this is a design guide, please refer to the Hampton Standards Manual for specific requirements | Hampton Perfect Mix Lobby Designer’s Manual | Issued: September 2010
This Furniture, Fixture and Equipment Design Manual is a tool to help designers interpret the Perfect Mix Lobby into the built environment. This new concept is intended to establish uniformity of practice, consistently express the brand identity and to serve as a guide in the Interior Design and FF&E selections in compliance with the minimum requirements of the Design and Construction Department of Hilton Worldwide. It is applicable to all renovation, relicensing, conversion and new construction properties. All properties opening as of July 1st, 2008 must comply. All properties must complete this renovation by January 1st, 2013*. This manual must be used in conjunction with the Hampton Design and Construction Standards and any other criteria established by Hilton Design and Construction. All FF&E items and finishes must be commercial quality and suitable for contract use. The following outlines the FF&E strategy for the lobby and breakfast areas. All proposed design solutions must be presented to and approved by The Hampton Brand Design Team prior to the purchase and installation.

* Hotels under change of ownership or re-licensing PIPs will have deadlines prior to 2013.
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The standard Hilton Hotels Design and Construction approval process must be followed for the implementation of the Perfect Mix Lobby concept (see Hampton standards, section 300). In all new construction, conversions, re-licensing, change of ownership, and renovations of any existing furniture, fixtures, equipment, and soft goods must be approved by The Hampton Brand Design Team. Submittals must include: floor plans, manufacturers cut sheets and color boards.
**interior designer**

You must use a professional Interior Designer.

- They should provide design, documentation, and all finish and FF&E specifications for contract quality items. Residential quality items are not acceptable.
- They should help ensure that your new lobby design meets ADA code requirements.
- They should be able to provide you with recommended vendors for custom items such as the Coffee Serving Table and Community Table.
- Some Interior Designers may be able to provide permit drawings for the project when permit drawings are required.
- Some Interior Designers may be able to provide FF&E purchasing services for the project.

**architect**

To provide permit drawings, if Interior Designer does not provide that service, and if permit drawings are needed.

- Typically there should be minimal architectural work involved.
- They should also help insure that your new lobby design meets ADA code requirements.

**purchasing agent**

To purchase FF&E, if you don’t do your own purchasing, or if your Interior Designer does not provide purchasing services.

**general contractor**

To oversee and provide construction services for the new lobby design.
typical timelines

**design & documentation**
4 to 6 weeks depending on the scope of your lobby renovation

**hampton brand review**
will follow the standard review process as described in Section 300 of the Standards Manual

**bidding**
average of 4 weeks, will depend on the construction market in your area

**ff&e procurement**
anywhere from 8 to 12 weeks depending on vendors selected

**construction**
4 to 6 weeks depending on the scope of your lobby renovation

**installation**
1 to 2 weeks depending on the scope of your lobby renovation

Note: The timelines are estimates only and will vary depending on the actual scope and location of your project.
The process of designing and specifying the interior of a Hampton is not just about selecting fabric and paint colors. It is about interpreting the Hampton personality into physical space.

**savvy.**
Well informed and perceptive, exhibiting a practical understanding.

**charismatic.**
Possessing an extraordinary ability to attract.

**anticipatory.**
Feeling and/or realizing beforehand, foresee.

**unexpected delights.**
Something that gives great pleasure or enjoyment that is delivered in way that causes surprise or amazement.

**authentic.**
A claimed and verifiable origin, bona fide, genuine, real.

**passionate.**
Having a powerful desire and motivation to go above and beyond.

**refreshed and recharged.**
Having vigor and spirit, stimulated to attack anew.

**count on us.**
A trusted partner with a guarantee.
introducing the concept

The overall design concept for the lobby offers a unique opportunity to give all Hampton lobbies a physically distinctive point of view for the guest. The objective is to enhance the guest experience by understanding the way in which our guests could potentially use our space and design it to suit their needs. It becomes a lobby that encourages guests to mingle and is designed to:

• Extend a guest welcome experience that’s equally compelling all day

• Create an atmosphere that promotes socialization for those who enjoy it

• Transform the space during different times of the day to the appropriate mood setting

• Provide an added amenity by providing guests an extension of their room

• Add a new, fresh appeal for an extended audience

• Utilize a Zoned approach to define unique spaces and provide additional seating
One of the primary reasons our guests are loyal to the Hampton brand is our consistency of service and quality. Each property should choose a design direction that represents the uniqueness of its location and personality, however some common characteristics should be followed. These following five points are a guideline to bring that same consistency to the interior experience.

**Brand Guidelines**

All major interior décor elements, fabrics, finishes, and furnishing pieces should speak to the spirit of the brand.

A select number of interior décor accent elements, fabrics or finishes, and furnishing pieces should speak to the local flavor of the location as an accent to the overall design.

The Community Table should be unique to the property and be the major piece which conveys to our guests the unique attributes of its location.

The brand is relaxed and informal, so there are a wide variety of seating options. All seating should look and feel comfortable and encourage use.

Hampton colors are clean, clear and fresh, not muddy; the use of beiges and grays is minimized.
The Interior Personality terms below provide the core environmental qualities of the Hampton brand. All of the terms apply to any design direction. However, the first step in determining the style that suits the hotel best is to discuss each category with the interior designer. Whether it’s traditional, contemporary or transitional, the interior personality terms provide the Hampton brand definition for commonly used strategies.

**relaxed and informal**
Our guests should be greeted with the relaxed and informal environment they look forward to. That environment should encourage them to participate in our public space activities and to be refreshed and recharged in our guest rooms. The brand is always professional while at the same time being friendly and approachable enhanced through our casual environment.

The relaxed nature is created through our use of color, contrast, texture, pattern and the way they are applied to create an eclectic environment.

**timeless style**
The Hampton brand style is an eclectic mix of color, pattern, scale and style that provide clues or reference to traditional elements but are always used with a contemporary concern for detailing and materiality.

