



# MSG Staff Assignments

Hardscape Options – Nicole Yaklich

Fox Hospitality – Mimi Griffin

USGA Partner Village – Jeanne Taylor

8<sup>th</sup> Fairway Village – Danielle Bonder

6th Fairway Village – Jim Holden

3<sup>rd</sup> Fairway Village – Emily Geosits

3<sup>rd</sup> Fairway Suites – Ciara Bryan

16th Fairway Suites – Danny Gray

Centennial Club & Champions Pavilion — Shelley Berlin

# Corporate Hospitality Manual

- Electronic manual activated in September
- Information in Manual
  - I. Timeline and Forms
  - II. Meetings and Resources
  - III. Amenities at Pebble Beach
  - IV. Championship Information
  - V. Maps & Layouts
  - VI. Hospitality Program Information
  - VII. Tickets
  - VIII. Parking and Transportation
  - IX. Catering and Décor
  - X. Merchandise
  - XI. Hospitality Program Requirements
  - XII. Meeting Minutes



# Final Update Session



April 30<sup>th</sup>
 10:00am – 12:00pm

❖ A reminder will be sent to you at least two weeks in advance of the meeting

# www.nsgpnorhogibms.com





# A. Important Past Timeline Dates

February 1<sup>st</sup> -

February 1st -

February 11<sup>th</sup> -

Final payment for hospitality package due

Deadline to reserve tee times at Spanish

Bay, Spyglass and Del Monte golf courses

Clients receive décor floor plan, rendering

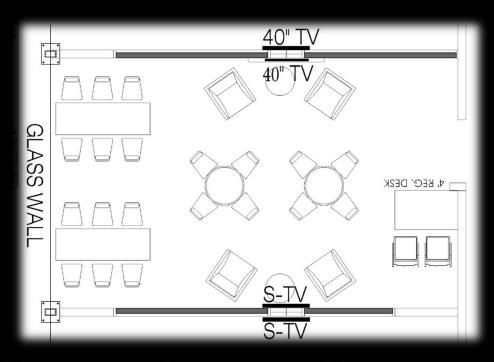
and budget for review

# Floor Plans, Budgets and Visuals - Upgraded

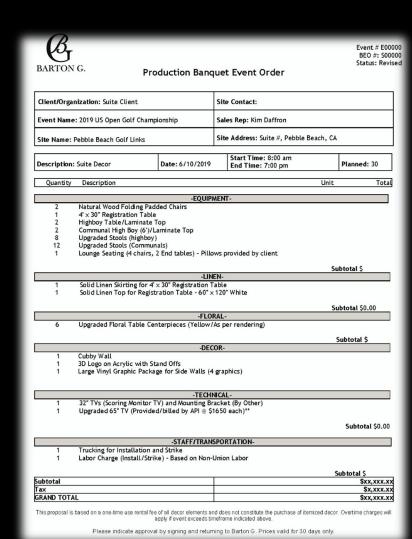


BEO #: S00000 Status: Revised Production Banquet Event Order Site Contact: Sales Rep: Kim Daffron Site Address: Fairway Village, Pebble Beach, CA Start Time: 8:00 am Planned: 50 End Time: 6:00 pm Unit Total -EQUIPMENT-Upgraded Bar stools (8-communal/8-hi boys/1-reg) Subtotal \$ Additional Floral for Tables (1-high boy/2-communal) Subtotal \$ Built Back Bar with TV Housing Area (65" TV)/Shelves Subtotal \$

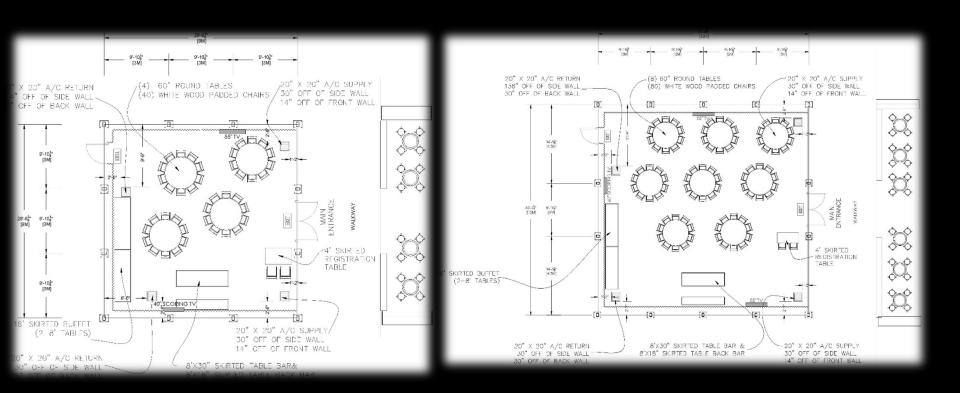
# Floor Plans, Budgets and Visuals - Suites







# Floor Plans, Budgets and Visuals - Standard



# A. Important Past Timeline Dates

March 1st -

February 1st -	Final payment for hospitality package due
February 1st -	Deadline to reserve tee times at Spanish
	Bay, Spyglass and Del Monte golf courses
February 11 <sup>th</sup> -	Clients receive décor floor plan, rendering
	and budget for review
February 15 <sup>th</sup> -	Ticket shipment form due
	Corporate sign form due

Catering deposit due

# Ticket Shipment Form

2 Timelin

### Ticket Shipment Form

DUE FEBRUARY 15, 2019

We will use the contact name and address listed below when shipping your hospitality ticket package. The package will be sent approximately 6 weeks prior to the championship and will include the following:

- Hospitality Package and Staff Tickets (Any option tickets purchased will be sent separately)
- VIP Parking Passes
- Fan Guides
- Prohibited Items Cards
- Corporate Bag Tag and Personal Identification Tag

Any option tickets ordered will be mailed to the address listed on this form but sent separately from your hospitality ticket shipment.

Hospitality ticket packages will not be sent unless Pebble Beach Company is in receipt of your fully executed hospitality agreement, proof of insurance and all payments due on your hospitality package.

Items will be shipped via 2-day delivery and cannot be sent to a P.O. Box.

Сотралу Name:
Contact Name:
hipping Address: No P.O. Box)
Telephone Number:
mail Address:

CLICK HERE TO COMPLETE THIS FORM ELECTRONICALLY

This form can also be scanned and emailed to Emily Geosits at egeosits@msgpromotions.com.

# Ticket Shipment

Will be sent approximately 6 weeks prior to the event



### Included in shipment:

- Hospitality Tickets
- Staff Tickets
- Parking Passes
- Fan Guides
- Disallowed Items Cards
- Corporate Bag Tag

Tickets will not be sent until the signed hospitality agreement and full payment have been received by Pebble Beach.

# Corporate Sign Form

Timeline & Form

1 3

### Corporate Sign Form

### **DUE FEBRUARY 15, 2019**

Pebble Beach Companywill produce a corporate identification sign that will be posted on the exterior of your hospitality tent during the week of the U.S. Open. The sign is yours to keep at the conclusion of the championship.

All signs will be uniform in color, typeface, and size (approximately 2' x 2'), and will include only the 2013 U.S. Open logo and the name of your company. Company logos, typeface or slogans will not be included on the sign. The sign can accommodate up to three (3) lines and each line can fit up to 20 characters. Keep in mind that the size of the typeface will decrease as the number of characters used on each line increases.

Please note the following with regard to the signage policy:

- In addition to the company name listed in your corporate hospitality agreement, you may request up to two
   (2) division names, brand names and/or trade names to be listed on your sign, space permitting and upon approval.
- Requests to include the company name of a subsidiary, affiliate or any other entity separate from your company will not be granted unless each company enters into its own hospitality agreement.
- For companies sharing their hospitality package with one or more contracted companies, please note that
  all partners' names will be printed on one sign and that the limit of three (3) lines and 20 characters per line
  must include all sharing partners. Please submit one form for the entire sharing group.

