

**OMNI**  **HOTELS**<sup>®</sup>  
shoreham | washington dc  
**PLANNER GUIDE**



**2500 CALVERT STREET, NW  
WASHINGTON, DC 20008**

**(202) 234-0700**

**[WWW.OMNIHOTELS.COM](http://WWW.OMNIHOTELS.COM)**

# **WELCOME TO THE HISTORIC OMNI SHOREHAM**

THANK YOU FOR CHOOSING WASHINGTON'S OWN OMNI SHOREHAM HOTEL TO HOST YOUR EVENT. WE ARE PLEASED TO HAVE YOU ON PROPERTY AND WE LOOK FORWARD TO WORKING WITH YOU.

THE CONVENTION SERVICES DEPARTMENT'S NUMBER ONE PRIORITY IS EXCEEDING YOUR EXPECTATIONS BY DELIVERING THE HIGHEST QUALITY CUSTOMER SERVICE. THE SUCCESS OF YOUR PROGRAM IS OF UTMOST IMPORTANCE TO US. OUR TEAM IS HERE TO HELP YOU WITH ALL PHASES OF YOUR EVENT; FROM THE EARLIEST PLANNING PHASES TO THE DEPARTURE OF THE LAST DELEGATE.

INCLUDED IN THIS A-Z GUIDE YOU WILL FIND ALL THE INFORMATION YOU MAY NEED DURING THE COURSE OF YOUR TIME WITH US. AGAIN, WELCOME TO THE OMNI SHOREHAM AND THANK YOU FOR YOUR PATRONAGE!

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## THE OMNI SHOREHAM AT A GLANCE

### **HOTEL INFORMATION:**

- ❖ 836 recently renovated luxury rooms
  - 782 Deluxe Rooms
  - 28 Classic Suites
  - 13 One Bedroom Suites
  - 2 Bridal Suites
  - 8 Presidential Suites.
- ❖ 24 meeting rooms totaling 125,000 ft
- ❖ Sits on 11 meticulous acres nestled next to Rock Creek Park
- ❖ Four Diamond AAA Luxury Hotel
- ❖ Member of Historic Hotels of America
- ❖ ADA Access and Accessible Rooms Available
- ❖ Pet-Friendly Hotel
- ❖ Check In: 3:00 pm (Featuring Express Check-In)
- ❖ Check out: 12:00 pm (Featuring Express Check-Out)
- ❖ Valet Parking available for \$28.00/day
- ❖ 50 yards from the Woodley Park-Zoo/Adams Morgan Metro Station on the Red Line
- ❖ 8 miles from Reagan National and 28 miles from Dulles International.

### **GUEST ROOM AMENITIES:**

- ❖ Flat Screen HD TV
- ❖ High Speed Wi-Fi Internet
- ❖ Individual Climate Control
- ❖ Blowdriers
- ❖ Iron and Board
- ❖ MP3 Compatible Clock Radios
- ❖ Coffee maker with pods
- ❖ Pay Per View Movies
- ❖ Dual Line Phones with Voicemail
- ❖ In-Room, Laptop Sized Safes
- ❖ Work Desk
- ❖ Complimentary *USA Today* Daily
- ❖ Cribs and Rollaways Available
- ❖ Plush Robes Available

### **FITNESS & LEISURE:**

- ❖ Spacious fitness center offering “Get Fit” kits, private showers, and dry saunas.
- ❖ Spa services available by appointment
- ❖ Proximity to Rock Creek Park’s trails and exercise stations
- ❖ Resort-Like grounds with a Bird Watching Deck and hammocks
- ❖ Outdoor, heated swimming pool and deck

### **OUTLETS**

- ❖ Robert’s Restaurant, featuring *The Art of Breakfast*
- ❖ Morsel’s Café, for your a la carte and to-go needs
- ❖ 24 Hour In-Room Dining
- ❖ Marquee Bar & Lounge featuring performances by Political Satirist Mark Russell
- ❖ Seasonal Pool Bar

### **GUEST SERVICES:**

- ❖ Omni Sensational Kids Program
- ❖ “Get Fit” Kits through our Ideal Living Program
- ❖ Dry Cleaning
- ❖ Post and Parcel Services
- ❖ Translation Services
- ❖ 2 On-Site ATMs
- ❖ 24 Hour Business Center
- ❖ Concierge Services