**comfort and personal**
Hampton is a trusted partner to our guests and we extend our comfort and familiarity to them through our environments. Each property should have a well thought out interior design strategy that represents its location. That strategy should include a mix of furnishings that give each space its own personality. That is to say, everything works together but it does not have an overly coordinated appearance that comes from selecting each item from the same catalog collection.
An artful marriage of elements that combine to create an eclectic mix of styles, this style allows a wide variety of guests to identify with individual elements that have an emotional appeal. **Hampton's contemporary interiors are comfortable and welcoming** without being cluttered and dark.

The **relaxed, casual and contemporary** brand design platform is clearly evident, additional layers like; contemporary pendants, the mid-century inspired stools and the simplified version of a traditional wingback chair all work together to create a timeless eclectic mix of style.
Suggestions of a **traditional interior** are layered over the relaxed, casual and contemporary nature of the Hampton brand design platform. The straightforward architectural forms, the simplified lines of traditional furniture forms, fabrics with uncomplicated geometric patterning, and slightly contemporary light fixtures that reference more traditional ones all combine to reinforce both the Hampton brand and a traditional flavor that will be appropriate to many locales.
The calming and clean aspects of contemporary with the warm and very tailored look of traditional helps define the mixing of two styles to create a unique blend of transitional design. The relaxed, casual and contemporary Hampton brand design platform is always the basis of the design solution. The nature of the locale is an important additional accent layer. Coloration, texture, materiality and décor enhancing items can play a big design role in suggesting the locale.
Local vernacular elements can be overlaid on basic brand design platform of relaxed, casual and contemporary. Major vernacular elements should be contemporary interpretations (see the pendant lamps in this example). Accessory items can be a more literal interpretation of the locale.
hampton design requirements

The following key terms are described to help interpret the Perfect Mix Lobby concept and the Hampton brand in the built environment.

**texture**
This is a fundamental part of the Hampton brand design vocabulary. A variety of different textures are required to be used throughout the project and applies to all finishes.

- **flooring** must consist of a combination of wood like floor, carpet and tile. Each floor type defines a certain area within the Perfect Mix lobby.
- **wood like floor** to begin at the entrance and extend past the front desk and carry throughout the majority of the public space on the ground floor.
- **carpet** should be used in dining, soft seating areas and in front of reception desk to create and define a relaxed, casual environment.
- **tile** must be used at the breakfast serving area.
walls are to have a fresh and updated look using wallcovering to add an additional layer of texture.

fabric should consist of both patterned texture and solid texture, both of which are a high quality of durability and hand that our guests want to touch. The texture in fabric is used to combat soil and wear while at the same time, helps to define an environment that is uniquely Hampton.
The following key terms (continued) are described to help interpret the Perfect Mix Lobby concept and the Hampton brand in the built environment.

**color**
Overall, colors are encouraged to represent the location of each property. The goal is to minimize the number of colors used at each property and to create a strong and memorable color story.

- **Color Scheme** is created by using 3-5 main colors that are always saturated, clean and crisp. These main colors consist of base and accent colors.
- **Base colors** should be consistent throughout and help tie the room together.
- **Accent colors** can be different with each zone, but should coordinate with each other. Accent colors are intended to help create focal points and a feeling of energy.
**pattern**
Each property has its own unique characteristics made up by its location and surroundings. Pattern plays a huge role in defining the look and feel of the spaces which are dependant on the design categories: contemporary, transitional or traditional.

- **contemporary** clean, crisp bold colors with simple curves, lines or shapes.
- **traditional** classic, neutral, recognizable shapes and patterning.
- **transitional** contrast between thick and thin, minimal and casual.

contemporary patterns

traditional patterns

transitional patterns
key terms (continued)

contrast
Contrast demonstrates the casual quality and invites usage throughout the day. To achieve an appealing contrast, flooring and walls should contrast with each other by one being neutral and the other being dark.

Example of contrast: neutral walls, dark floors
Whether the lobby is a new build or a renovation, center load plan or end load plan, all lobbies must include the following core design areas:

1. front desk
2. coffee serving table
3. community table and pendant lighting
4. dining seating
5. soft seating
6. focal wall
7. breakfast serving area
8. breakfast serving area doors
1. **Front Desk**
   - Welcomes guests with a free standing updated desk. An area rug is located directly across from front desk on top of a wood surface.

2. **Coffee Serving Table**
   - Typically is located across from the front desk
   - Sits on top of wood-like flooring
   - Furniture-like piece with a newspaper shelf below
   - Coffee graphics to be placed above

3. **Community Table and Pendant Lighting**
   - Focal point of space and visible from front desk area
   - Sits on top of flooring different from surrounding lobby areas
   - Two large ceiling pendants or a series of 5-7 smaller pendant fixtures, (determined by ceiling height and the scale of the space) are located directly over the table.
   - One large decorative accessory or a series of small scaled accessories to be placed on table

4. **Dining Seating**
   - Sits on top of main flooring material
   - Chairs to be both with and without arms and when in large quantities, can be composed of two complimentary styles.

5. **Soft Seating**
   - Sits on top of flooring different from main flooring material
   - Should include a combination of sofas, lounge seating and tea height tables

6. **Focal Wall**
   - Located where a majority of guests will be able to easily view the TV
   - Three to five free floating library shelves
   - Minimum of 3 different sized framed pieces of artwork
   - Accessories of approved scale for the space and must represent local flavor

7. **Breakfast Serving Area**
   - Area to consist of rectangular shape porcelain tile in two alternating colors in a checkered pattern that compliments the wood flooring.
   - Furniture style breakfast cabinets
   - Pendant lighting

8. **Breakfast Serving Area Doors**
   - Provided to close off area when it’s not in use
   - Stained wood framed panel with frosted patterned glass
1. **front desk**
   - welcomes guests with a free standing updated desk. An area rug is located directly across from front desk on top of a wood surface.

