW SQUARE	EXHIBITS 8' x 10'	EXHIBITS 10' x 10'
Continental Ballroom	19,000	84'6" x 228'5" x 20'	800/1,200	2,200	—	1,620	—	2,100	—	101	91
Continental Parlor 1	920	22'6" x 39'7" x 11'	40/60	100	40	80	30	106	36	—	—
Continental Parlor 2	1,080	27'1" x 39'7" x 11'	48/72	120	40	90	33	124	40	—	—
Continental Parlor 3	920	22'5" x 39'8" x 11'	40/60	100	40	80	30	106	36	—	—
Continental Ballroom 4	4,116	83'6" x 48'3" x 20'	180/270	475	—	400	56	473	60	24	16
Continental Ballroom 5	4,200	83'6" x 48'4" x 20'	180/270	490	—	400	56	473	60	24	16
Continental Ballroom 6	4,116	83'6" x 48'3" x 20'	180/270	475	—	400	56	473	60	24	16
Continental Parlor 7	920	22'5" x 39'9" x 11'	40/60	100	40	80	30	106	36	—	—
Continental Parlor 8	1,080	27'2" x 39'9" x 11'	48/72	120	40	90	33	124	40	—	—
Continental Parlor 9	920	22'7" x 39'9" x 11'	40/60	100	40	80	30	106	36	—	—
North Lounge	1,625	125' x 13' x 9'8"	—	—	—	90	—	300	—	—	—
South Lounge	1,625	125' x 13' x 9'8"	—	—	—	—	—	200	—	—	—
East Lounge	6,200	260' x 26' x 9'8"	—	—	—	160	—	900	—	—	—
West Lounge	2,300	110' x 25' x 9'8"	—	—	—	60	—	150	—	—	—
California Room	1,646	17'11" x 102' x 9'8"	—	—	—	—	—	—	—	—	—
Imperial Ballroom	6,642	81'10" x 82'5" x 13'6"	300/440	750	—	500	—	780	80	36	34
Imperial A	3,280	40'9" x 82'5" x 13'6"	120/210	360	44	230	42	380	48	15	14
Imperial B	3,280	40'8" x 82'5" x 13'6"	120/210	360	44	230	42	380	48	15	14
Franciscan Room	5,600	54'8" x 96'4" x 10'	—	—	—	500	—	785	—	31	27
Franciscan A	990	44'9" x 21'8" x 10'	34/51	100	40	80	36	130	40	—	—
Franciscan B	990	44'9" x 24'10" x 10'	34/51	100	40	80	36	130	40	—	—
Franciscan C	990	44'9" x 24'9" x 10'	34/51	100	40	80	36	130	40	—	—
Franciscan D	990	44'9" x 24'7" x 10'	34/51	100	40	80	36	130	40	—	—
Yosemite Room	11,685	122'8" x 94'9" x 13'	—	—	—	742	—	1350	—	56	48
Yosemite A	1,127	23'1" x 48'4" x 13'	48/72	130	38	90	36	130	42	—	—
Yosemite B	1,200	32'1" x 48'4" x 13'	60/90	160	40	130	39	180	45	—	—
Yosemite C	1,127	23'2" x 48'4" x 13'	48/72	130	38	90	36	130	42	—	—
Executive Boardroom	680	32'6" x 32'5" x 10'	—	—	20	25	—	—	—	—	—

