

## ExecuStay In-Unit Collateral List Franchise Markets

Item	Standard / Optional	In-Unit Item?	Location in Apartment	How to Order/Locate
				Location/Order #
<b>Guest Information Guide</b>	Brand Standard	In-Unit	Place on coffee table	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1112
<b>Refrigerator Magnet (option 1)</b>	Brand Standard	In-Unit	On refrigerator (if stainless steel, place on kitchen counter)	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1135
<b>Refrigerator Magnet (option 2)</b>	Brand Standard	In-Unit	On refrigerator (if stainless steel, place on kitchen counter)	<b>ExecuStay LiveWire</b> > Brand/Marketing > Collateral
<b>Memo Pad</b>	Brand Standard	In-Unit	Place next to phone in livng room (desk or end table)	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1131
<b>ExecuStay Pen</b>	Brand Standard	In-Unit	Place next to phone in living room (desk or end table)	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1111
<b>Welcome Card</b>	Brand Standard	In-Unit	Place on dining table	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1132
<b>Internet Tent Card</b>	Brand Standard	In-Unit	Place next to wireless router	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1134
<b>No Smoking Tent Card</b>	Brand Standard	In-Unit	Place on desk (if no desk, place on living room end table)	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1129
<b>Folder</b>	Brand Standard	In-Unit	Use for Welcome Packet, place on dining table	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1107
<b>Express Check-Out Key Return Envelope</b>	Brand Standard	In-Unit	Place in Welcome Packet folder	<b>Franchise CustomPoint Print and Promo Portal</b> > ExecuStay Catalog > In-Unit Material Item: ES1133
<b>Housekeeping Information Sheet</b>	Brand Standard	In-Unit	Place in Welcome Packet folder	<b>ExecuStay LiveWire</b> > Brand/Marketing > Collateral
<b>Local Information Sheet</b>	Brand Standard	In-Unit	<ul style="list-style-type: none"> <li>▪ 1/2 sheet in pocket in back of Guest Information Guide</li> <li>▪ 1/2 sheet on refrigerator under magnet (or on kitchen counter)</li> </ul>	<b>ExecuStay LiveWire</b> > Brand/Marketing > Collateral
<b>Welcome Gift</b>	Brand Standard	In-Unit	Place next to Welcome Card on dining table.	<b>Can You Imagine Enterprises, LLC</b> 0599 OAK-7102 Gift Box, Warm Welcomes, ExecuStay

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<b>Bed Scarf</b>	Brand Standard	In-Unit	Place across bottom of bed approximately one foot from end.	<b>P. Kaufmann</b> 0597 REVQN Scarf, Bed, Chenille Revival, Tuxedo Color, Queen Size, 52 " x 86", ExecuStay Scarf, Queen, ExecuStay <b>P. Kaufmann</b> 0598 REVKG Scarf, Bed, Chenille Revival, Tuxedo Color, King Size, 52 " x 96", ExecuStay Scarf, King, ExecuStay
<b>ExecuStay Thermostat Card</b>	Optional	In-Unit	Place on thermostat	<b>Franchise ExecuStay CustomPoint Print and Promo Portal &gt;</b> ExecuStay > In-Unit
<b>Remote Control User Guide</b>	Optional	In-Unit	Place on coffee table	<b>ExecuStay LiveWire &gt;</b> Brand/Marketing > Collateral
<b>No Smoking Magnet</b>	Optional	In-Unit	On refrigerator (if stainless steel, place on kitchen counter)	<b>COMING SOON: Franchise ExecuStay CustomPoint Print and Promo Portal &gt;</b> ExecuStay > In-Unit <b>Item: TBD</b>