2. **coffee serving table**
   - typically is located across from the front desk
   - sits on top of wood-like flooring
   - furniture-like piece with a newspaper shelf below
   - coffee graphics to be placed above

3. **community table and pendant lighting**
   - focal point of space and visible from front desk area
   - sits on top of flooring different from surrounding lobby areas
   - two large ceiling pendants or a series of 5-7 smaller pendant fixtures, (determined by ceiling height and the scale of the space) are located directly over the table.
   - one large decorative accessory or a series of small scaled accessories to be placed on table

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   - furniture style breakfast cabinets
   - pendant lighting

8. **breakfast serving area doors**
   - provided to close off area when it’s not in use
   - stained wood framed panel with frosted patterned glass
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   - stained wood framed panel with frosted patterned glass
1 front desk
- welcomes guests with a free standing updated desk. An area rug is located directly across from front desk on top of a wood surface.

2 coffee serving table
- typically is located across from the front desk
- sits on top of wood-like flooring
- furniture-like piece with a newspaper shelf below
- coffee graphics to be placed above

3 community table and pendant lighting
- focal point of space and visible from front desk area
- sits on top of flooring different from surrounding lobby areas
- two large ceiling pendants or a series of 5-7 smaller pendant fixtures, (determined by ceiling height and the scale of the space) are located directly over the table.
- one large decorative accessory or a series of small scaled accessories to be placed on table

4 dining seating
- sits on top of main flooring material
- chairs to be both with and without arms and when in large quantities, can be composed of two complimentary styles.

5 soft seating
- sits on top of flooring different from main flooring material
- should include a combination of sofas, lounge seating and tea height tables

6 focal wall
- located where a majority of guests will be able to easily view the TV
- three to five free floating library shelves
- minimum of 3 different sized framed pieces of artwork
- accessories of approved scale for the space and must represent local flavor

7 breakfast serving area
- area to consist of rectangular shape porcelain tile in two alternating colors in a checkered pattern that compliments the wood flooring.
- furniture style breakfast cabinets
- pendant lighting

8 breakfast serving area doors
- provided to close off area when it's not in use
- stained wood framed panel with frosted patterned glass
front desk
- welcomes guests with a free standing updated desk. An area rug is located directly across from front desk on top of a wood surface.

coffee serving table
- typically is located across from the front desk
- sits on top of wood-like flooring
- furniture-like piece with a newspaper shelf below
- coffee graphics to be placed above

community table and pendant lighting
- focal point of space and visible from front desk area
- sits on top of flooring different from surrounding lobby areas
- two large ceiling pendants or a series of 5-7 smaller pendant fixtures, (determined by ceiling height and the scale of the space) are located directly above the table.
- one large decorative accessory or a series of small scaled accessories to be placed on table

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focal wall
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- three to five free floating library shelves
- minimum of 3 different sized framed pieces of artwork
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breakfast serving area
- area to consist of rectangular shape porcelain tile in two alternating colors in a checkered pattern that compliments the wood flooring.
- furniture style breakfast cabinets
- pendant lighting

breakfast serving area doors
- provided to close off area when it’s not in use
- stained wood framed panel with frosted patterned glass

fireplace
- (if existing)
- no TV is allowed on the side closest to the front desk
1 front desk
   • welcomes guests with a free standing updated desk. An
     area rug is located directly across from front desk on top
     of a wood surface.

2 coffee serving table
   • typically is located across from the
     front desk
   • sits on top of wood-like flooring
   • furniture-like piece with a newspaper shelf below
   • coffee graphics to be placed above

3 community table and pendant lighting
   • focal point of space and visible from front desk area
   • sits on top of flooring different from surrounding
     lobby areas
   • two large ceiling pendants or a series of 5-7 smaller
     pendant fixtures, (determined by ceiling height and the
     scale of the space) are located directly over the table.
   • one large decorative accessory or a series of small scaled
     accessories to be placed on table

4 dining seating
   • sits on top of main flooring material
   • chairs to be both with and without arms and
     when in large quantities, can be composed of two
     complimentary styles.

5 soft seating
   • sits on top of flooring different from main
     flooring material
   • should include a combination of sofas, lounge seating
     and tea height tables

6 focal wall
   • located where a majority of guests will be able to easily
     view the TV
   • three to five free floating library shelves
   • minimum of 3 different sized framed pieces of artwork
   • accessories of approved scale for the space and must
     represent local flavor

7 breakfast serving area
   • area to consist of rectangular shape porcelain tile in two
     alternating colors in a checkered pattern that compliments
     the wood flooring.
   • furniture style breakfast cabinets
   • pendant lighting

8 breakfast serving area doors
   • provided to close off area when it's not in use
   • stained wood framed panel with frosted patterned glass
All lobbies must include the following core design elements:

core design elements:

a | community table and stool seating  
b | pendant lighting  
c | flooring  

in addition, the following design elements must be included:

d | front desk  
e | coffee serving table  
f | dining seating  
g | soft seating  
h | focal wall  
i | breakfast serving furniture  
j | breakfast serving doors  
k | drapery  
l | accent lighting  
m | accessories  
n | graphics  

Review the following pages for details on each core design element.
the community table and stool seating

This is the place where our guests can meet and greet each other and should serve as the main focal point of the space. It is also a space to read the newspaper, work on your laptop, or hold an informal business meeting.

- **Purchasing** the table from a local vendor is a good way to reflect the local flavor of the property. The length of the table must seat approximately 10 to 12 guests or 30% of the total seat count in new construction properties.

- **Older properties** where space is limited and does not allow for 10 stools, the table should comfortably seat as many guests as possible, with no less than 8 stools, while still allowing sufficient space for circulation.

- **New construction** must always provide 4 to 6 power and data outlets at the Community Table location so guests can plug in their laptops when desired.

- **Power and data grommets** need to be incorporated into the table top, or apron of table. To be U.L. listed and meet U.L. spill test requirements. Plug-in type grommets, not hardwired, are required. Be sure to conceal all power and data cords.

- **Community Table** must be at least 36” wide and 42” inches high, length of table will vary based on availability of space.

- **Top** cannot be cultured marble or tile but must be a solid surface material: quartz, natural granite, laminate with solid wood edge, or a premium wood with protective polyurethane finish.

- **A large scale decorative accessory**, such as a bowl of fruit, or a series of three to five decorative accessories, such as hurricane style candle holders, must be present on the center of the Community Table.

- **Apron height** of the table must be coordinated with the seat height of the stools to allow for adequate leg clearance.