MEETINGS & EVENTS

CAPACITIES & DIMENSIONS

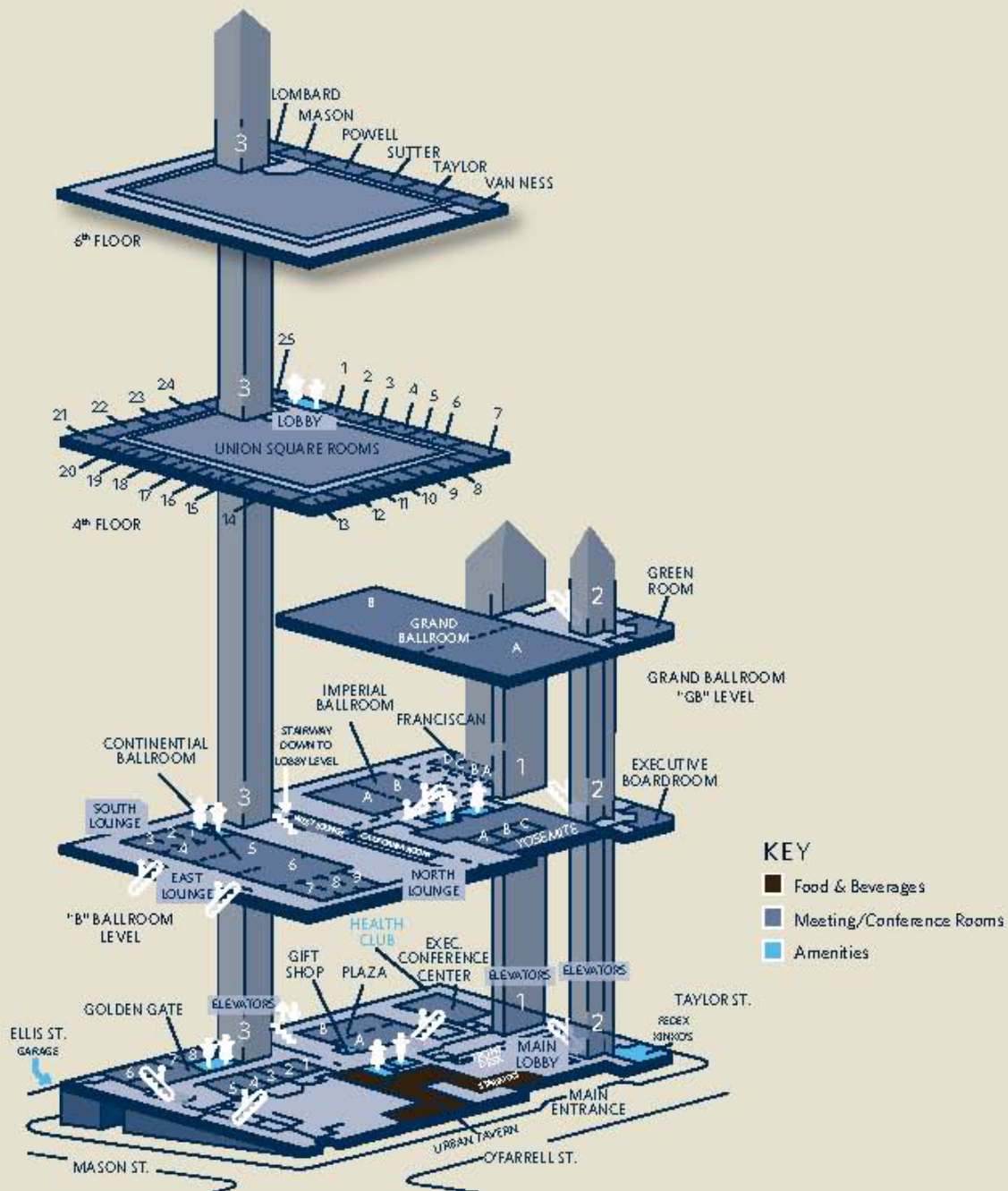
FOURTH FLOOR	SQUARE FEET	L x W x H	CLASSROOM (12/3)	THEATER	CONFERENCE	BANQUET	U-SHAPE	RECEPTION	HOLLOW SQUARE	EXHIBITS 8 x 10	EXHIBITS 10 x 10
Union Square 1 and 2	730	49'7" x 15'8" x 8'3"	32/48	90	40	60	30	85	—	—	—
Union Square 1	340	22'2" x 15'8" x 8'3"	14/21	40	16	30	14	40	—	—	—
Union Square 2	380	27'3" x 15'8" x 8'3"	14/21	50	22	30	14	45	—	—	—
Union Square 3 and 4	760	49'7" x 15'8" x 8'3"	32/48	90	40	60	30	85	—	—	—
Union Square 3	340	22'2" x 15'8" x 8'3"	14/21	40	16	30	14	40	—	—	—
Union Square 4	418	27'2" x 15'8" x 8'3"	14/21	50	22	30	14	45	—	—	—
Union Square 5 and 6	760	48'7" x 15'8" x 8'3"	32/48	90	40	60	30	85	—	—	—
Union Square 5	356	22'2" x 15'8" x 8'3"	14/21	40	16	30	14	40	—	—	—
Union Square 6	403	26'2" x 15'8" x 8'3"	14/21	50	22	30	14	45	—	—	—
Union Square 7	320	23'1" x 13'7" x 8'3"	8/12	20	8	20	8	40	—	—	—
Union Square 8	365	15'7" x 23'7" x 8'3"	16/24	40	22	30	15	40	—	—	—
Union Square 9	380	15'8" x 24'7" x 8'3"	16/24	40	22	30	15	40	—	—	—
Union Square 10	380	15'8" x 24'7" x 8'3"	16/24	40	22	30	15	40	—	—	—
Union Square 11	380	15'8" x 24'7" x 8'3"	16/24	40	22	30	15	40	—	—	—
Union Square 12	365	15'8" x 23'8" x 8'3"	16/24	40	22	30	15	40	—	—	—