- ❖ *Lambros Jewelry Store*
- ❖ *Newsstand Gift Shop*

- ❖ Luggage Storage

### **ACCOUNTING**

- ❖ To establish credit with the hotel you need to have turned in a completed credit application by the date specified on your contract. If the application is not received by the deadline, or if you are not approved for credit, your estimated charges are to be paid in full by a certified or company check which must be received by thirty days in advance of your arrival.
- ❖ The Banquets Dept. will coordinate with you on a daily basis to review and receive a signature on your previous days' Banquet Checks. These will encompass room rental fees, food and beverage charges, and miscellaneous charges such as electrical, engineering, setup fees, and etc.
- ❖ The Accounting Dept. is responsible for your post-event bill review. Accounting's direct dial number is (202) 756-5055; please direct any questions regarding your final bill to their attention.

### **AIRLINE INFORMATION**

The following Airlines service BWI, Dulles International, and Reagan National Airports. You may refer to the "Airports" Section of this guide for Airport contact information and driving directions. Please contact the Airport or Airline Company directly for flight information. Those with initials beside its name service only those airports.

- |  |   |   |
|--|---|---|
| ❖ Aeroflot (IAD)<br>○ 888-686-4949         | ❖ Cayman Airways (IAD)<br>○ 345.949.8200  | ❖ Qatar Airways (IAD)<br>○ 877-777-2827     |
| ❖ Air Canada<br>○ 888-247-2262             | ❖ Continental<br>○ 800-525-0280           | ❖ Saudi Arabian Air (IAD)<br>○ 800-472-8342 |
| ❖ Air Canada Jazz (DCA)<br>○ 888-247-2262  | ❖ Copa Airlines (IAD)<br>○ 800-359-2672   | ❖ South African Air (IAD)<br>○ 800-722-9675 |
| ❖ Air France (IAD)<br>○ 800-237-2747       | ❖ Delta<br>○ 800-221-1212                 | ❖ Southwest<br>○ 800-435-9792               |
| ❖ Air Jamaica (BWI)<br>○ 800-523-5585      | ❖ Ethiopian (IAD)<br>○ 800-445-2733       | ❖ SAS (IAD)<br>○ 800-221-2350               |
| ❖ Aer Lingus<br>○ 800-474-7424             | ❖ Frontier (DCA)<br>○ 800-432-1359        | ❖ Spirit Airlines (DCA)<br>○ 800-772-7117   |
| ❖ Air Tran<br>○ 800-247-8726               | ❖ Grupo Taca (IAD)<br>○ 800-535-8780      | ❖ Sun Country Air (IAD)<br>○ 800-800-6557   |
| ❖ Alaskan Airlines (DCA)<br>○ 800-252-7522 | ❖ Iberia (IAD)<br>○ 800-772-4642          | ❖ Ted (IAD)<br>○ 800-225-5833               |
| ❖ ANA (IAD)<br>○ 800-235-9262              | ❖ Jet Blue (IAD)<br>○ 800-538-2583        | ❖ United Airlines<br>○ 800-241-6522         |
| ❖ American Airlines<br>○ 800-433-7300      | ❖ KLM Royal Dutch (IAD)<br>○ 800-225-2525 | ❖ US Air<br>○ 800-428-4322                  |
| ❖ American Connection<br>○ 800-433-7300    | ❖ Korean Air (IAD)<br>○ 800-438-5000      | ❖ USA3000 (BWI)<br>○ 877-872-3000           |
| ❖ Austrian (IAD)<br>○ 800-843-0002         | ❖ Lufthansa (IAD)<br>○ 800-645-3880       | ❖ Virgin America (IAD)<br>○ 877-359-8474    |
| ❖ AVIANCA (IAD)<br>○ 800-284-2622          | ❖ Midwest (DCA)<br>○ 800-452-2022         | ❖ Virgin Atlantic (IAD)<br>○ 800-862-8621   |
| ❖ British Airways<br>○ 800-247-9297        | ❖ Northwest<br>○ 800-225-2525             |   |

## **AIRPORTS**

### **❖ BWI Thurgood Marshall Airport (BWI) (1-800-I FLY BWI)**

- 38 Miles (50 Minutes)
- Accessible via MARC, Amtrak, Shuttle Service, Taxi, or DC Metro Bus + Rail.
- Directions: Leave BWI taking I-195 West. Take Exit 4B onto I-95 S towards Washington. Take Exit 27 onto I-495 W towards Silver Spring/Bethesda. Exit onto Connecticut Avenue (MD-185) via Exit 33. Keep left at the fork and continue on MD-185 S. At Chevy Chase Circle take the 4<sup>th</sup> Exit, continuing onto Connecticut Avenue. Turn right onto Calvert Street NW. Hotel will be 2 blocks ahead on the left.