- **Stools** are armless and may either be fully upholstered or upholstered seats with wood framed backs. The upholstered fabric may not be the same as other seating fabric. Seat height should be 30”-31” in height.

- **Foot rest** of the stools must be metal to help prevent wear and tear.

- **Pendant lights** are required. Refer to the pendant lighting section of this manual.
pendant lighting

The use of decorative fixtures such as pendants, sconces, or table top sources is required. All pendant and accent lighting must be dimmable.

- Community Table either 2 large scale pendants or a series of 5-7 smaller pendant fixtures to hang directly over table.

- Two story lobbies are required to implement pendant lighting over the community table. The pendants must be a minimum of 36” in diameter at two story lobbies.

- Breakfast serving area: decorative pendants must be incorporated in new construction properties and whenever possible in renovations and conversions.

- Bottom of pendants should be no lower than 6'-0" AFF.
flooring

Flooring should consist of a combination of wood look flooring, carpet and tile. Each flooring type defines a certain area within the Hampton Lobby and creates a feeling of warmth and welcome.

- **Wood look hard surface flooring** occurs in the lobby and vestibule and extends past the front desk and throughout the majority of the public space on the ground floor. Wood look flooring should be either acrylic-impregnated, engineered wood flooring with a minimum of 5 wear layers, wood look porcelain tiles, or high pressure wood laminate flooring.

- **Inset carpet or area rugs** of the entry vestibule should have our Make it Hampton red carpet either as a loose laid rug or inset per the Design and Construction Standards.

  **Area rug or carpet inset** must be in front of the reception desk.

  **Inset carpet** must be located under the soft seating areas to create and define a relaxed, casual environment.

- **Tile** must occur within the breakfast serving area.

  **Rectangular shape porcelain tile** must be laid in two alternating colors in a checkered pattern which compliments the wood flooring.
the front desk

Proceeding into the reception area, the guest walks along the carpet that extends across a hard surface wood or wood-like floor which helps create a warm welcome. This wood look floor extends throughout the public spaces on the ground floor helping to create a relaxed, informal feel. The base throughout the reception area, and where the wood look floor occurs, should be either stained wood to match the color of the floor, or a wood-like base such as Johnsonite’s Millwork Vinyl base (www.johnsonite.com).

- **Desk face** of the Front Desk should be designed to give it the appearance of a piece of furniture rather than a typical wall to wall front desk. Special attention should also be made to incorporate ADA access into the design.

- **Computer monitors** should not be seen above the top of the guest side of the desk.

- **L-shape desk** should be created for a more “open” design for all hotels under a PIP, and when possible in existing hotels.

- **New construction** properties must not design the front desk to be attached to a wall but free floating like an island. This will then allow team members quicker access from behind the desk to our guests.

- **Counter top** of the front desk must be a solid surface material, quartz or stone. The counter top cannot be cultured marble or tile. Examples of acceptable quartz would be Cambria Stone or Zodiaq.
the coffee serving table

The Coffee Serving Table is where the coffee zone servers, cups, condiment display etc. are located. The table should be separated from the enclosed Breakfast Serving Area to allow guests easy access and located across from the front desk.

- **The table** must sit on a wood-like floor. If the table cannot be placed in front of a wall, the property must reuse their existing coffee graphic zone sign. Refer to the graphics section of this manual.

- **Size** must be a minimum of 30” deep by 34” high by 72” long.

- **Top**, a solid surface material, quartz, natural granite, laminate with solid wood edge, or wood with protective polyurethane finish are acceptable.

- **Shelf or shelves for newspapers** must be provided below the top. The shelf must able to hold a 4” high stack of newspapers.

- **If the table base is wood**, provide a metal cap detail on the legs to help protect them when the hard surface flooring is cleaned.
**dining seating**

- **Dining seating** is required to make up 35% of the seat count and is meant to communicate a multi-function mix of 2 tops and 4 tops. Two 2 tops placed together and pulled apart offer more flexibility than a 4 top.

- **Dining chairs** are wood construction both with and without arms and when in large quantities, it must be composed of two complimentary furniture styles. When using two complimentary chairs, use two different fabrics so each chair type remains unique. Both fabrics must be different from community table stool fabrics. Small scale patterned fabrics should be used to create texture to help hide soil and wear.

- **Dining table bases** can be wood or metal with tops of solid wood or high pressure laminate with wood edge. The height of the dining tables must be a minimum of 30” in height.

- **Chair seat and arm height** must coordinate with the dining table height. There must be 8” to 10” of height between the top of the seat and the underside of the table top for comfortable use.
soft seating

This type of lobby/breakfast seating is meant to communicate a comfortable, relaxed lounge atmosphere.

- **Soft seating** must make up roughly 35% of the breakfast seat count.
- **Seat height** must be coordinated with the table height. The height should range from 7 1/2” to 8 1/2” between the top of seat and underside of table top for comfortable use while eating breakfast or working.
- **Flooring** under soft seating is a different flooring material from the main traffic area in the lobby.
- **Upholstered pieces** must have a sufficient density of foam to provide a supportive yet comfortable seat. Textured fabric helps to fight soil and wear. Use one to two accent color fabrics that coordinate with the overall color palette.
- **Furniture mix** must include a combination of sofas, lounge seating and tea height (27”) table tops.
- **End table and tea table bases** can be wood or metal with tops of solid wood or high pressure laminate with wood edge.
- **Natural stone tops** must have a protective sealer finish applied.
- **Variety of materials** is required to be used to enhance the overall eclectic feel.
- **Lighting** for this area should be dimmable and a combination of spill light from floor lamps and sconces, up lighting on architectural elements and focused lighting on artwork.
- **Rechargeable candles** are required per tabletop in the evenings both at the soft seating and dining seating. Candles must be battery powered and turned on from 5 p.m. to 5 a.m.
focal wall

• **Focal wall** is composed of 3 to 5 free floating wood shelves, stained to match the furniture in the room.

• **Library shelves** are to be arranged as an asymmetrical composition as well as provide a ledge to display framed black and white photographs from the Hampton Image Bank, accessories and a 42” flat panel TV. The bottom shelf must be mounted at 27” or below and the shelf must not exceed 12” in depth. Shelves mounted above 27” must not exceed 4” in depth. Coordinate shelf depths with TV and accessory depths.

