



Travel should take you places®

Dear Hilton Meetings Delegate,

Welcome and thank you for choosing **Hilton Meetings** at the **Hilton Saint John/Saint John Trade & Convention Centre** for your event. We are looking forward to hosting your group and making sure your meeting is a tremendous success. Please take a moment to read the following information about your Hilton Meetings facilities:

- **Service Connect System** – Simply push the button to receive quiet, unintrusive service within minutes. Whether you need audio/visual assistance or more coffee, our dedicated team will be right there.
- **Room Security** – Enclosed with this letter is your meeting room key. Our doors lock automatically and as an added security precaution, there is a safe located in the credenza, which can hold at least three laptop computers.
- **Temperature** – Hilton Meetings rooms are designed for comfort. The temperature controls for the room are controlled through a central computer and may be adjusted by request to the Hilton Meetings Manager.
- **Business Center & Meeting Stationery** – Business services, such as printing, faxing, and photocopying are available in the Business Center located in the Hilton Saint John main lobby or the Trade & Convention Centre Lobby. For your convenience note pads, pens and other meeting stationery are available in your meeting room.
- **Restrooms & Emergency Exits** –
 - **Kennebecasis Room** – The nearest restrooms are located in the lower lobby towards the pool area and to the right. The nearest emergency exit is located within your meeting room leading to the boardwalk outside.
 - **Belleisle Room** – The nearest restrooms are located in the lower lobby towards the pool area and to the right. The two nearest emergency exits are located to the left and up the stairs to the right or turn right towards the parking garage.
 - **Montagu Rooms** – The nearest restrooms are located down the hallway to the left just outside of the main doors of the Trade & Convention Centre. The nearest emergency exit are located to the left of the Trade Centre Foyer and to the left.
 - **TCC Boardroom** – The nearest restrooms are located down the hallway to the right. The nearest emergency exits are located at the either end of the hallway entering into Market Square.
- **In-Room Refrigerator** – Located in the credenza, the refrigerator holds Coca-Cola products including Diet Coke, Sprite, Ginger Ale, Fuze Fruit Drinks, "Vitamin" Water, and Desani Filtered Water. These drinks are available at a cost of \$2.50 each for á la carte meetings.
- **Connectivity** – Hard Wire or Wireless High Speed Internet Access available at a cost of \$12.95 per day, per user unless connection is included with meeting package. A PIN code is required for access to the High Speed Internet.
- **3M™ Digital Easel** – The 3M Digital Easel is an innovative tool similar to a flip chart that saves notes directly to a computer for instant capture. If you are interested in using the 3M Digital Easel, please ask for further details from your Hilton Meetings contact.
- **Hilton Meetings Contact** – Should you require any further assistance, please press the Service Connect System to be connected directly to your Hilton Meetings Contact.

It's our pleasure to help you conduct a productive, successful and hassle-free meeting!

Sincerely,

The Group Services Team at the Hilton Saint John/Saint John Trade & Convention Centre