Union Square 13	518	15'8" x 36'10" x 8'3"	26/39	60	34	50	27	70	—	—	—
Union Square 14	620	40'4" x 15'7" x 8'3"	26/39	60	34	50	27	70	—	—	—
Union Square 15 and 16	960	62'9" x 15'7" x 8'3"	40/60	110	52	80	30	110	—	—	—
Union Square 15	480	31' x 15'7" x 8'3"	20/30	50	24	40	14	55	—	—	—
Union Square 16	480	31'5" x 15'7" x 8'3"	20/30	50	24	40	14	55	—	—	—
Union Square 17 and 18	760	49'6" x 15'6" x 8'3"	32/48	90	40	60	30	85	—	—	—
Union Square 17	341	21'5" x 15'6" x 8'3"	14/21	40	16	30	14	40	—	—	—
Union Square 18	419	27'10" x 15'6" x 8'3"	14/27	50	22	30	14	50	—	—	—
Union Square 19 and 20	930	60'3" x 15'7" x 8'3"	36/60	100	52	80	30	110	—	—	—
Union Square 19	465	29'11" x 15'7" x 8'3"	20/30	50	24	40	14	55	—	—	—
Union Square 20	465	30' x 15'7" x 8'3"	20/30	50	24	40	14	55	—	—	—
Union Square 21	532	36'11" x 15'7" x 8'3"	26/39	70	34	50	27	60	—	—	—
Union Square 22	960	15'8" x 61'11" x 8'3"	40/60	110	52	80	32	110	—	—	—
Union Square 23 and 24	930	15'7" x 60'3" x 8'3"	40/60	100	52	80	30	110	—	—	—
Union Square 23	465	15'7" x 29'7" x 8'3"	20/30	50	24	40	14	55	—	—	—
Union Square 24	465	15'7" x 30'4" x 8'3"	20/30	50	24	40	14	55	—	—	—
Union Square 25	518	36'11" x 15'8" x 8'3"	26/39	70	34	50	27	60	—	—	—

