



PRESS TRIPS POLICY

Objective



A new type of internal reservations between NHHG centers has been defined. * This kind of reservations are aimed to boost the number of visits of journalists/influencers to our hotels in order to increase the scope and visibility of our product. The objective of this initiative is turning journalists into true advocates/promoters of NHHG brands through personalized stays.

Rates & Conditions

Rates and Conditions Applicable

Rest of Services

CONDITIONS

RATES

TMS RATE & PRICE
CODE (contract
NH_HOTELS)

CONDITIONS



Forecast
Occupancy
<70%

Free

Rate: FREE
Price code:
COMPLIMENT

CITY /TOURISTIC TAX: Included in the credit invoice to the NH center, whenever possible.

Forecast
Occupancy
>70%
<90%

NH: 35€ BB inc.
VAT
NHC & NHOW:
40€ BB inc. VAT

Rate:
NH_PRESS1
Price code:
NH_F1_35 &
NH_F1_40

TIPS & PAID OUTS: Direct payment by the guest.

For OTHER CONSUMPTIONS OF PRODUCTS AND SERVICES IN THE HOTEL (F&B, etc.) a 30% discount will be applied, except for those that are not from NH:

- F&B: Employee Discount in POS.
- Rest of services: Discount NH Employee in TMS.

Forecast
Occupancy
>90%

35% off BAR
LRA

Rate:
NH_FAMTR_D
Price code:
BAR65%

Who?



1. The HQ Communication-PR team will manage the requests of international journalists who stay in NH hotels in countries other than the communication medium of origin for which they work.

2. The BUs Communication-PR team will manage the requests of local journalists who stay at NH hotels located in the same country as the source of communication for which they work.

The requests for rates will be made only by the members of the NHHG Communication-PR team, taking into account the following considerations:

Request

AUTHORIZATION



1. COO will approve those requested by HQ Communication-PR and COO can assess the application of another, a lower or even FREE rate if it is a great opportunity for the visibility of NHHG.

2. MD BUs will approve those requested by BUs Communication-PR, and MD BUs can assess the application of another, lower or even FREE rate if it is a great opportunity for visibility of NHHG.

For Management/Franchised hotels each request must be checked with the Hotel General Manager

How?

The NHHG PROVISION OF SERVICES REQUEST template will be used, it must be correctly completed by the requester and sent to the corresponding Regional Operations Department (the template includes the recipient name):



- ✓ Indicating the name, center and department of the requester (only employees of the Communication-PR Department).
- ✓ The requested hotel and the check in and check out dates.
- ✓ The request reason, selecting the option **PRESS TRIPS** in the **REASON** field.
- ✓ Using the **GUEST** field for the name of the journalist / influencer subject of the visit.
- ✓ And adding in the **REMARKS** field the media to which the requester belongs, as well as the rationality of visibility for NHHG. If it is necessary, use the body of the email and/ or all necessary attached documentation to explain the request.

*These reservations are included in the general **NHHG PROVISION OF SERVICES POLICY**, so they must follow all the defined guidelines in this Policy regarding the request and previous authorization of the reservation, as well as the registration and invoicing in TMS. See also **NHHG PROVISION OF SERVICES SUMMARY** for more information.