### **❖ DULLES INTERNATIONAL AIRPORT (IAD) (703-572-2700)**

- 28 Miles (35 Minutes)
- Accessible via Shuttle Service or Taxi.
- Directions: Leave IAD taking Dulles Access Road (VA-267) East. Exit onto I-66 E. Take the Independence Avenue Exit. Make a sharp right upon exiting onto Rock Creek Parkway. Follow signs for Connecticut Avenue. Make a left onto 24<sup>th</sup> St. NW. Hotel will be immediately on the left.

### **❖ REAGAN NATIONAL AIRPORT (DCA) (703-417-8000)**

- 8 Miles (15 Minutes)
- Accessible via Shuttle Service, Taxi, and DC Metro Bus or Rail.
- Directions: Leave DCA taking George Washington Parkway North. Exit on the left towards the Arlington Memorial Bridge. Make a sharp right exiting onto Rock Creek Parkway. Following signs for Connecticut Avenue. Make a left onto 24<sup>th</sup> St. NW. Hotel will be immediately in the left.

## **AIRPORT TRANSPORTATION**

### **❖ ABE'S TRANSPORTATION**

- The Omni Shoreham's preferred partner is Abe's Transportation. Please call (202) 518-0333 or see the concierge to making a reservation.

### **❖ SUPER SHUTTLE**

- You may book a shuttle ride to your preferred airport online at [www.supershuttle.com](http://www.supershuttle.com) or by calling (202) 296-6662/ (800) Blue-Van.
- Group Reservations:
  - Groups less than 50 people please call (800) 622-2089 x 2.
  - Groups of 50 or larger please call (703) 416-7873 x 707.

### **❖ TAXI**

- Taxi fees are \$3.00 (initial fee) + \$0.25/every 1/6 mi. traveled. Additional passengers are \$1.50/person. Luggage, Zoning, and other fees may apply.

### **❖ MARC Train or Amtrak**

- These rail systems service BWI Airport only. Both may be accessed at Union Station. (Riders may take the **Red** Line train from Woodley Park-Zoo/ Adam's Morgan towards Glenmont and exit at Union Station, 10 min., \$1.75 regular fare/\$1.35 reduced fare).
- MARC Train service runs on weekdays only and is suspended on holidays. Please see [www.mtmaryland.com](http://www.mtmaryland.com) for the complete schedule and fare chart.
- Amtrak trains run everyday unless otherwise noted. Tickets may purchased at [www.amtrak.com](http://www.amtrak.com), by calling (800) USA-RAIL, or at Union Station kiosks.

### **❖ METRO RAIL AND BUS**

- Reagan National Airport : Metro Rail Blue or Yellow Lines
  - *Metro Rail*, 26 min., \$2.55 regular fare/\$1.35 reduced fare  
Take the **Red** Line train from Woodley park-Zoo/Adam's Morgan towards Glenmont. Transfer to the **Blue** Line towards Springfield at Metro Center or the **Yellow** Line towards Huntington at Gallery Place-Chinatown. Exit at Reagan National Airport Station.
- BWI: Metro Rail Green Line to Metro Bus #B30
  - *Metro Rail* 33 min., \$3.95 regular fare/\$2.35 reduced fare  
Take the **Red** Line train from Woodley park-Zoo/Adam's Morgan towards Glenmont. Transfer to the **Green** Line towards Greenbelt at Gallery Place-Chinatown. Exit at Greenbelt and transfer to the B30 Bus.
  - *Metro Bus*, 30 min., \$3.00 Smart Trip Fare/\$3.10 Case Fare  
Take the B30 Bus directly to BWI Airport.

## **AMENITIES**

- ❖ Amenities are available through our room service department. Please discuss your options with your Convention Services Manager.