• **Framed black and white photographs** should be displayed on bottom shelf with a minimum of 3 different sizes. Frames are to be fastened at the top and blocking at bottom. The frames are to have the appearance of leaning against the wall.

• **Photographs and television** should be sitting on the shelf and be secured to the wall.

• **Accessories** should be of appropriate scale for the space and represent the local flavor. Accessories must be high quality, refined and sophisticated.

at panel tv

One 42” minimum flat panel TV with remote control must be incorporated into the Focal Wall and appear to be sitting on a shelf.

• **Shelf composition** should consist of the flat panel TV and should be located where a majority of the guests are able to easily view the TV.

• **TV cannot be wall mounted** if the wall adjoins a guestroom.

• **If you are an existing Hampton Inn & Suites with a fireplace**, the TV may be mounted above the fireplace. As with library shelf composition, a TV may only be mounted above the fireplace if the majority of the guests are able to easily view the TV.
**breakfast serving area doors**

- **Sliding doors** are to be added to the Breakfast Serving Area to close it off when it is not in use.
- **Breakfast doors** must be stained wood with full panel frosted glass with proprietary pattern.
- **Design the doors** in such a way that a guide track in the floor is not required.

**furniture style breakfast cabinets**

- **Serving counters** are composed of stained wood cabinets with a solid surface material, quartz, or a natural granite top. The top material should be the same coloration of what is used at the Front Desk.
- **Stain color** of the cabinets should complement that of the wood floor in the dining area.
- **Detailing on the cabinets** should make them appear to be a freestanding piece of furniture rather than a built-in unit. However, they should have a recessed kick plate with the cabinet actually sitting on the floor.
- **Checkerboard patterned tiles** that complement the wood flooring, with rectangular shaped porcelain tiles in two alternating colors must be used throughout breakfast area and underneath furniture-like cabinets.
drapery

Draperies located at lobby and breakfast or wherever windows are in public space need to be addressed. The design intent of the room should continue with the drapery style so the room/rooms have an overall cohesive feel.

- **Sheer** to span the entire distance both vertically and horizontally across the windows.
- **Overdrape** is meant to give a comfortable and casual look but remain open to allow the daylight to come in.
- **Decorative Rod** finish must be consistent with all other metal finishes within the room.
- **Valances/cornices** must be installed with drapery if a decorative drapery rod is not used.
accent lighting

The use of decorative fixtures such as pendants, sconces, or table top sources is required. All pendant and accent lighting must be dimmable.

- **Lighting** should be on dimmers and light levels lowered when not in use.
- **Focal Wall** there should be accent lighting such as wall washers or adjustable downlights added as needed.
- **Soft seating area** lighting should be a combination of spill light from floor and table lamps.
design elements

Accessories play a critical role in the overall design. Information about all accessories must be submitted to Hampton Brand Design Team as part of the project review and approval process. They must be incorporated into the Library Shelves and tabletop elements.

- **All accessory items** must be high quality, refined and sophisticated. Thematically, they should be representative of the local flavor.
- **Library shelf accessories** must fill the shelves and have a scale and silhouette that allow them to be recognized across the lobby.
- **The Community Table** should have one singular large scale accessory, such as a bowl of fruit, or a repetition of similar medium-scaled accessories, for example hurricane style candle holders.
- **One battery operated candle** must be displayed per all standard height dining tables. They must be illuminated from 5:00 PM to 5:00 AM daily.
- **Apples (plus other optional whole fruit)** must be displayed in a decorative container on the Community Table after breakfast hours. The wire basket used during breakfast may not be used.
design elements

graphics

Graphics are an integral part of the Hampton brand personality and these elements are required to be incorporated at key points in the lobby space. For specific graphic items and their locations, refer to the graphics section of this manual.
Circulation areas include public restrooms, elevator lobbies, business centers, ice and vending areas, suite shop and elevator cabs. Simply, the goal is to extend the public space scheme into these areas as appropriate. Some of these areas may require coordination with the guestroom corridor scheme. It is important to consider the coloration of the guestroom corridors when developing the lobby color scheme to make sure that they complement one another. The lobby hard surface flooring and base will continue into the area as appropriate. This area will also have continuation of the lobby wall finish. Decorative lighting should be provided. We also strongly recommend renovating the public restroom finishes to work with the new lobby scheme.
All items must be submitted to the brand and approved before finalizing with contractor.

<table>
<thead>
<tr>
<th>item</th>
<th>new build</th>
<th>renovation or conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>community table</td>
<td>must seat 10 to 12</td>
<td>must seat 8 or more [when feasible]</td>
</tr>
<tr>
<td>pendant lighting at community table</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>wood look flooring</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>carpet or area rugs</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>tile flooring at breakfast serving</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>front desk</td>
<td>required</td>
<td>reclad at minimum</td>
</tr>
<tr>
<td>coffee serving table</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>dining seating</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>soft seating groups, i.e. sofa/loveseat</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>counter height stools at community table</td>
<td>10 to 12</td>
<td>8 or more</td>
</tr>
<tr>
<td>furniture style breakfast cabinets</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>breakfast serving area doors</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>pendant lighting at breakfast serving</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>accessories at community table</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>accessories at dining &amp; soft seating tables</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>framed coffee graphics</td>
<td>required</td>
<td>when not at a wall use existing</td>
</tr>
<tr>
<td>library shelves</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>accent lighting at library shelves</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>accessories at library shelves</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>flat panel tv on library shelves</td>
<td>required</td>
<td>required</td>
</tr>
<tr>
<td>black &amp; white artwork at library shelves</td>
<td>required</td>
<td>required</td>
</tr>
</tbody>
</table>
breakfast information graphics

- **Previously existed in the breakfast newspaper kiosk.** Moving forward properties should remove the existing newspaper kiosk and retain only the top “on the house” breakfast panel and the bottom breakfast hours panel. The magnetic panel will no longer be used.

- **These (2) panels are reusable** and will slip into the new frames that will mount in a vertical column to the wall directly adjacent to the breakfast serving area.