Indicate below exactly how you would like your company name to appear on your sign. Please be specific with regard to spacing, capitalization, punctuation, abbreviations, etc.

Company name(s) will be centered on the sign.

					X.	92 E		žį.		ži –	
Com	рапу	Repre	esente	itive:							
Tele	ph on e	. Num	iber:								
Ema	il Add	ress:									

CLICK HERE TO COMPLETE THIS FORM ELECTRONICALLY

This form can also be scanned and emailed to Emily Geosits at egeosits@msgpromotions.com.

# Corporate Signs – Hardscapes Company name will appear on your sign posted on the exterior of your hospitality area



No other signs or displays are permitted on the exterior of your hospitality area during Championship week.

# Corporate Signs – Tents

Company name will appear on your sign and on the locator board in your village



No other signs or displays are permitted on the exterior of your tent during Championship week.

# Corporate Signs - Suites

Company name will appear on your sign and on the locator board at the suite entrance





No other signs or displays are permitted on the **exterior** of your suite (including the glass wall) during Championship week.

March 4<sup>th</sup> -

**Corporate Update Session** 

March 5<sup>th</sup> -

Corporate Cup – Hardscapes, Pebble Beach Room Patrons, USGA Partners and Fox

March 6th -

Corporate Cup – Tent and Suite Patrons



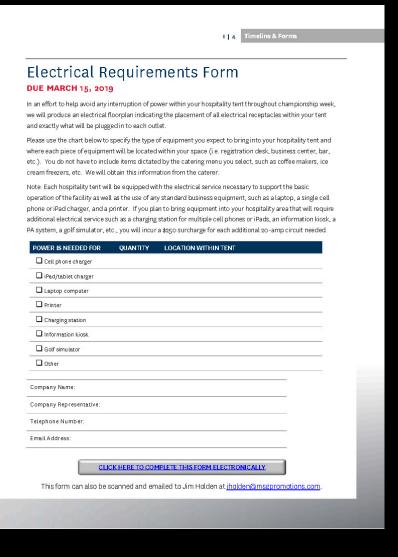
March 15<sup>th</sup> - Deadline to submit embroidery file for co-branded merchandise

March 15<sup>th</sup> - Final approval of interior décor floor plan and budget due

March 15<sup>th</sup> - Electrical Requirements Form due Safari Telecom Service Order Form due

# A. Important Timeline Dates

# March 15<sup>th</sup> - Electrical Requirements Form Due

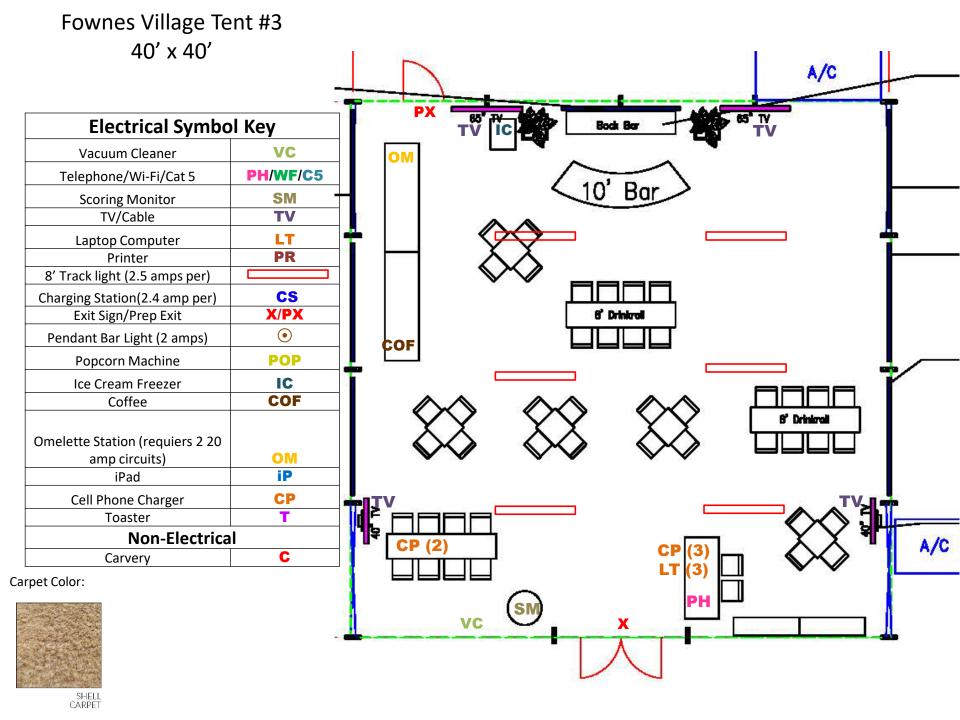


### Include:

- Printers, computers, cell phone & tablet chargers
  - Specify laptop or desktop
  - Specify location

### Do not include:

- Items dictated by your menu
  - Ice cream freezer
  - Popcorn machine



# 1. Important Upcoming Timeline Dates March 15<sup>th</sup> – Safari Telecom Service Order Form Due

Timeline & Forms

1 6

### Safari Telecom Service Order Form

### **DUE MARCH 15, 2019**

All tent patrons have the ability to request that a complimentary telephone be installed at the registration desk inside your tent. The line will include voicemail capabilities and callers will have the ability to place both local and long distance calls free of charge. Please indicate below if you would like to have a telephone installed in your tent

☐ Yes, we would like the complimentary telephone. ☐ No, we do not need the complimentary telephone.

Your hospitality area will also be equipped with complimentary WiFi service that will be shared by all clients within your village for use by you and your guests.

#### ADDITIONAL SERVICES AVAILABLE

You may order additional telephones, an international calling plan, and/or private wireless or hard-wired internet service for use by the staff and guests within your specific tent. Please note that any private internet access ordered will be password protected to ensure that you have dedicated bandwidth for you and your guests.

Please indicate below the number and type of additional services you would like to order, along with the location of each additional line within your hospitality area (i.e. registration desk, business center, bar, etc.).

TYPE OF SERVICE REQUESTED	QUANTITY	COST	TOTAL COST	LOCATION WITH IN TENT
International Calling Plan In dividual calls will be billed afterthe championship		x 15 =		Location N/A
Additional Telephones		X 385 -		
Hardline Internet CAT5 – (1 user) Recommended for streaming video or presentations		X 475 -		
Additional CAT5 Drops from Switch Must be purchased with switch Rental below		× 85 =		
Switch Rental (required ifordering multiple CAT5 drops)		X 175 -		
WiFi Internet - Private Access	1- 45 users	X 1,850 -		Location N/A
WiFi Internet - Private Access & Allocated Bandwidth	1-100 users	X3.750 -		Location N/A
WiFi Internet - Private Access & Allocated Bandwidth	101-200 users	X 5,600 -		Location N/A
Public IP Address*	NA	X 50 -		Location N/A
'A Public IP address may be needed for certain corporate VPN users Please check with your IT department to see if you will need this.	Total .	Amount Due:		
Safari Telecom will email an invoice to the contact	listed below upo	n receipt of y	our order.	
Company Name:	Hospit	ality Option:		
Company Representative:				
Phone Number: Email A	ddress:			
Billing Address:				

CLICK HERE TO COMPLETE THIS FORM ELECTRONICALLY

This form can also be scanned and emailed to Nicole Bonafede at nicoleb@safaritelecom.com

## \*\* TENT/HARDSCAPE PATRONS \*\*

- Must specify if you want a phone installed at the registration desk in your tent/hardscape
- Each village will be equipped with complimentary WiFi service
- Can purchase additional phone lines, international calling capability, private wireless or hard wired internet service

