

Print and Promotional Management System Instructions

1. To place an order please visit:
<https://www.inwkstores.com/kimptongroup/>
2. Login by entering your email address and password.
(If you are not set up for access to this system, please check “I am a new user” and enter your email address and create a password. InnerWorkings Service Team will activate your profile and send you an activation email. (Please contact InnerWorkings Service Team @ 800-983-0890 or email us at service.kimpton@inwk.com for any assistance)
3. Click on Start Order.
4. Review your profile information. Click on Start Shopping.
5. Click “Add” next to each item you want to order in each tab. This will add the item to your Basket.
6. Click on Checkout in your Basket to checkout.
7. Choose/Confirm quantity for each product you want to order.
8. Enter in PO# or Authorized person’s first and last name.
9. Review Warehouse Information
10. Review Ship to address.
11. Click Billing Information
12. Select Shipping Method.
13. Click on Submit Order.
14. An email notification of the order details is sent to your properties Administrator for final approval.
15. Once the Administrator approves the order, an email confirmation/receipt will be emailed for your records and then the order will be submitted. Please keep track of the Token/Order number for customer service requests.

***Please note InnerWorkings, Inc. does not receive any orders unless they are approved. Orders placed directly by the property Administrator will be received immediately. ***

***If your Administrator/Approver is unable to approve your order or has changed, please contact Service.Kimpton@inwk.com ***

Warehouse Information

Warehouse releases ship within 48 hours upon receipt of the approved order.
Operating hours: M-F 8am to 5pm EST and PST. Closed Saturday and Sunday.
Warehouses are closed on standard US holiday’s.

Please notify Service.Kimpton@inwk.com if order needs to ship same day or Saturday delivery is needed.

Note: Approved orders on Friday will likely ship on Monday’s.

- | | |
|----------------|--|
| Program Fee: | Is a shared percentage fee expense for warehousing and eStore costs. |
| Line Item Fee: | Is a warehouse pick inventory fee per line item. |
| Shipping: | Is the shipping costs to ship the order. |

Shipping Information

Check online for UPS Shipping time based on your Zip Code.

Does not include production time for business cards.

Please note: Item SKU's with BKIB ship from EST (Norristown, NJ) and KIB ship from PST (Milpitas, CA)

Order Assistance

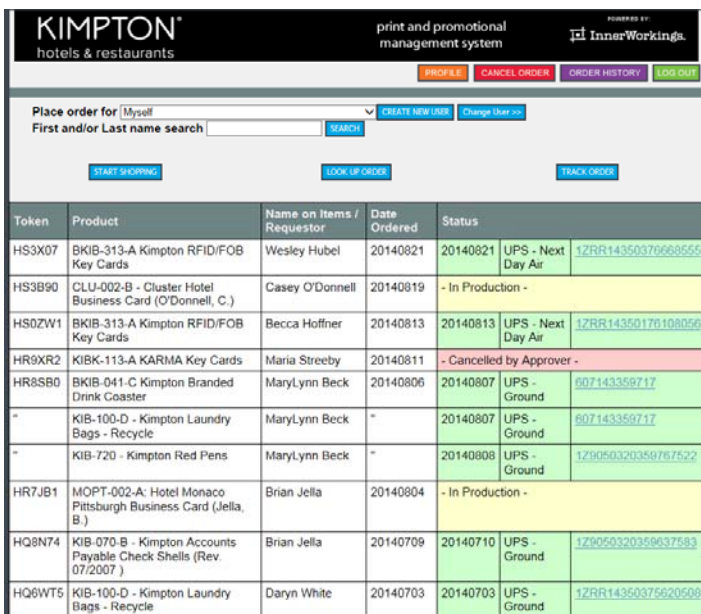
InnerWorkings has expanded and organized their roles to continue providing top level service and support to Kimpton Hotels and Restaurants. Please reach out to the following team emails for your specific requests.

