

EXHIBITOR INFORMATION

Name:	Organization:		
Address:	City:	State:	Zip:
Email:	Phone:	Fax:	

Onsite Contact Information

Name:	Email:	Phone:
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Exhibit Agenda:

Exhibit Booth #:
Exhibit Days:
Exhibit Hours:

MANCHESTER GRAND HYATT INFORMATION & POLICIES

- **Guarantees**

In arranging for catering, the final guarantee of items must be received by the Catering office no later than 12:00 Noon, (3) working days prior to the event (Saturday and Sunday are not considered working days). The number will be considered a guarantee, not subject to reduction, and charges will be made accordingly.

POP-UP FEES

- Items ordered within 10 days of event will incur pop-up charges - \$150.00++
Day of request -\$300.00++
- **Billing**
Upon receipt of your catering order, the hotel will provide a credit card authorization form. Charges will be placed on the provided credit card, the estimated charges for the catering plus a 20% contingency five (5) business days prior to arrival. The 20% contingency is to cover incidental charges that may happen onsite and is refundable should you not go over the estimated amount. The final bill will be sent by email 5-7 business days past event date.
- **Outside Food and Beverage**
Any and all outside food and beverage not provided by Hyatt is strictly prohibited.
- **Specify**
Please specify where possible the number of soft drinks, bottled waters, and gallons of coffee you would like delivered to your booth. Please also specify the time you would like these items delivered and removed from your booth.
- **Service Charge and Taxes**
A Service Charge and applicable taxes shall be added to all food, beverage and event rental fees.

COFFEE BREAK OPTIONS

Sweet Treats-Chocolate Brownies (V), Pecan Bars (V, N), Lemon Bars (V)	\$144.00 Per Dozen
Donut Holes (V)-Glazed, Powered Sugar, Chocolate, Cinnamon Sugar	\$25 Per Guest
Jumbo Home-Style Cookies-Chocolate Chunk (V), White Chocolate Macadamia (V,N), Oatmeal Raisin (V,N)	\$144 Per Dozen
Assorted Organic Energy Bars-Cliff, Power Bar and Balance Bars	\$12.50 Each
Assorted Bags of Chips, Pretzels and Popcorn	\$12.50 Per Bag
Regular Coffee, Decaffeinated Coffee, Assorted Hot Teas*	\$186.00 Per Gallon
Lemonade and Iced Tea by the Gallon*	\$180.00 Per Gallon
Naked Juices, Smoothies and Protein Drinks*	\$15.00 Each
Energy Drinks – Red Bull Regular and Sugar Free*	\$14.50 Each
Pepsi Regular, Diet and Decaffeinated Soft Drinks*	\$13.50 Each
Chilled Juices-Orange, Grapefruit and Cranberry*	\$14.00 Each
Still and Sparkling Water*	\$14.50 Each

*Please note: This item cannot be charged on consumption. You will be charged for the amount ordered

ORDERS / REQUESTS

Date	Delivery Time	Removal Time	Food Items	# Of People or Items

All prices above are subject to a 27% service charge and 7.75% sales tax charge

Please sign below that you are confirming the selections above.

Signature: _____ Date: _____

Printed: _____

****Please return minimum of (7) days prior to Exhibition Dates****