# Tent & Hardscape Patrons Telephone - Necessary or Not?



# Tent & Hardscape Patrons Telephone - Necessary or Not?



March 15 <sup>th</sup> -	Deadline to submit embroidery file for co-branded merchandise
March 15 <sup>th</sup> -	Final approval of interior décor floor plan and budget due
March 15 <sup>th</sup> -	Electrical Requirements Form due
	Safari Telecom Service Order Form due
April 1 <sup>st</sup> -	Décor deposit due
	Final menu package selections due
	Deadline for co-branded merchandise order
April 15 <sup>th</sup> -	Option Ticket Order Form due
	Corporate Shuttle Form due
	Insurance certificate due

Deadline to submit guest guarantees

## April 15<sup>th</sup> - Option Ticket Order Form Due

- Can be Hospitality and/or Gallery Tickets
- Available on a WEEKLY or DAILY basis

Monday or Tuesday= \$60 per ticket

Wednesday = \$75 per ticket

Thursday = \$125 per ticket

Fri, Sat. or Sunday = \$145 per ticket

Championship Rds = \$450 per package

Weekly Packages = \$500 per package

- An invoice will be emailed to you upon receipt of your order
- Provide updated guest counts to your catering representative

\* \* Important \* \*

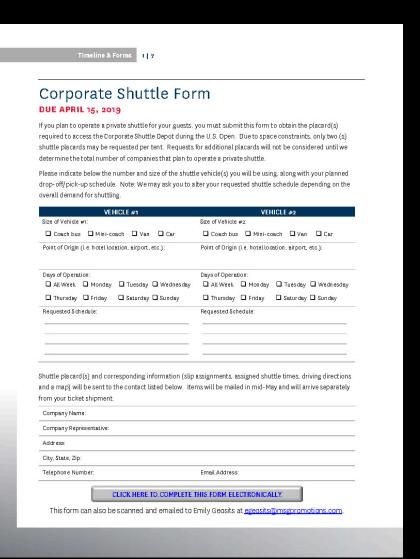
Option tickets will be sent in a separate shipment from your hospitality package tickets

Option Ticket C	raer Fo	orm		
DUE APRIL 15, 2019				
Please complete and return this form t weekly packages or daily tickets. Addit tickets as either gallery tickets or weekly weekly, hospitality, gallery or weekly Li	tionally, you have ly Lodge Access.	the flexibility to des Please note, the co	ignate some o mbination of ti	r all of your option cket types (daily,
hospitality package on any given day.				
	,			
please refer to the Amenities Summary		<del>-</del>		
Note: You must inform your catering represe	ntative of the numbe	r of additional hospita	lity tickets order	ed as this will increase
your guest counts.	HOSPITALITY	GALLERY ONLY	TOTAL	TOTAL
TICKET TYPE	TICKETS	TICKETS	TICKETS	COST COST
Weekly Lodge Access Ticket Package One ticket per oky for Monday – Senday Weekly Ticket Package			×	\$1500
One ticket per day for Monday – Sunday	+	=0	X	\$500
Practice Round Ticket Package One ticket per day for Monday - Wednesday	+	=	X	\$125
Championship Round Ticket Package One ticket per day for Thursday – Sunday	+	=	х	\$450
Monday Ticket	+	=	X	\$60
Tuesday Ticket	+	= = = = = = = = = = = = = = = = = = = =	х	<b>\$</b> 60
Wednesday Ticket	+	=	Х	\$75
Thursday Ticket	+	=	х	\$125
Friday Ticket	+		х	\$145
Saturday Ticket	+	-	x	\$145
Sun day Ticket	+	-	х	\$145
			Total Am o	int Due:
Option tickets will be mailed to the add	drong lighted on you	r Ticket Chinmont F	oma but cont	non arataly from w
hospitality ticket shipment. Option tic				
hospitality package and the option tick	es ordered. Upt	on acket orders are	non-rerundat	ne.
For Invoice Purposes Only:				
Сотралу Name:				
Company Representative:				

CLICK HERE TO COMPLETE THIS FORM ELECTRONICALLY

This form can also be scanned and emailed to Emily Geosits at egeosits@msgpromotions.com

# April 15<sup>th</sup> - Corporate Shuttle Form Due



- Necessary if utilizing a private corporate shuttle to drop at corporate depot
- Limit 2 placards per company



## April 15<sup>th</sup> - Insurance Certificate Due

Hospitality Program Policies & Requirement:

XI 3

### Insurance Requirements

The insurance requirements are provided in the Insurance section of your Hospitality Agreement.

Certificates of Insurance are due on or before April 15, 2019. Please arrange to e-mail the certificate to Kimberly Briggs at <a href="mailto:briggsk@pebblebeach.com">briggsk@pebblebeach.com</a> or mail it to:

Kimberly Briggs
Deputy General Counsel
Pebble Beach Company
P.O. Box 1767
4005 Sunrise Road
Pebble Beach, CA 93953

In general, if you send your company's insurance broker a copy of the insurance section from your company's executed Hospitality Agreement, your insurance broker will be able to issue a certificate of insurance consistent with Pebble Beach Company's insurance requirements. If your insurance broker has any questions regarding the insurance requirements with respect to the certificate of insurance, please do not hesitate to tell your insurance broker to contact Kimberly Briggs.

The certificate of insurance must include:

- Your company name and address
- The company name and address of the insurer generating the insurance certificate
- The effective date\*, policy number and commercial general liability insurance coverage limits of not less than \$5,000,000 as specificied in the Hospitality Ageement
- The United States Golf Association and Pebble Beach as additional insured parties on your company's commercial general liability insurance coverage, as specified in the Hospitality Agreement

\*The effective date for your company's commercial general liability insurance policy must include the U.S. Open Championship week (June 10, 2019 through June 16, 2019). If your company renews its commercial general liability insurance policy after April 15, 2010, please notify Kimberly to discuss this matter.

Please provide written notifiation to Kimberly if your company is self-insured and is unable to provide a certificate of insurance. Kimberly will review this information and let you know if any additional supporting documentation is required.

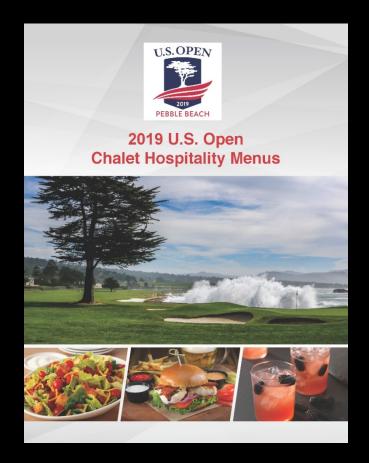
# Final Update Session



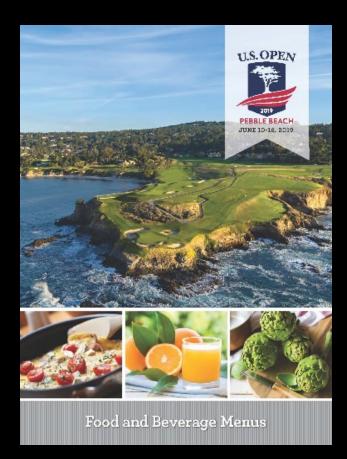
April 30<sup>th</sup>
 10:00am – 12:00pm

❖ A reminder will be sent to you at least two weeks in advance of the meeting

# B. Finalize Menus & Guest Guarantees









# C. Finalize Decor Plans





**Tent & Suite Clients** 

Hardscape Clients



# Meet the Team



- Sydney Packer − Conference Services U.S.
   Open Coordinator

# Meet the Team



- Barry Peterson − Director of Catering and Conference Services
- \( \mathbb{L} \) Linda Lloyd − Associate Director of Catering and Conference Services

