

Hotel Contact Information

Events Manager

Gloria Urbina
Senior Catering Sales Manager
Hilton Los Angeles Airport
Phone: 310-410-6128
Email: gloria.urbina@hilton.com

Encore AV Provider Contact

Michael Salem
310 213 - 5555
michael.salem@encoreglobal.com

Discounted Event Parking Info

\$20 self and \$30 valet

Directions Link

<https://www.google.com/maps/dir/Current+Location/5711%20W%20Century%20Blvd,Los%20Angeles,CA,90045,USA/>

Guest Room Booking Instructions: 10% Off Bar-NO ROOM BLOCK

1. Go to hotel website: [LAX Hotels - Hilton Los Angeles Airport](#)
2. Click on Special Rates
3. Input the code: ZSG under the Group Code

Shipping Instructions for Incoming/Outgoing Packages

1. Fill Out Shipping Handling Form ([here](#))
2. Email form to Gloria Urbina (Catering Manager) **due by Monday Jan. 8, 2024**
3. Label all packages: **HOLD FOR FUTURECON + Event Date**
4. Shipping Out: Leave Boxes on table with LABEL, call for pick up arrangements (Hotel to ship out if requested and arranged with Gloria)

Fees \$3 per package \$6 51-100lbs

Address:

Hilton Los Angeles Airport
ATTN: Gloria Urbina + FutureCon
5711 West Century Blvd.
Los Angeles, CA 90045
Label all Packages: HOLD FOR FUTURECON