- **If there is no wall directly adjacent**, or if other conditions prohibit this placement, the property must identify a wall for these that will best signal to guests the breakfast offering.

Vendor ordering information:
**Artonomy** (Attn: Ed Slater / Jayne Menke)
544 W. Liberty Street | Cincinnati, OH 45216 | 513.651.2787

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**GR-2.15.2**
scale: 1" = 1'-0"
**action step:**

Property to install one set (two frames) of breakfast information graphics. If your property has an existing newspaper kiosk, remove the kiosk and keep the “On the House” panel and the “hours” panel. The frames are to be mounted in a vertical column, adjacent to the breakfast serving area. If there isn’t a wall directly adjacent to the serving area, you must identify a wall that will best signal the breakfast offering to the guests.

**tools needed:**
- tape measure and/or ruler
- level
- drill and drill bit
- locking frame mounting kit/anchor system (supplied by Artonomy)

**breakfast information graphics** installation instructions:

1. Hang the “on the house” frame first. This frame should be positioned 5'-1” from the finished floor (See figure 1).

2. The top of the “6-10 am” frame should be hung 3” below the bottom of the “on the house” frame.

3. The frames should align vertically on their left and right sides.
coffee cup framed artwork

These three frames should be installed in a horizontal row on the wall behind the coffee serving table. They should be spaced closely and hang together as one artwork installation, centered behind the coffee display. When these frames are installed, they will replace the current coffee zone sign. Each property will receive (3) frames. If the coffee serving table cannot be placed in front of a wall, the property must reuse their existing coffee graphic zone sign.

Vendor ordering information:

Artonomy (Attn: Ed Slater / Jayne Menke)
544 W. Liberty Street | Cincinnati, OH 45216 | 513.651.2787
**action step:**
Property to install one set (three frames) of coffee cup framed artwork horizontally above the coffee serving table. The frames should be spaced closely and hang together as one artwork installation.

**tools needed:**
- tape measure and/or ruler
- level
- drill and drill bit
- locking frame mounting kit/anchor system (supplied by Artonomy)

---

**coffee cup framed artwork** installation instructions:

1. The coffee cup framed artwork should be aligned horizontally, centered above the coffee serving table.

2. Vertically, the bottom of the frames should be no more than 6” above the coffee shuttles. If there are low ceilings, make necessary adjustments (see figure 2).

3. GR-2.47A should be on the left, GR-2.47B should be in the center and GR-2.47C should be on the right (see figure 2).

4. The frames should be 3” apart from each other (see figure 2).

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![Figure 2](image-url)
breakfast serving area door graphics

This frosted pattern graphic plus a solid translucent vinyl must be applied to the serving area doors to visually close off the breakfast serving area when it is not in use. This pattern is used to add a layer of brand personality to the area.

Vendor ordering information:

Harlan Graphics (Attn: Jeff Ehrman or Jenny Marsh)
4752 River Road | Cincinnati, OH 45233 | 513.251.5700 main | 513.251.5703 fax
Or go to: Harlangraphics.com and click “online ordering” for access to the Hampton portion of the ordering site

For installation instructions, refer to the graphics installation guide.

GR2.48B
If glass panel is not frosted, a full panel of frosted vinyl is to be applied to second surface (inside of breakfast serving area room).

GR2.48A
Hexagon pattern vinyl applied to first surface (outside of breakfast area room, facing lobby).
**action step:**
Approved graphic vendor or local installer to install one graphic per window and/or door inside and outside of the breakfast serving area. Please read installation instructions carefully. Once graphic is placed, it cannot be removed.

**tools needed:**
- spray bottle with soapy water
- paper towels
- masking tape
- ruler and/or level
- non-amonia based glass cleaner
- vinyl application squeegee

**breakfast serving area door graphics** installation instructions:

1. You must assume all surfaces are dirty. Clean windows well. Clean with a non-amonia based cleaner or alcohol and dry well.
2. The hexagon pattern graphic will be installed on the outside of the breakfast serving area. If the glass is not pre-frosted, the full panel of frost vinyl will be installed on the inside of the breakfast serving area (see figure 3).
3. Use a ruler or a level to make sure that graphic is centered and straight. **This is critical!** If graphic is not applied level you will not be able to pull up and reposition.
4. Cut excess hexagon pattern prior to application. Before you install your graphic, you must cut the graphic accordingly to ensure proper usage of the hexagons (see figure 4). The left and right edges of the hexagon pattern must always end on the center points of the hexagons. However, the top and bottom rows of the graphic must always end in a full hexagon (see figure 4).
5. Tape graphic to area by adding a piece of masking tape to the top edge of the graphic and mounting surface. This will act as a hinge and will hold graphic in place.
6. Remove back liner from sticky graphic. Squirt a mist of water on glass.
7. Use a squeegee to apply graphic.
8. Start at the top center of the graphic and squeegee straight down. Continue on either side until total graphic is mounted. Push out excess water and air bubbles.
9. Once graphic is mounted, slowly peel the top carrier tape off the top of the graphic. Use squeegee to push out excess water and air bubbles and ensure adhesion.
### b/w framed art for library shelving

Black and white framed art should follow the same black framing and matting as the Front Desk framed artwork. Frames are available in the following sizes: **LB18** (17.5” x 18.5”), **LB24** (23” x 24”), **LB36** (33.5” x 34.5”), **LF43** (28” x 43”), **LF50** (32” x 50”), **LF64** (44” x 64”). A minimum of (3) different sized framed pieces must be displayed on the library shelving. At least (1) of those must be a large format frame (*LF43, LF50 or LF64*). For the small format frames, properties will choose images from the lobby area image banks - LB18, LB24, LB36 accordingly. For the large format frames, properties can choose from the “LF-” (large format) image bank. All images should be representative of the property’s local flair or culture.

