



Hilton

New Orleans Riverside

Guest Services will finalize all rates negotiated. Rates are published as follows:

1.	SINGLE SHEET ITEMS/Env.	Outside Door	\$2.00 ea
		Inside Door	\$3.00 ea
2.	NEWSPAPER/PERIODICAL	Outside Door	\$2.00 ea
		Insert/Sticker	\$.50 ea
		Inside Room	\$3.00 ea *
3.	POLYBAGS/SHRINK-WRAP (Up to 3 items)	Outside Door	\$2.00 ea
		Inside Room	\$3.00 ea *
		Additional Items	\$1.00 ea
4.	GIFT BAGS/BASKETS DUFFLEBAGS/SPECIAL ITEMS	Inside Room	\$3.00 ea **
5.	CUSTOMIZATION OF ROOMING LISTS		\$50.00/100 rooms

* Must be approved by Executive Office before distribution to guestrooms.

** Size of item will be subject to negotiation. Normal approval by the Executive Office will need to be obtained.

- A Distribution Form will need to be completed and signed (via fax).
- A letter of authorization by the main convention and a sample of the item is required prior to delivery.
- All items placed outside the guestrooms will be placed in a specially designed Hilton plastic bag.