## **AREA ATTRACTIONS AND LOCAL LANDMARKS**

### ❖ **ARTS AND CULTURE**

- Kennedy Center (3 mi.)
- Ford Theatre (2 mi.)
- National Theatre (2.5 mi.)
- Air and Space Museum (3 mi.)
- American History Museum ( 2 mi.)
- Natural History Museum (3 mi.)
- Shakespeare Theatre (3 mi.)
- US Holocaust Museum (3.5 mi.)
- Smithsonian Institute (3.5 mi.)
- National Gallery of Art (10 min.)

### ❖ **DINING AND ENTERTAINMENT**

- Jandara (Thai) – 1 block
- Lebanese Taverna – 1 block
- Lex Cajun Grill – 1 block
- Medaterra (Medit./American) – block
- Mr. Chen's (Chinese) – 1 block
- Murphy's Irish Pub – 1 block
- New Heights (American) – 1 block
- Café Paridiso (Italian) – 1 block
- Butterfield 9 (Fine Dining) – 1.5 mi.
- ESPN Zone (Sports Themed) – 2 mi.
- Occidental (Fine Dining) – 2 mi.

### ❖ **DC LANDMARKS**

- National Zoo – 4 blocks
- National Mall – 2.5 mi.
- Lincoln Memorial – 2 mi.
- Tidal Basin – 3.5 mi.
- Korean War Memorial – 2.5 mi.
- National Cathedral – 1.5 mi.
- DuPont Circle – 1.5 mi.
- International Spy Museum – 3 mi.
- Newseum – 3 mi.
- White House – 2 mi.

- Vietnam Veterans Memorial – 3 mi.
- US Capitol – 3.5 mi.
- Arlington National Cemetery – 5 mi.
- Mt. Vernon – 30 mi.

### ❖ **SHOPPING**

- Georgetown – 2 mi.
- Chevy Chase Pavilion – 3 mi.
- Fashion Center at Pentagon City – 4 mi.
- Tyson's Corner – 9 mi.

### ❖ **UNIVERSITIES**

- Catholic Univ. of America– 4 mi.
- Georgetown University – 2 mi.
- George Mason University – 21 mi.
- George Washington Unive. – 3 mi.
- Howard University – 3 mi.
- University of MD – 10 mi.

### ❖ **RECREATION AND SPORTS**

- Rock Creek Park – 1 block
- Boating on the Potomac – 15 min.
- Cherry Blossom Trees – 15 min.
- Six Flags America – 30 mi.
- Verizon Ctr. (Capitals & Wizards) – 2 mi.
- FedEx Field (Redskins) – 10 mi.
- Nationals Park (Nationals) – 5.5 mi.

### ❖ **TRANSPORTATION**

- Woodley Park-Zoo/ Adams Morgan Metro – 1 block
- Union Station – 4 mi.
- Reagan National Airport – 8 mi.
- Dulles International Airport – 28 mi.
- BWI Airport – 38 mi.

## **ATMS AND BANKING**

- ❖ There are 2 ATMs located in the hotel. One by the shoeshine and West Promenade restrooms and the other is located by the East Promenade elevators.
- ❖ Bank of America and M&T Bank branches are 1 block away up Connecticut Avenue.

## **ATTENDANCE GUARANTEES**

- ❖ Final guarantees are to be confirmed three business days prior to the event. This allows for proper staffing and adequate stock to ensure the successful execution of your event.

## **AUDIO VISUAL SERVICES**

- ❖ Our in-house partner, AVT, is available to take care of your audio-visual needs from podiums, to sound, to screens and projectors, to laptops and printers, and more. Please contact your Convention Services Manager, who will be happy to refer you to a member of the AVT team. Also, you may call (202) 756-5111 to reach AVT directly.

## **BANNERS AND SIGNAGE**

*Banner Definition:* made of vinyl or cloth (any other material, refer to Engineering for special pricing).

- ❖ Please direct all banner hanging requests for the Regency Ballroom to AVT, as all banners must be hung on black 16' pipe and drape. The pricing for this service will be determined by PSAV.
- ❖ PLEASE NOTE: No banners will be hung in public area except the East and West Registration Desk.

## **BANQUET BEVERAGES**

- ❖ Hosted and cash beverages are available for your event. Please consult our Banquet Menu for up-to-date options and pricing information. Consult with your Convention Services Manager for special requests.