*All image banks are available on OnQ Insider

**Vendor ordering information:**

**Artonomy** (Attn: Ed Slater / Jayne Menke)
544 W. Liberty Street | Cincinnati, OH 45216 | 513.651.2787

### alternate image submission

Properties have the opportunity to submit alternate images for the brand team’s review and approval. Properties will be responsible for any photographer fees or any other costs associated with the alternate image submission. For more information, please refer to the alternate image submission form located on the OnQ Insider website.
Before & After

Austin, Texas | Television before & after

Rogers, Arkansas | Dining seating before & after

Rogers, Arkansas | Lobby entry before & after

Madison, Wisconsin | Breakfast area before & after
### category

#### remarks

**note: this is not a comprehensive list**

<table>
<thead>
<tr>
<th>category</th>
<th>remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>building permits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>vestibule/lobby/seating area</strong></td>
<td></td>
</tr>
<tr>
<td>- Remove existing tile and carpet floor finish</td>
<td>Sub-floor may need prep to receive new wood look floor.</td>
</tr>
<tr>
<td>- Remove existing tile base</td>
<td>Walls may need prep to receive new base.</td>
</tr>
<tr>
<td>- Remove vinyl wallcovering</td>
<td>Walls may need prep to receive new wallcovering.</td>
</tr>
<tr>
<td>- Remove portion of front desk and/or wall to create open end desk</td>
<td></td>
</tr>
<tr>
<td>- Remove ceiling soffits if required to accommodate layout and/or breakfast doors</td>
<td></td>
</tr>
<tr>
<td>- Remove front desk</td>
<td>If opening desk area requires significant change, it may be better to replace the front desk completely. Adjoining walls and floor area may need repair to receive new millwork front desk unit.</td>
</tr>
<tr>
<td>- Remove existing decorative light fixtures</td>
<td>If being replaced with new fixtures.</td>
</tr>
<tr>
<td><strong>breakfast area</strong></td>
<td></td>
</tr>
<tr>
<td>- Remove vinyl wallcovering</td>
<td>Walls may need prep to receive new wallcovering.</td>
</tr>
<tr>
<td>- Remove existing tile</td>
<td>Sub-floor may need prep to receive new tile.</td>
</tr>
<tr>
<td>- Remove existing tile base</td>
<td>Walls may need prep to receive new base.</td>
</tr>
<tr>
<td>- Remove existing tile base</td>
<td></td>
</tr>
<tr>
<td>- Remove existing breakfast cabinets</td>
<td>Floor and walls may need prep to receive new tile.</td>
</tr>
<tr>
<td><strong>circulation areas</strong></td>
<td></td>
</tr>
<tr>
<td>- Remove existing tile and/or carpet floor finish and base Sub</td>
<td>Only to extent to work appropriately with new lobby finishes. Floor and walls may need prep to receive new finishes.</td>
</tr>
<tr>
<td>- Remove vinyl wallcovering</td>
<td>Only to extent to work appropriately with new lobby finishes. Walls may need prep to receive new wallcovering.</td>
</tr>
</tbody>
</table>
### vestibule/lobby/seating area

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Welcome mats must still be used either inset or loose-laid.</td>
</tr>
<tr>
<td>Engineered wood, or laminate flooring. Base can be vinyl or stained wood.</td>
</tr>
<tr>
<td>Can be area rugs if wood look floor finish continues underneath.</td>
</tr>
</tbody>
</table>

### breakfast area

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors are to have glass inserts.</td>
</tr>
<tr>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
<tr>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
</tbody>
</table>
### Circulation Areas

<table>
<thead>
<tr>
<th>Category</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install new wood look floor and new base or carpet and base</td>
<td>Only to extent to work appropriately with new layout. Engineered wood, or laminate flooring. Base can be vinyl, stained wood, or carpet.</td>
</tr>
<tr>
<td>Patch, repair, and install new vinyl wallcovering</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
<tr>
<td>Paint existing doors and frames as required</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
<tr>
<td>Paint existing ceilings and/or replace acoustical tiles</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
</tbody>
</table>

### Vestibule / Lobby / Seating Area

<table>
<thead>
<tr>
<th>Category</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocate existing ceiling diffusers/HVAC grills</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>Provide power and install new hardwired decorative light fixtures, downlighting, and dimming capability</td>
<td>May be able to reuse existing power locations.</td>
</tr>
<tr>
<td>Install new or relocate existing power and data for the Front desk</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>Install new electrical outlets and/or power supply for Community table</td>
<td>If power supply is not near community table location.</td>
</tr>
<tr>
<td>Install new electrical outlets as required for new layout</td>
<td>Only if needed to work appropriately with new layout, i.e. for plug-in lamps, convenience outlets, etc.</td>
</tr>
<tr>
<td>Install new or relocate existing power and cable for tv</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>Install new or relocate Exit Signs and Smoke Detectors</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
</tbody>
</table>

### Breakfast Area

<table>
<thead>
<tr>
<th>Category</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocate existing ceiling diffusers/HVAC grills</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>Provide power and install new hardwired decorative light fixtures, downlighting, and dimming capability.</td>
<td>May be able to reuse existing power locations for light fixtures, downlighting, and dimming capability.</td>
</tr>
<tr>
<td>Install new or relocate existing power</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>Reconnect/extend water line for Juice Machine</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>Install new or relocate Exit Signs and Smoke Detectors</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
</tbody>
</table>
### General Contractor Scope | Overview Documents

**NOTE:** This 4-page checklist must be submitted to the brand team and approved before finalizing with contractor.

<table>
<thead>
<tr>
<th>Category</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation Areas</strong></td>
<td></td>
</tr>
<tr>
<td>☐ Relocate existing ceiling diffusers/HVAC grilles</td>
<td>Only if needed to work appropriately with new layout.</td>
</tr>
<tr>
<td>☐ Provide power and install new hardwired decorative light fixtures, downlighting, and dimming capability.</td>
<td>May be able to reuse existing power locations.</td>
</tr>
<tr>
<td><strong>Freight</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will vary depending on property location.</td>
</tr>
<tr>
<td><strong>Tax</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will vary depending on property location.</td>
</tr>
<tr>
<td><strong>GC Profit</strong></td>
<td>Nationwide range is anywhere from 5 – 10%, will vary depending on property location.</td>
</tr>
<tr>
<td><strong>Construction Contingency</strong></td>
<td>To be determined by Owner, commonly seen at 10%.</td>
</tr>
</tbody>
</table>
### FF&E scope | overview documents