Service.Kimpton@inwk.com = Online System: Orders, Tracking, Invoices, Profile Management and Other Online Questions. Phone: 800-983-0890

Support.Kimpton@inwk.com = Print and Promotional Product Orders for Kimpton Branded and Property Specific Collateral Orders and Special Projects. Phone: 800-878-9268 x2

How to Track your order

1. Click on your PROFILE button on the top right.
2. Click on the TRACK ORDER button on the right hand side.
3. This will display all your items and orders with a tracking number on the right hand side.
4. Click the tracking number link to view tracking status from UPS or FEDEX. (Note: If no 1Z... in the tracking# then it is a FEDEX tracking#.
5. Please email Service.Kimpton@inwk.com to track business card orders.



Token	Product	Name on Items / Requestor	Date Ordered	Status
HS3X07	BKIB-313-A Kimpton RFID/FOB Key Cards	Wesley Hubel	20140821	20140821 UPS - Next Day Air 1ZRR14350376668555
HS3B90	CLU-002-B - Cluster Hotel Business Card (O'Donnell, C.)	Casey O'Donnell	20140819	- In Production -
HS0ZW1	BKIB-313-A Kimpton RFID/FOB Key Cards	Becca Hoffner	20140813	20140813 UPS - Next Day Air 1ZRR14350176108056
HR9XR2	KIBK-113-A KARMA Key Cards	Maria Streeby	20140811	- Cancelled by Approver -
HR8SB0	BKIB-041-C Kimpton Branded Drink Coaster	MaryLynn Beck	20140806	20140807 UPS - Ground 607143358717
"	KIB-100-D - Kimpton Laundry Bags - Recycle	MaryLynn Beck	"	20140807 UPS - Ground 607143358717
"	KIB-720 - Kimpton Red Pens	MaryLynn Beck	"	20140808 UPS - Ground 1Z9050320358787522
HR7JB1	MOPT-002-A: Hotel Monaco Pittsburgh Business Card (Jella, B.)	Brian Jella	20140804	- In Production -
HQ8N74	KIB-070-B - Kimpton Accounts Payable Check Shells (Rev. 07/2007)	Brian Jella	20140709	20140710 UPS - Ground 1Z9050320358637583
HQ6WT5	KIB-100-D - Kimpton Laundry Bags - Recycle	Daryn White	20140703	20140703 UPS - Ground 1ZRR14350375620508

Property Collateral Orders:

InnerWorkings is a very long standing partner for all printed collateral and promotional products. The benefits of this partnership are single source for ease of ordering all collateral, quality and consistency on all the Kimpton property brands to name a few. Below is a list of items InnerWorkings prints for properties. Contact to reorder your Property Collateral @ Support.Kimpton@inwk.com

For new custom printed collateral please reach out to Kimpton Studio for the Design/Artwork. InnerWorkings can then print.

Kimpton Studio will be happy to assist you but please submit your request through Studio: <http://www.kimptonbrandconcierge.com/studio> (pw: secretsauce).

PROPERTY SPECIFIC COLLATERAL:

BUSINESS CARD MASTERS

BUSINESS CARD IMPRINTS, EACH

LETTERHEAD (Standard)

2ND SHEET LETTERHEAD (Standard)

#10 ENVELOPES (Standard)

#10 WINDOW ENVELOPES (Standard)

10 X 13 ENVELOPES (Standard)

NOTE CARDS

NOTE CARD ENVELOPES (Standard)

GM NOTECARD

MAILING LABELS (Standard)

PRESS/SALES FOLDER

POSTCARD

SALES FACT SHEET

ATTENDANT IN ROOM HANGER

UMBRELLA CARDS

SHOE SHINE CARDS

DO NOT DISTURB HANGER

TURN DOWN CARD / WEATHER CARDS (Optional)

TV CHANNEL CARD (Optional Standard)

ROOM SERVICE TRAY PICK UP/REMOVAL CARD

**BREAKFAST ROOM SERVICE MENU DOOR
HANGER**

TOILET PAPER STICKERS

HONOR BAR LIST (Standard)

SERVICE/HOUSEKEEPING/PRIVACY CARD

MEETING ROOM SIGNAGE (Standard)

LOBBY SIGNAGE (Standard)

RATE / LAW CARDS

RATE / LAW CARD HOLDERS 5 X 7

GIFT CERTIFICATES

JOGGING MAPS (Standard)

NO SMOKING TENT CARD (Optional)

RELIGIOUS CARD (Optional)

FIX IT CARD

PENCIL PENS

POPOP BANNERS

OTHER CUSTOM PRINTED ITEMS