# Meet the Team



- ⋈ Mary Robbins Conference Services Manager

### This Is Pebble Beach



#### **CONSIDER THIS...**

- You have gifted your guests a golden ticket to golf's most prestigious event
  - make the most of your hospitality
- Golfers tee off around 7:00 am, diehard golf fans will be at the course early
  - g We have three breakfast buffets to choose from
- the 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> hole triangle is a trek from the Lodge
  - g Your guests will be hungry and thirsty by the time they arrive
  - ø Once there, your guests will be enjoying your hospitality all day
    - ম Upgraded bars make a great impression

#### A NOTE ABOUT GUARANTEES

- Must guarantee a minimum of 80% of tickets for meals
- Bar guarantee must be 100% of tickets

### Other Considerations



#### 

#### 

- & Available to book now, appointments are filling up quickly
- g Express manicures & chair massages available in hospitality suites

#### & Events at The Inn at Spanish Bay

- g Business Sessions
- g Dinners

### Pebble Beach Floral and Décor

**FURNITURE COLLECTIONS** 





Stillwater Collection



Centennial Collection



Del Monte Collection

Décor Deadline: April 1, 2019

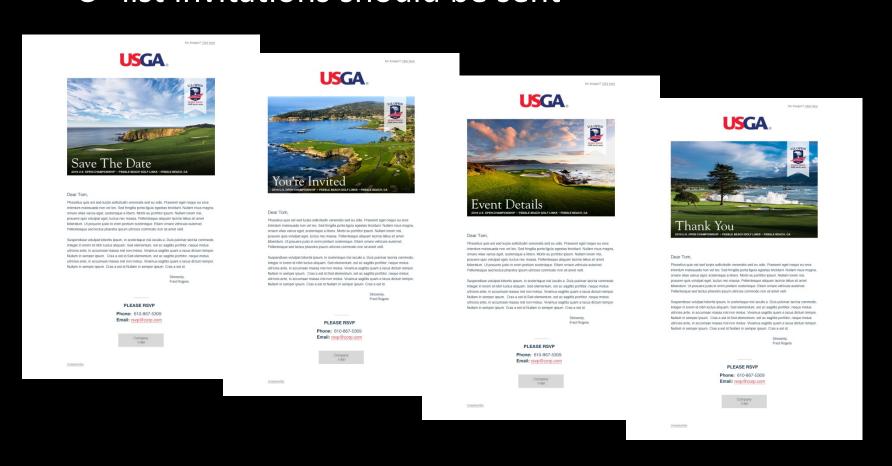
## Catering Due Dates



- MARCH 1, 2019 Final approval of décor due
- MARCH 1, 2019: 50% of estimated F&B charges due
- APRIL 1, 2019: Final menu selections due
- APRIL 15, 2019: Guest guarantees due
- MAY 1, 2019: Final deposit due
- MAY 10, 2019: Short Term Guest Count Increase deadline
  - Any increase above and beyond 3% of guest count after May 10, 2019 will be charged at 50% over the menu price for each additional guest. Please plan ahead.

### D. Wrap-Up Invitation Process

- "A & B" list invitations should have been sent & followed up on
- "C" list invitations should be sent



#### E. Review Enhancements to U.S. Open Experience

1. Championship Week golf outings – deadline extended







DEL MONTE GOLF COURSE

#### E. Review Enhancements to U.S. Open Experience

- 1. Championship Week golf outings
- 2. Spa Appointments





## Why Corporate Merchandise?



- Exclusive privilege of Corporate Hospitality Client to cobrand
- Marketing Investment: Associate your brand with the 2019 U.S. Open
- Create excitement about corporate hospitality before the Championship
- Cobranded 2019 U.S. Open gifts brings the group together
- Guests take a piece of Pebble Beach & 2019 U.S. Open home with them
- Convenience: Corporate Retail Team makes it easy by handling any and all details
- This is what we do! We have a dedicated Corporate Merchandise Team at Pebble Beach Resorts year round.

### Order Process



- Plan Retail Budget
- Browse Product Full Assortment Website & Catalog
- Provide Logo Deadline March 15, 2019
- Place Order Deadline April 1, 2019
- Logo Approval Client and USGA
- Payment
- Receive Product Drop Ship or Onsite U.S. Open week

## Ordering Methods



To place an order online please visit:

www.2019usopencorporatemerch.pebblebeach.com

Records Create a user account, browse merchandise, create wish lists, submit order request, upload logos, get answers to FAQs

Order direct with the U.S. Open Corporate Merchandise Team

- © Cory Otterness, Corporate Retail Sales Manager

  © otternessc@pebblebeach.com or (831)-649-7602



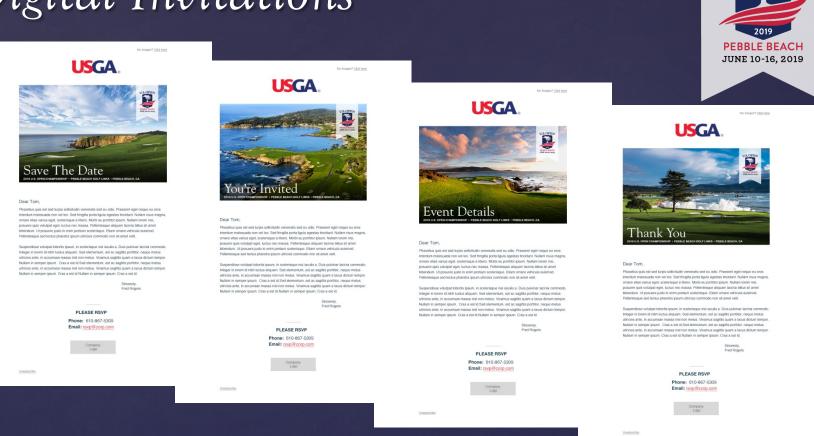
## Corporate Merchandise Collection





Available Now

## Digital Invitations



U.S. OPEN

- Four templates with customizable text
- Only option to include 2019 U.S. Open logo, course imagery and your logo on marketing collateral
- One time fee with unlimited access

### Cobranding Details

- Embroidery cobranding requires unique .DST file. If you do not have access we are happy to assisting in creating one for fee.
- If a logo can be screen-printed, etched, etc.,
   an .eps or .jpg file can be used
- Specific logo requirements for size, location and color apply. Corporate logo in secondary position.