## **BANQUET EVENT ORDERS**

- ❖ BEOs convey, in detail, your event dates and times, room sets and refresh times, food and beverage orders, A/V requirements, linen and special décor items, engineering and telecommunications needs, and other miscellaneous information that may need to be brought to everyone's attention. Other pertinent information such as an on-site contact name(s), the organization's contact information, and a permanent account number or other billing information will be included on these documents.
- ❖ Your Convention Services Manager will require a signature from you on every BEO, signifying that your organization can be held accountable for all charges incurred from every event in your program unless otherwise noted. (i.e. ICWs, complimentary items from contracts, etc.)

## **BANQUET MENU SELECTION**

- ❖ Your final food and beverage requirements are due no later than 30 days prior to your event, including special dietary requirements. We are able to accommodate vegetarian, vegan, gluten-free, and kosher meals. Any changes or special requirements that need to be accommodated after this deadline must be communicated as soon as possible to your Convention Services Manager.
- ❖ Outside caterers are permitted under the discretion and approval of your Convention Services Manager.

- ❖ We prohibit any food to be taken off property.

### **BANQUET SETUP**

- ❖ Your room sets are dictated per your BEOs. They may include but are not limited to tables and chairs, standard hotel linen, audio visual equipment, and staging.
- ❖ Alternative linens may be ordered to meet the décor needs of your event. Please contact your Convention Services Manager for more information.
- ❖ Setup fees may apply depending on quantity and timeliness of room set ups and turns.

### **BOXED LUNCHES & CASH AND CARRY**

- ❖ The hotel is able to offer cash and carry a la carte breakfast selections or boxed lunches for large-scale programs. Please contact your Convention Services Manager for more information.

### **BUSINESS CENTER**

- ❖ Our business center is accessible 24 hours with guest room keys.
- ❖ Services include: complimentary boarding pass printing, black-and-white and color copying, faxing, printing, Internet access, shipping labels and materials, and notary services.

- ❖ Business Center Service Fees are as follows:

- ❖ **Computer Services**

- Workstation / Internet \$9.95 for per 15 minutes
- Pre-pay card \$14.95 for 30 minutes
- Laser Printing \$.49 b/w, \$1.49 color per page

- ❖ **Notary Services**

\$2.00 per document

- ❖ **Scan to Email Services**

\$5.00

- ❖ **Faxing Services**

- Local (Cover Sheets are Complimentary)  
1 page - \$2.00, \$1.00/ add'l pg
- Domestic 1-3 pages - \$5.00, \$2.00/add'l pg
- International 1-3 pages - \$10.00, \$2.00/ add'l pg
- Incoming \$1.00 each page

- ❖ **Copying Services**

- Black and White
 

1-100	\$0.25 per page
101-500	\$0.20 per page
501-1000	\$0.15 per page
> 1000	\$0.10 per page

- Duplex
 

1-100	\$0.35 per page
101- 500	\$0.30 per page
501-1000	\$0.25 per page
> 1000	\$0.15 per page

- Color
 

1-100	\$0.75 per page
101-500	\$0.65 per page
501-1000	\$0.55 per page
> 1000	\$0.45 per page

- ❖ **Printing (from USB drives)**

\$0.49 b/w, \$1.49 color per page

- ❖ Copy machine codes are available to groups so that all copy charges can be applied against a master account at the conclusion of the program.

### **CASH PAYMENTS AND DEPOSITS**

- ❖ Should guests prefer to pay in cash, their room and tax charges are to be paid in full at the time of Check-In. In addition, a \$50 per night cash deposit is required to cover potential incidentals.

## **CHECK-IN/CHECK-OUT**

- ❖ Our standard Check-In Time is 3:00 pm and standard Check-Out Time is 12:00 pm.
- ❖ Express Check-In and Check-out are available. Prior to your arrival you will receive an e-mail from Omni Hotels allowing you to use Express Check-In. Express Check-Out may be done from your guest room phone on your departure date.
- ❖ Should you require an earlier Check-In or later Check-Out time please see front office. Requests are not guaranteed unless contracted and are contingent upon occupancy levels for the date(s) requested.
- ❖ See “Select Guest” section for Select Guest privileges.

## **DESTINATION MANAGEMENT COMPANIES**

- ❖ A Destination Management company is a third party meeting planner. We recommend The Event Network/GEP Washington. You may contact Scott White with GEP Washington at (202) 367-3040.