#### vestibule/lobby/seating area

<table>
<thead>
<tr>
<th>Item</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Serving Table</td>
<td></td>
</tr>
<tr>
<td>2-Top &amp; 4-Top Dining Height Tables</td>
<td></td>
</tr>
<tr>
<td>2-Top Tea Height Tables</td>
<td></td>
</tr>
<tr>
<td>Community Table</td>
<td>This item could also be bid by the Millwork Contractor.</td>
</tr>
<tr>
<td>End Tables</td>
<td></td>
</tr>
<tr>
<td>Console/Sofa Table</td>
<td></td>
</tr>
</tbody>
</table>

#### casegoods

#### seating

#### breakfast area

<table>
<thead>
<tr>
<th>Item</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Top &amp; 4-Top Dining Height Tables</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
</tbody>
</table>

#### circulation areas

<table>
<thead>
<tr>
<th>Item</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Console Table</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
</tbody>
</table>

#### vestibule/lobby/seating area

<table>
<thead>
<tr>
<th>Item</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bench</td>
<td></td>
</tr>
<tr>
<td>Sofas or Loveseats with throw pillows</td>
<td></td>
</tr>
<tr>
<td>Counter Height Stools</td>
<td></td>
</tr>
<tr>
<td>Dining Chairs</td>
<td></td>
</tr>
<tr>
<td>Armchairs at Sofa</td>
<td></td>
</tr>
<tr>
<td>Upholstered Chairs at Sofa</td>
<td></td>
</tr>
<tr>
<td>Ottomans</td>
<td></td>
</tr>
</tbody>
</table>

#### breakfast area

<table>
<thead>
<tr>
<th>Item</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Back Sofa with throw pillows</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
<tr>
<td>Dining Chairs</td>
<td>Only to extent to work appropriately with new layout.</td>
</tr>
<tr>
<td>lighting</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>vestibule/lobby/seating area</strong></td>
<td></td>
</tr>
<tr>
<td>□ Lamp at Front Desk</td>
<td></td>
</tr>
<tr>
<td>□ Pendant Lights at Lobby</td>
<td></td>
</tr>
<tr>
<td>□ Pendant Lights at Community Table</td>
<td></td>
</tr>
<tr>
<td>□ Floor or Table Lamps at Seating</td>
<td></td>
</tr>
<tr>
<td>□ Wall Sconces</td>
<td><strong>remarks</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Only to extent to work appropriately with new layout.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>breakfast area</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Pendant Lights</td>
</tr>
</tbody>
</table>

<table>
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</tr>
<tr>
<td></td>
</tr>
<tr>
<td>□ Only to extent to work appropriately with new layout and if ceiling height allows.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vestibule / Lobby / Seating Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Drapery Treatment at Lobby windows</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>breakfast area</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Drapery Treatment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>circulation area</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Drapery Treatment</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td><strong>vestibule/lobby/seating area</strong></td>
</tr>
<tr>
<td>☐ Carpet or Area Rug at Front Desk</td>
</tr>
<tr>
<td>☐ Carpet or Area Rug at Sofa Seating or Community Table</td>
</tr>
<tr>
<td><strong>breakfast area</strong></td>
</tr>
<tr>
<td>Not required</td>
</tr>
<tr>
<td><strong>circulation areas</strong></td>
</tr>
<tr>
<td>☐ Carpet or Area Rug</td>
</tr>
<tr>
<td><strong>vestibule/lobby/seating area</strong></td>
</tr>
<tr>
<td>☐ Black &amp; White Framed Art at library shelves</td>
</tr>
<tr>
<td>☐ Accessories at library shelves</td>
</tr>
<tr>
<td>☐ Accessories at tables</td>
</tr>
<tr>
<td>☐ Other Black &amp; White Framed Art</td>
</tr>
<tr>
<td>☐ 42” Flat Panel TV</td>
</tr>
<tr>
<td>☐ Coffee Graphics</td>
</tr>
<tr>
<td>☐ Breakfast Door Graphics</td>
</tr>
<tr>
<td><strong>freight</strong></td>
</tr>
<tr>
<td>☐ Install costs</td>
</tr>
<tr>
<td><strong>tax</strong></td>
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<tr>
<td>☐ Install costs</td>
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</tr>
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</table>
**daily** (hampton team members)

- Maintain a clean and tidy lobby space all hours of day and night.

- Place newspapers on the shelf or shelves below the coffee serving table.

- Illuminate one battery powered candle on each tabletop in both the soft seating and dining seating tables from 5pm-5am.

- At 5am, remove battery power candles from table and recharge or replace batteries if needed.

- Breakfast area doors should be closed during non breakfast hours (10am-6am). If seating area exists within breakfast area, guests are permitted to utilize the space as a meeting place or work area.

- Televisions should be tuned to CNN or professional sporting events, unless guest requests specific programming. If a guest has selected a different program, and has left the lobby, the television should be changed back to CNN or professional sporting events.

- If your lobby design solution contains vases as an accessory, only single stemmed flowers may be used (such as a gerber daisy). The water and the physical state of the flowers should be maintained.

- Bowls with fresh fruit, (such as apples or oranges), need to be checked and maintained daily.

- If accessories are moved, the accessories should be placed in its original location.

**pre-open** (general manager)

- Confirm that interior designer has incorporated accessories that represent local flavor.

- Confirm that interior designer has included a singular large scale decorative element, such as a bowl of fruit, or a series of three to five medium sized decorative elements, such as hurricane style candle holders, to be displayed on the center of the community table.

- The coffee cup framed artwork (series of 3 frames) should be installed behind the coffee serving table. If the table is not placed in front of a wall, the property must continue to use their existing coffee graphic.

- The existing newspaper kiosk should be removed from the lobby. The "on the house" panel and the breakfast hours panel (if they aren’t damaged) should be incorporated into the new breakfast information graphic frames.

- Confirm the breakfast serving door vinyl hexagon pattern graphic and solid frosted graphic (if necessary) were installed on the breakfast serving doors.