U.S. OPEN

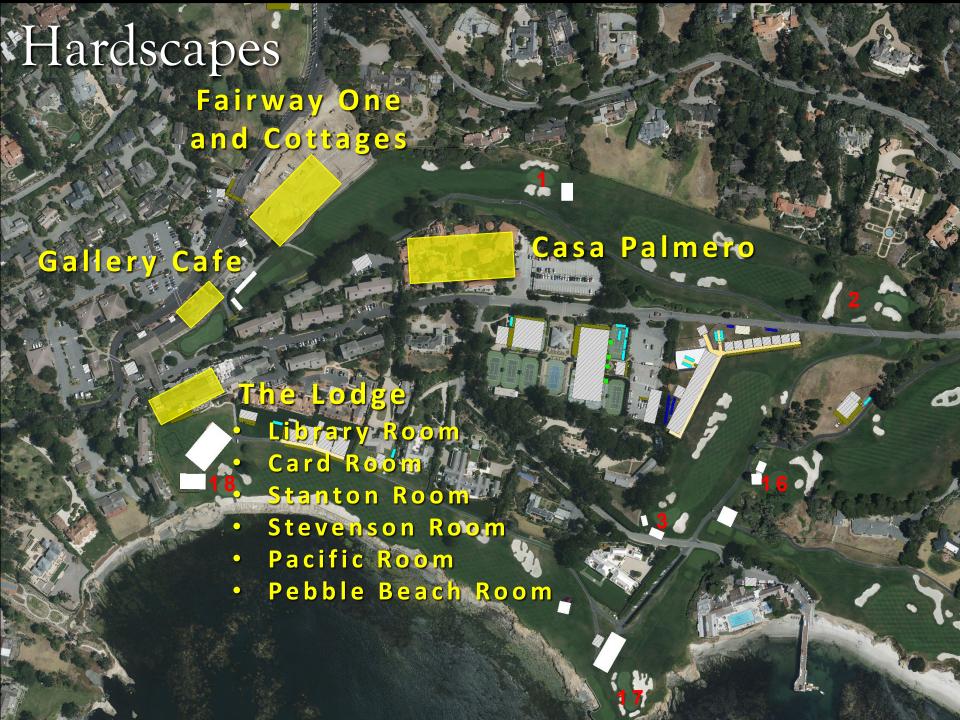
## Corporate Merchandise Timeline

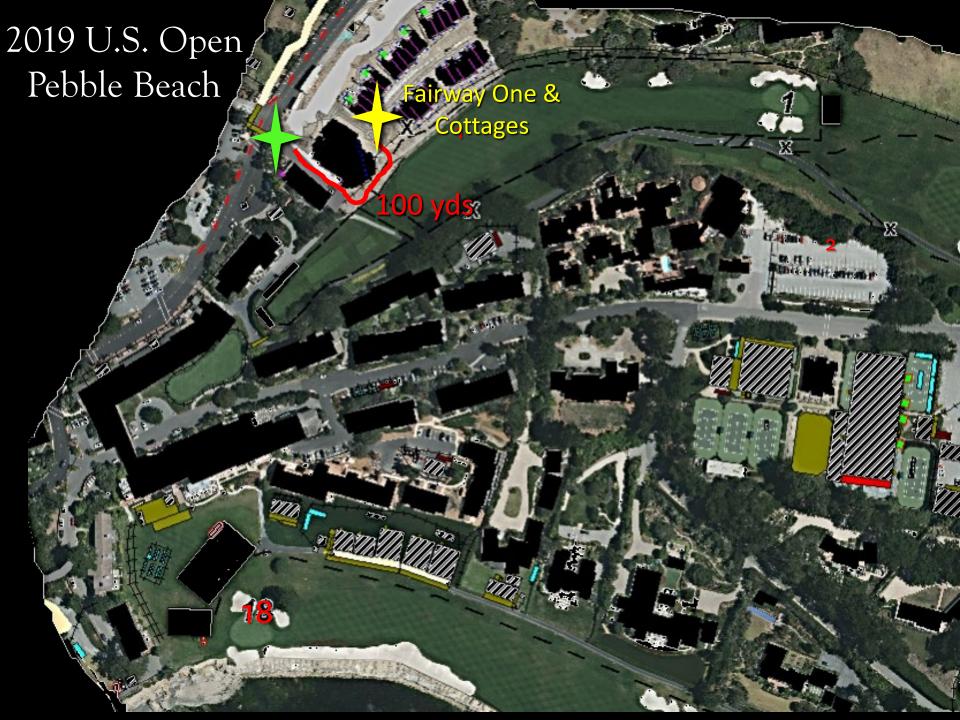


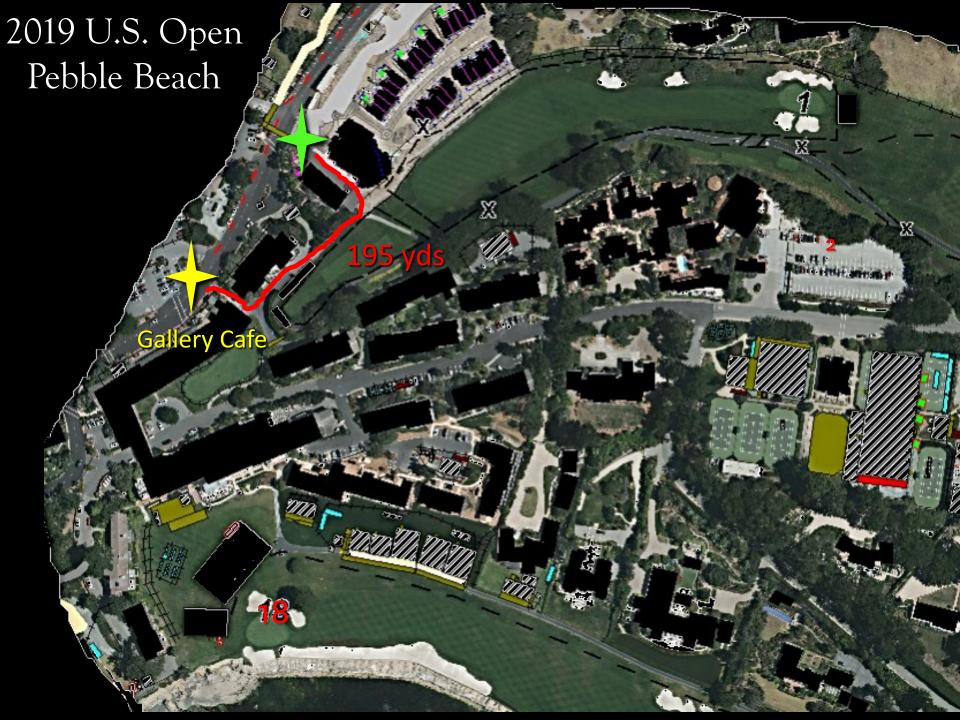
- 2019 Corporate Merchandise Collection: Available now!
- 2019 Corporate Merchandise Website: Available now!
- 2019 Embroidery File Submission Deadline: March 15, 2019
- 2019 Co-Branding Order Deadline: April 1, 2019