## **DIRECTIONS TO HOTEL**

- ❖ **DIRECTIONS FROM BALTIMORE AND THE NORTH - VIA I-95 SOUTH OR 295**  
Take either Baltimore/Washington Parkway (295) or I-95 S to exit I-495 W. Follow 495 W to exit 33 S (Connecticut Avenue). Travel south approximately 5.5 miles. Turn right onto Calvert Street. The hotel is one block up on the left.
- ❖ **DIRECTIONS FROM THE SOUTH - VIA I-95 NORTH AND I-395 NORTH**  
From I-95 N, merge onto I-395 N via exit 170A. Take I-395 N across the 14th Street Bridge. Merge onto US-1 N via exit on the left. Stay straight to go onto 14th Street. Follow 14th Street to R Street. Turn left onto R Street. Turn right onto Connecticut Avenue. Cross the Taft Bridge. Turn left onto Calvert Street. The hotel is up one block on left.
- ❖ **DIRECTIONS FROM THE WEST - VIA ROUTES 66 AND 50 EAST**  
Go over the Roosevelt Bridge to Constitution Avenue. Turn left onto 18th Street. Turn left onto Connecticut Avenue. Cross Taft Bridge. Turn left onto Calvert Street. The hotel is one block up on left.
- ❖ **DIRECTIONS FROM THE EAST - VIA ROUTE 50 WEST**  
Take Route 50 west to New York Avenue. Bear right on Massachusetts Avenue. Go around DuPont Circle, pass P Street, New Hampshire and 19th Streets. Turn right onto Connecticut Avenue northbound after Starbucks. Cross the Taft Bridge. Turn left onto Calvert Street. The hotel is one block up on left.

## **ELECTRICAL**

- ❖ For all special electrical services and requests please contact you Convention Services Manager. Charges may apply for floor requests.

## **EXHIBITS**

- ❖ The Hotel provides all phone service and electrical service per the current rate structures, as requested in advance. There are additional fees for on-site orders. The Hotel’s in-house audio/visual provider, AVT, is available to provide services. Please contact them directly at (202)7567-5111 or consult your Convention Services Manager. Outside vendors are also permitted. The Hotel is not responsible for the cleaning or trash removal of the Exhibit area. All set-up and materials for the Exhibit hall must be provided by the client including carpeting, pipe, drape, and signage. The client is to provide all security for the Exhibit Hall. Overnight security is the bare minimum coverage. The Hotel maintains a listing of pre-approved vendors. Should the client wish to hire a vendor not included on this list, the

vendor must meet with the approval of our Director of Security. No forklifts are permitted under the ceiling grids. No items may be hung from the ceiling or grids.

- ❖ For a Complete list of Rules and Regulations for use of the exhibit hall please contact your Convention Services Manager or Convention Services Concierge.

### **FIRE CODE & SAFETY**

- ❖ All meeting room setups must meet fire code guidelines.
- ❖ Exhibit spaces must have diagrams that have been reviewed by the Convention Services Manager and then approved by D.C. Fire Marshal. It is the responsibility of the client (or decorator company) to have these approved prior to the beginning of setup.
- ❖ In the event that the alarms should sound during your time at the hotel, please follow the directions of the hotel staff as they will direct according to the nature of the emergency. Guests should exit through the nearest exit and be alert to instructions by hotel staff and announcements through the intercom system. Because of our size, we do not have one specific area; this will vary based on the location and nature of emergency.

### **FITNESS CENTER**

- ❖ The Spa and Sports Club is Located on level 2B on the West Promenade guest elevators. Our fitness center features cardiovascular equipment and cybex strength training equipment and free weight area. A full amenity locker facility and towel service is available.
- ❖ A fee of \$10 per day or \$18 length of stay is assessed for use of the facility. Access to the outdoor swimming and whirl pools. For massage, facial and other spa treatments please contact the Spa attended to make an appointment.
- ❖ Dial 5199 from room or house phone.

### **GRATUITY**

- ❖ For information on gratuity etiquette please contact your Convention Services Manager.

### **GROUP RESUME**

- ❖ All group resumes are distributed to each department within the hotel prior to the groups' arrival. Each department reviews the resume thoroughly to ensure that we are prepared for your event and attendee needs.

### **GROUP EVENT POSTINGS**

- ❖ Event Postings are placed in our reader boards first thing every morning and read all groups in house for that day, the events that each group has and the rooms they are located in.