MEETINGS & EVENTS

CAPACITIES & DIMENSIONS

	SQUARE FEET	L x W x H	CLASSROOM (2/3)	THEATER	CONFERENCE	BANQUET	U-SHAPE	RECEPTION	HOLLOW SQUARE	EXHIBITS 8' x 10'	EXHIBITS 10' x 10'
SIXTH FLOOR											
Lombard Room	518	36'8" x 15'6" x 8'3"	26/34	70	34	50	27	60	—	—	—
Mason Room	760	48'5" x 15'7" x 8'3"	32/48	90	40	60	30	85	—	—	—
Mason A	370	23'7" x 15'6" x 8'3"	14/21	40	22	30	14	40	—	—	—
Mason B	390	24'7" x 15'6" x 8'3"	14/21	40	22	30	14	45	—	—	—
Powell Room	760	49'6" x 15'6" x 8'3"	32/48	90	40	60	30	85	—	—	—
Powell A	370	24'9" x 15'6" x 8'3"	14/21	40	22	30	14	40	—	—	—
Powell B	390	24'6" x 15'6" x 8'3"	14/21	40	22	30	14	45	—	—	—
Sutter Room	760	49'7" x 15'6" x 8'3"	32/48	90	40	60	30	85	—	—	—
Sutter A	370	24'9" x 15'6" x 8'3"	14/21	40	22	30	14	40	—	—	—
Sutter B	390	24'7" x 15'6" x 8'3"	14/21	40	22	30	14	45	—	—	—
Taylor Room	760	48'6" x 15'6" x 8'3"	32/48	90	40	60	30	85	—	—	—
Taylor A	370	24'9" x 15'6" x 8'3"	14/21	40	22	30	14	40	—	—	—
Taylor B	390	23'5" x 15'6" x 8'3"	14/21	40	22	30	14	45	—	—	—
Van Ness Room	518	37'1" x 15'6" x 8'3"	26/39	70	34	50	27	60	—	—	—
FOURTY-FIFTH FLOOR											
Vista	1,675	107' x 16'	—	—	—	70	—	100	—	—	—
FOURTY-SIXTH FLOOR											
Cityscape	8,516	67' x 132'	—	—	—	180	—	270	—	—	—
GRAND BALLROOM LEVEL											
Grand Ballroom	29,637	267'6" x 111' x 23'2"	1,200/1,800	3,300	—	2,700	—	3,400	—	183	158
Grand Ballroom A	9,657	111' x 87'2" x 14'9"	400/600	900	—	870	—	1,110	—	41	41
Grand Ballroom B	19,980	111' x 180' x 23'2"	800/1,200	2,250	—	1,760	—	2,290	—	126	108
Grand Ballroom Foyer	1,311	19'4" x 69'9" x 11'6"	—	—	—	—	—	—	—	—	—
Green Room	680	32'11" x 33' x 11'6"	—	—	20	25	—	—	—	—	—

FLOOR PLAN FOR CONFERENCE & EVENT ROOMS



**CONTRACTOR/VENDOR
POLICIES AND PROCEDURES
HOTEL AGREEMENT/ACCEPTANCE SHEET**

THE AGREEMENT is entered into as of the ____th day of (Month)_____, 201____, by and between HILTON WORLDWIDE, a Delaware Corporation (hereinafter referred to as “Hilton”), as agent for HILTON WORLDWIDE (hereinafter referred to as “Owner”) dba HILTON SAN FRANCISCO UNION SQUARE (hereinafter referred to as “Hotel”), and _____ (hereinafter referred to as “Vendor/Contractor”).

WHEREAS, from time to time, customers of the Hotel (hereinafter referred to as "Customer") will desire to retain the services of Vendor/Contractor in connection with meetings to be held at the Hotel.

WHEREAS, Hotel and Hilton will permit Customer to retain Vendor/Contractor on the condition that adequate indemnity is provided.

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

Vendor/Contractor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Customer, Owner, Hilton and their employees and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Vendor/Contractor's performance or non-performance of Vendor/Contractor guard services at the Hotel, excluding any such liability caused by the sole negligence of the Customer, Hotel, Owner, Hilton their employees and agents.

(Vendor/Contractor)

HILTON SAN FRANCISCO UNION SQUARE

Name/Title

Lisa Russi, Area Director of Events and Catering

Signature _____ Date _____

Date

Signature _____ Date _____

Date

IT IS OUR INTENTION TO KEEP THIS AGREEMENT & SUPPORTING DOCUMENTS IN FORCE AND ON FILE THROUGH DECEMBER 31 OF EACH CALENDAR YEAR. NEW DOCUMENTS WILL BE REQUIRED ANNUALLY.

*** Please tear off this page, sign and return with all relevant documents to hotel. ***