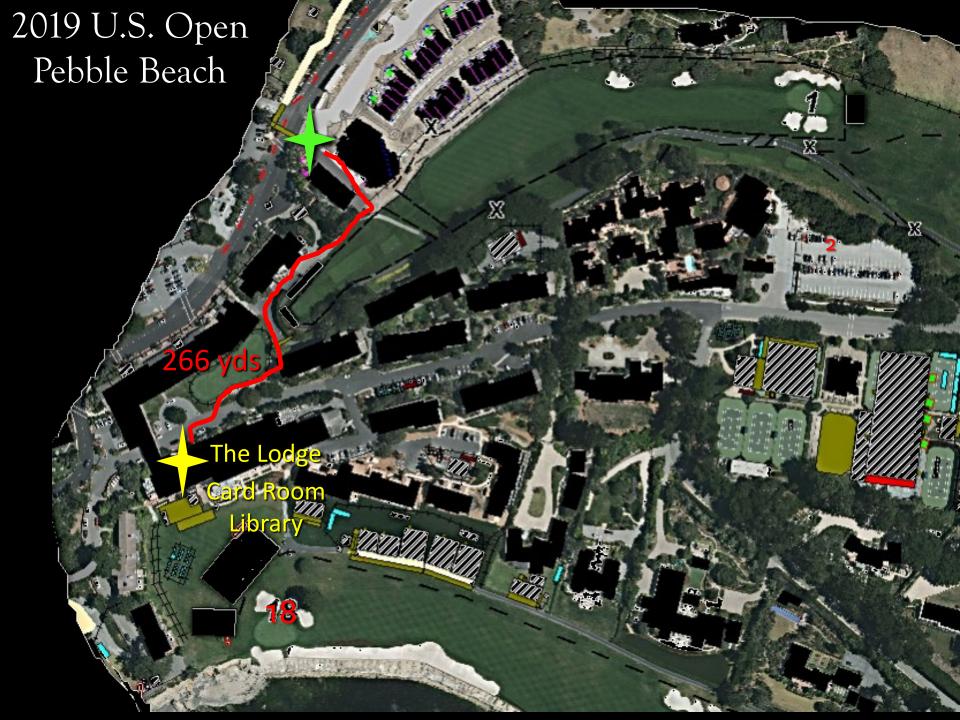


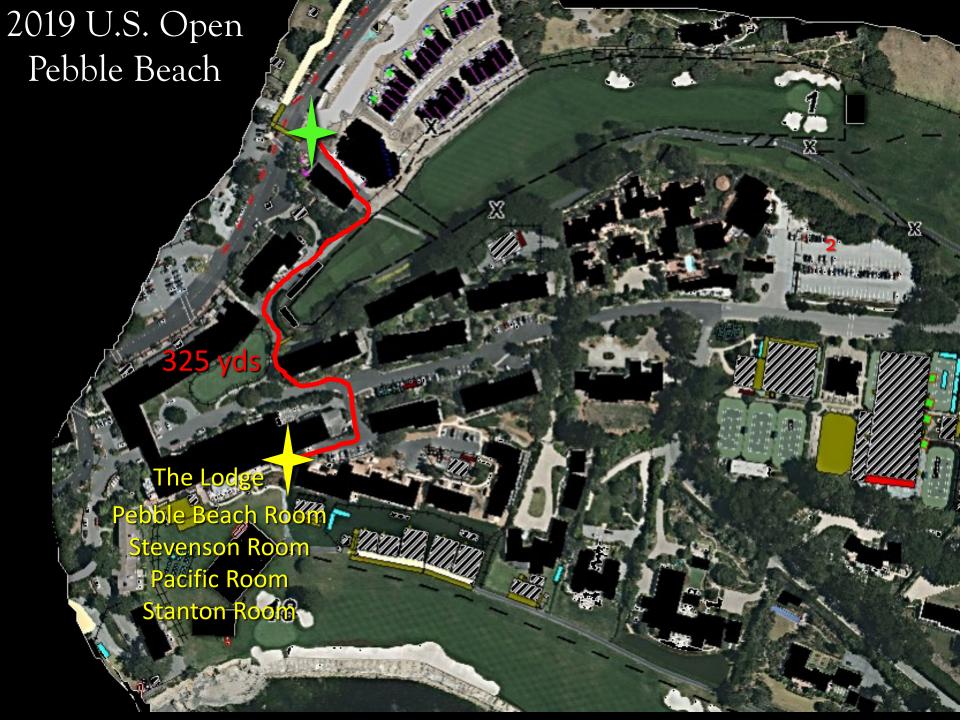


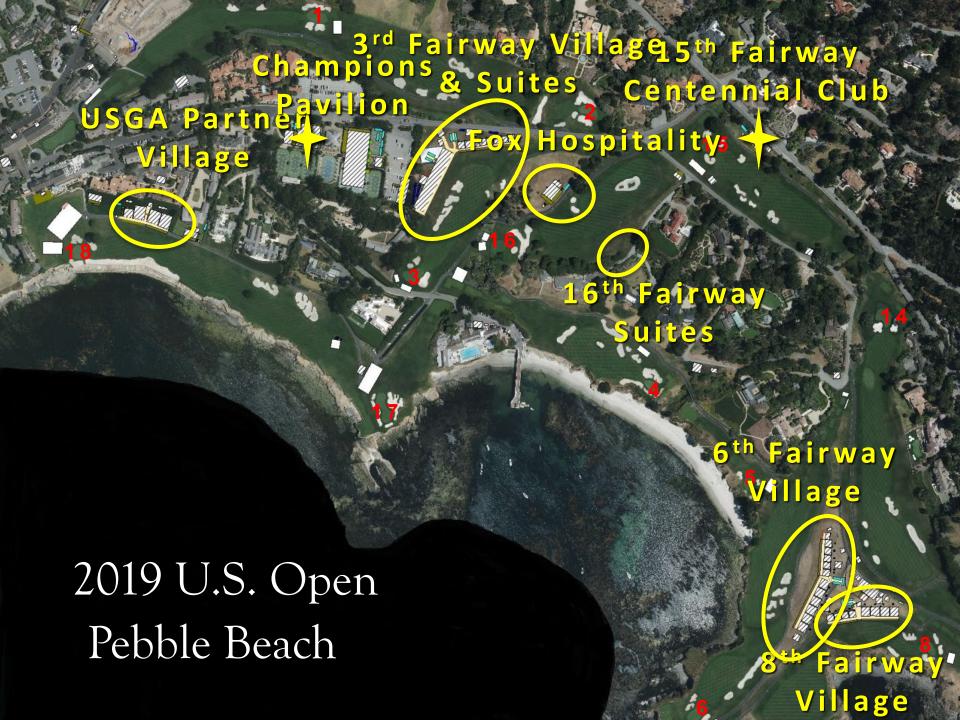


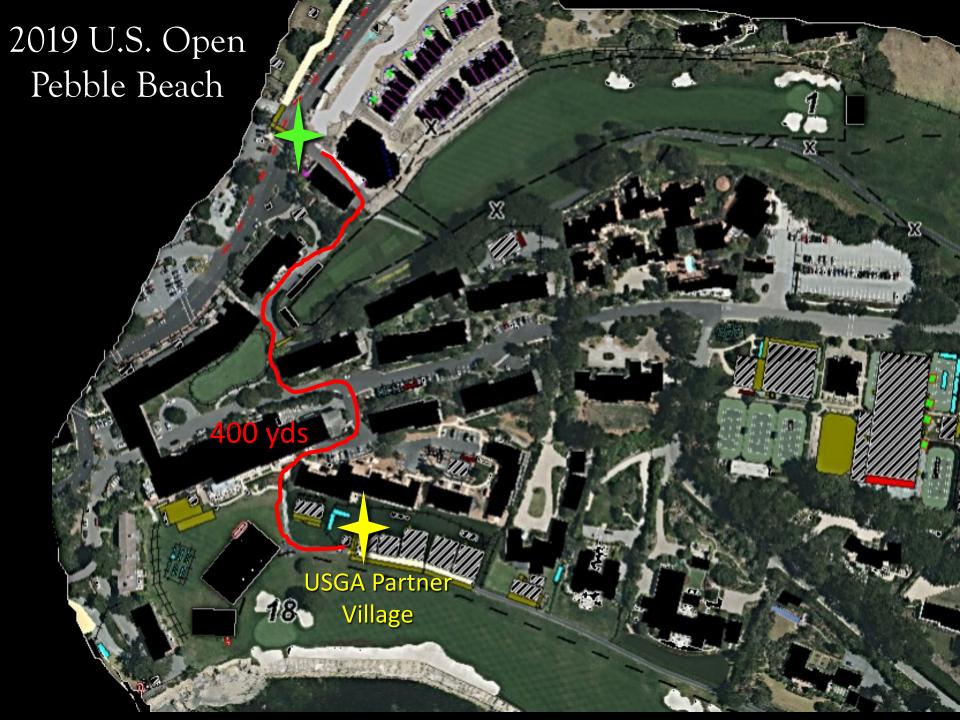


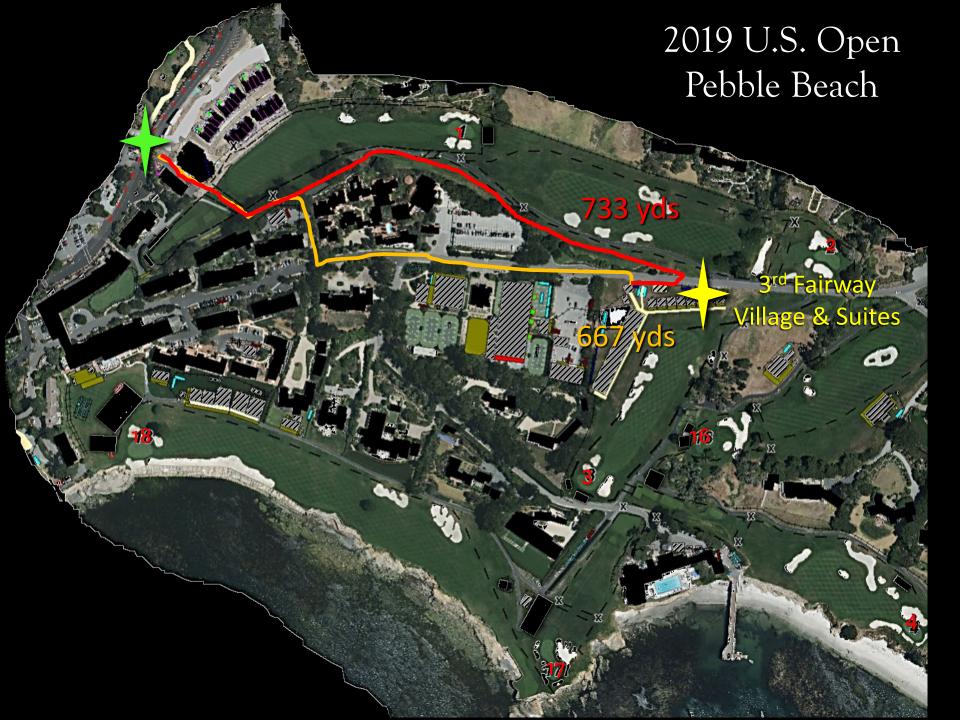


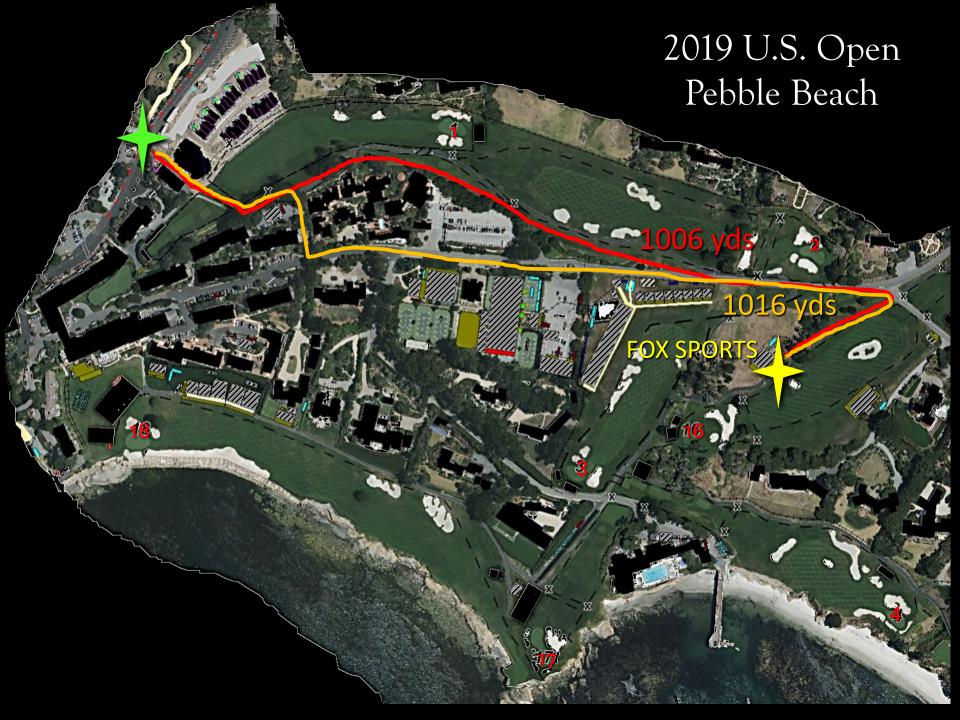


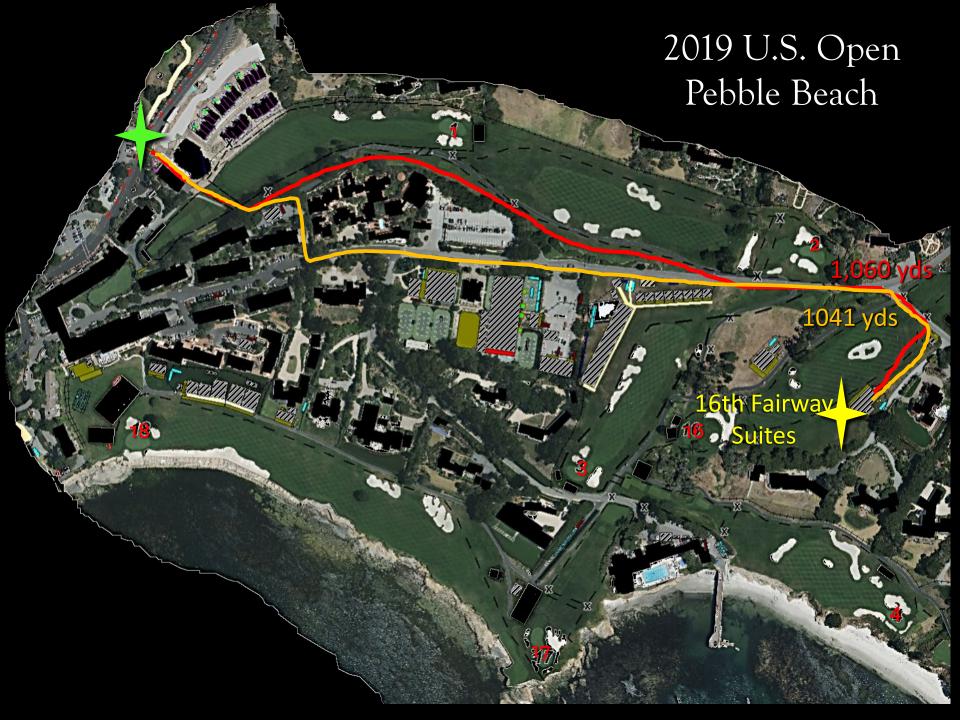


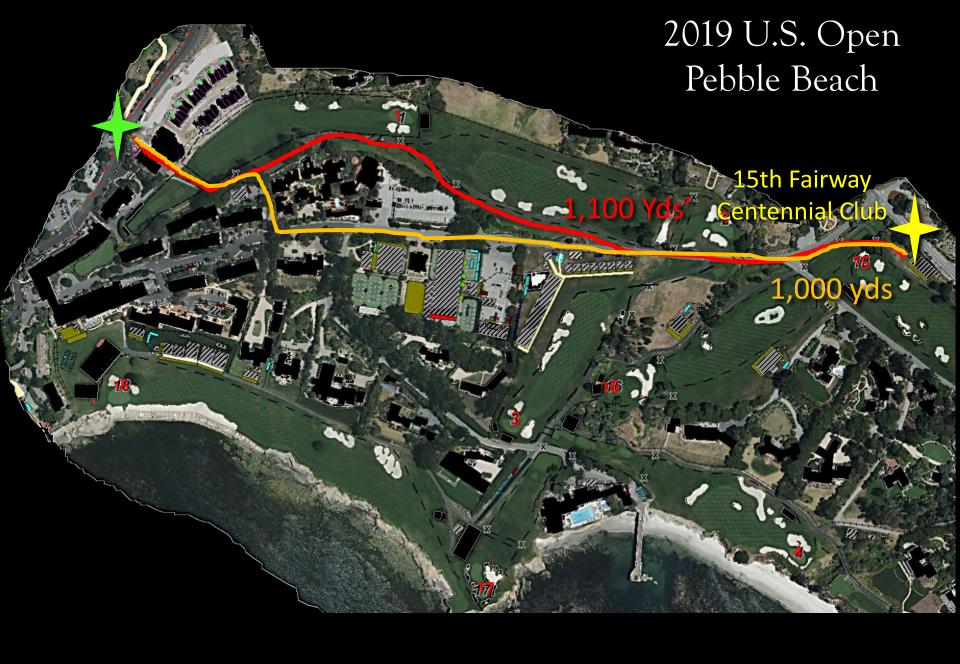














### Course Maps and Directional Signs

1895 CLUB / TROPHY CLUB

**CORPORATE SUITES** 

TUCKAHOE VILLAGE

SHINNECOCK VILLAGE



GATE 2/ LIRR

MERCHANDISE / GATE 1

TOP OF THE HILL

**FAN CENTRAL** 

VOLUNTEER VILLAGE



# Championship Format

- 156 players full field
- Two-tee start on Thursday & Friday
- 1<sup>st</sup> tee time Thursday & Friday 6:45
   a.m.
- "Cut" is made after 36 holes
- Players with the lowest 60 scores plus ties compete on Saturday & Sunday
- Start times on Saturday & Sunday are determined by the size of the field



### 2019 U.S. Open Schedule

Monday, June 10<sup>th</sup>

**Practice Round** 

Tuesday, June 11<sup>th</sup>