### **HOTEL MAP**

- ❖ 6 hotel directories are located throughout our property to assist you and your guests in navigating around the hotel. Hardcopies of the map are available at the Concierge desk. Your Convention Services Concierge is also able to provide you with copies of the map.

### **HOURS OF OPERATION**

- ❖ *Robert's Restaurant*
  - Breakfast: 6:30 am – 11:30 am
  - Lunch: 11:30 am – 3:00 pm
  - Dinner: 5:00 pm – 10:30 pm
- ❖ *Morsel's Café*
  - Daily from 6:00 am – 6:00 pm.
- ❖ *In-Room Dining (24 hours a day)*
  - Breakfast: 6:00 am – 11:30 am
  - All Day Dining: 11:30 am – 1:00 am

- Chef's Special Dinner Entrees: 5:00 pm – 11:00 pm
- Late Night Dining: 1:00 am – 6:00 am
- ❖ Marquee Bar and Lounge
  - Sunday – Thursday: 5:00 pm – 12:00 am
  - Friday and Saturday: 5:00 pm – 1:00 am
- ❖ Lambros Jewelers
  - Monday – Saturday 10:00 am – 6:00 pm
- ❖ Newsstand, our gift shop
  - Daily 7:00 am – 11:00 pm
- ❖ Omni Sports Club and Spa
  - Daily 6:30 am – 9:00 pm

### **HOUSEKEEPING**

- ❖ Housekeeping service is provided on a daily basis. Evening housekeeping service is available upon request. Should you wish to have your room services at a specific time, please inform our staff.
- ❖ Housekeeping will be pleased to provide some of the comforts you may have left at home, such as baby cribs, foam pillows, combs, personal hygiene items and sewing kits. (Rollaway beds, refrigerators, and adapters are available with an additional fee)
- ❖ Call Ext.11 for the Housekeeping Department or Dial 0 for the Operator from your guest room phone or any house phone.
- ❖ For cleaning services in meeting rooms and ballrooms please contact your Convention Services Concierge directly or the on duty Convention Services Floors Department Supervisor at x6142 from your guest room phone or any house phone.

### **LAUNDRY & DRY CLEANING**

- ❖ Laundry and dry cleaning services are provided Monday through Saturday. A valet bag and order slip is located in your closet. Please notify us before 9:00AM if you desire laundry services and the garments will be delivered to your room by 6:00PM. For more immediate needs, please call housekeeping or contact your Convention Services Concierge directly, and we will do everything possible to accommodate your request.

### **MEETING ROOM KEYS**

- ❖ Keys for meeting rooms can be provided upon request by your Event Manager or CS Concierge. Duplicate keys for existing locks can be provided free of charge. A one-time \$100 fee per room is associated with room re-key requests.

### **MEETING ROOMS AND BALLROOMS**

- ❖ The Omni Shoreham has an array of beautiful and unique meeting space including:
  - The Regency Ballroom, our largest meeting space at 17,130 square feet includes a built-in audio/visual booth and ceiling trusses to hold stage lighting.
  - 7 Grand ballrooms, the most in DC, all with unique décor.
  - Exhibit Hall with 40,887 square feet of exhibit space
  - 17 distinct break out rooms
- ❖ The Shoreham also features 2-outdoor terraces and a beautiful garden gazebo.
- ❖ For more information, diagrams, or meeting room charts please contact your Convention Services Manager or Convention Services Concierge.

### **PARKING**

- ❖ All parking at the Omni Shoreham is now Valet at a daily rate of \$28/day.
- ❖ Hourly Pricing:
  - 0-1 Hours - \$14
  - 1-2 Hours - \$19
  - 2-3 Hours - \$23

- Over 3 Hours - \$28

### **POSTAL SERVICES**

- ❖ There is a U.S. Post Office located at 2300 18<sup>th</sup> Street, NW, 6 blocks from the hotel. A letter drop box is also located next to the Concierge Desk in the Front Lobby.

### **PRE/POST-CONVENTION MEETING**

- ❖ Pre and Post Convention Meetings are available upon request. We strongly recommended them so that we may better prepare for and service your event. Please schedule a Pre/Post-Convention Meeting with your Convention Services Manager.

### **RESTAURANTS**

- ❖ Robert's Restaurant is located on the Lobby Level and is open daily serving Breakfast, Lunch, and Dinner. Dial 56 on your room phone to make reservations at Robert's Restaurant or visit the hosts stand. Morsel's, our resident café, is also available on the East Promenade Lobby Level with a la carte sandwiches, salads, and other to go items.
- ❖ A list of local area restaurants can be provided to you by the Concierge. Dial 16 on your room phone to speak with our Concierge on recommendations for restaurants in the area

### **ROPE AND STANCHIONS**

- ❖ We have a limited amount of rope and stanchion. For additional needs please contact Hargrove, our preferred exhibit vendor at (301) 305-9000.

### **SECURITY**

- ❖ For any and all security issues, please Dial 0 from any house or guest room phone, the operator will connect you with security who will respond to your needs immediately.

### **SHIPPING AND RECEIVING**

- ❖ All packages must be addressed to the recipient, NOT to the attention of ANY hotel employee. Packages will be available for pick up at the concierge desk between the hours of 7AM and 11PM. All Packages will be accepted a minimum of 2 business days prior to arrival.
- ❖ *Exhibit materials:*
  - Packages under 10lbs. will incur a \$5.00 service charge each.
  - Packages over 10lbs will incur a \$33 service charge per 100 lbs, or part thereof, will be charged for items apply, this fee includes receiving the items and delivering them to your specified location one time.
- ❖ All Packages will be accepted a maximum of 2 business days prior to arrival. Items received prior to that date will be charged a double rate.
- ❖ Packages will be available between the hours of 7am – 6pm (M-F) & 7am- 2pm (Sat- Sun) through the receiving department ~exceptions will only be made if an appointment is arranged directly with receiving at least 48 hours in advance~
- ❖ For Additional information, please contact your Convention Services Manager or Convention Services Concierge.

### **SOUND SYSTEM**

- ❖ In-house sound is available in the Regency Ballroom, Blue Prefunction Room, Diplomat Ballroom, & Palladian Ballroom. Only in-house audio-visual provider, PSAV, may access this system. For sound speaker set-up in other rooms please contact your Convention Services Manager or PSAV directly at (202) 797-8317.

### **STORAGE**

- ❖ Baggage storage is available at the Bell Stand near the entrance to the lobby. For information of Storage for Exhibit materials, boxes, etc. please contact your Convention Services Manager.

### **SURVEY (MEDALLIA)**

- ❖ After your departure you will receive a Medallia survey via e-mail, allowing you to evaluate and provide feedback on your Omni experience. Each and every survey is taken into account and helps us provide better service for all our guests, meeting planners, and attendees. We strongly encourage you to fill out and return the survey, and we thank you for taking the time to help us continue to exceed your expectations.

### **SWIMMING POOL**

- ❖ Open mid-April to mid-October, weather permitting, our swimming pool, as well as a kids' pool and whirlpool, is located on the outside grounds adjacent to the Spa and Sports Club. The pool area can be accessed through the Fitness Center only. Opening hours vary seasonally and the pools close at dusk. We request that guests wear suitable attire to and from the pool.
- ❖ All children 13 and under must be accompanied and supervised by an adult. Lockers, Showers, and Restrooms are located in the Fitness Center. Snacks and refreshments may be purchased at the pool bar when open.

### **TAX EXEMPTION**

- ❖ If you are a tax-exempt group please see your Convention Services Manager for details.

### **TELEPHONES**

- ❖ Pay phones are located in the main lobby. House phones are located in most meeting rooms and throughout the main level of the hotel for in-house calls. For special telecommunication needs such as poly-com phones, DID lines, etc., please contact your Convention Services Manager.
- ❖ Nextel phones are available, upon request, for use during the course of your event. Contact your Convention Services Manager for more information.

### **TEMPERATURE CONTROL**

- ❖ All guest rooms are equipped with in-room controls. If a problem occurs please dial 0 and the operator will direct you to our engineering department. For temperature control issues in meetings rooms please dial 11 on any house phone or contact your Convention Services Concierge.

### **WASHINGTON, DC AVERAGE TEMPERATURES**

	<b><u>Average High</u></b>	<b><u>Average Low</u></b>
<b>January</b>	47°	30°
<b>February</b>	51°	35°
<b>March</b>	56°	37°
<b>April</b>	66°	46°
<b>May</b>	75°	56°
<b>June</b>	84°	65°
<b>July</b>	88°	70°
<b>August</b>	86°	69°
<b>September</b>	79°	62°
<b>October</b>	68°	50°
<b>November</b>	57°	40°
<b>December</b>	47°	32°