**Practice Round** 

Wednesday, June 12<sup>th</sup>

Practice Round

Thursday, June 13<sup>th</sup>

1<sup>st</sup> Championship Round

Friday, June 14th

2<sup>nd</sup> Championship Round

Saturday, June 15<sup>th</sup>

3<sup>rd</sup> Championship Round

Sunday, June 16<sup>th</sup>

Final Championship Round

### Playoff Format

Starting in 2018, the U.S. Open, U.S. Women's Open, U.S. Senior Open and U.S. Senior Women's Open implemented a two-hole aggregate playoff in the event of a tie at the end of 72 holes of stroke play.

If players are still tied after the two-hole playoff, the extra-holes session will then move to sudden death.

### Practice Rounds



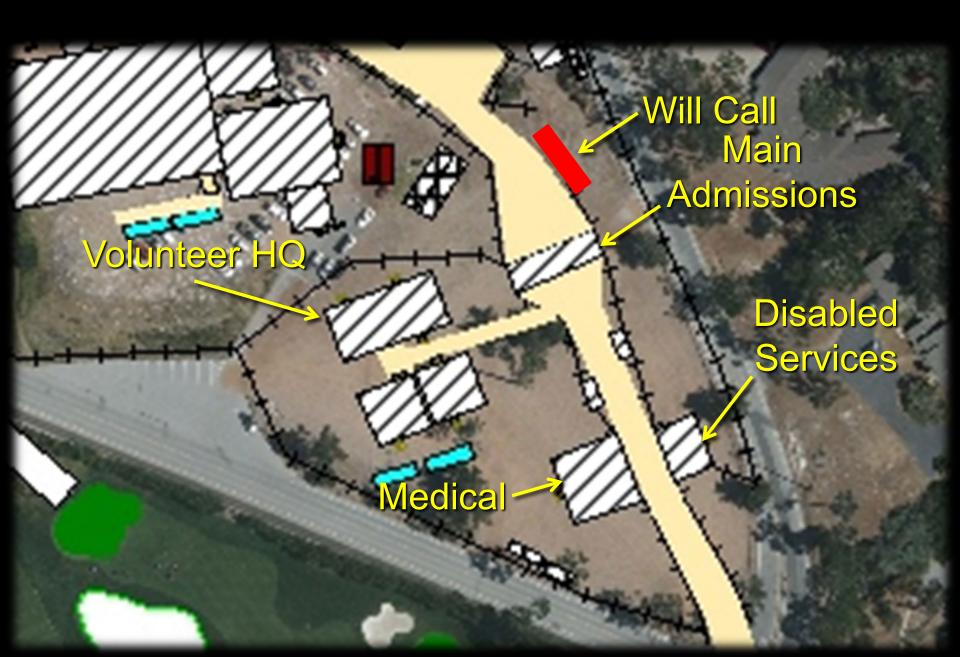
Cameras are permitted on the grounds during the Practice Rounds only.

(Monday, Tuesday and Wednesday)

# Championship Rounds



### Main Admission Gate



# Main Admission Gate



# Disabled Services



# Disabled Services



### Fan Central



# Fan Central – 2010 U.S. Open



# Fan Central - Merchandise Tent



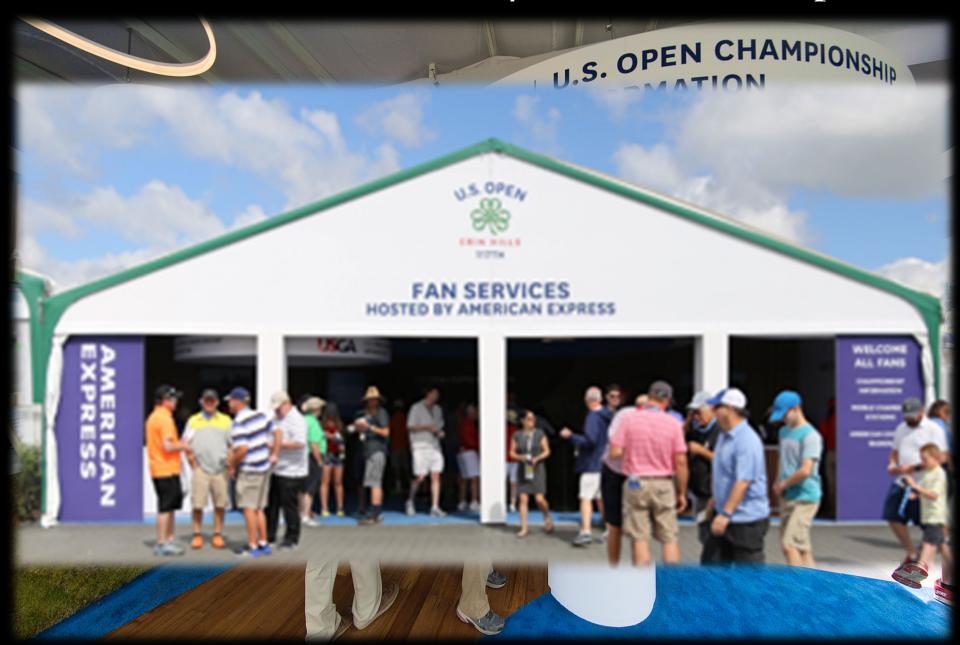
# Fan Central - Merchandise Tent



# Fan Central – Lexus Tent



#### Fan Services Hosted by American Express



# Fan Central – Palmer Place



# Weather Warning



### Weather Advisory, Watch & Warning

Weather Advisory

A Weather Advisory may be posted to alert spectators of specific weather conditions that will require certain precautions.

Weather Watch A Weather Watch may be posted to alert spectators that dangerous weather is possible and they should be prepared to take shelter or return to their vehicles.

Weather Warning A Weather Warning may be posted to alert spectators that dangerous weather is approaching and they should take immediate action including exiting all grandstands.

A suspension in play for dangerous conditions will be indicated by one prolonged air-horn blast. In the event of a suspension of play, grandstands will be cleared immediately.

#### **WEATHER ADVISORY**



#### **WEATHER WATCH**



#### **WEATHER WARNING**

