



**EMBASSY  
SUITES**  
by Hilton™

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Orlando Airport



**EVENT  
SELECTIONS**

# START THE DAY

## **THE CONTINENTAL**

***\$22 PER PERSON***

Selection of Assorted Juices, Individual Fresh Tropical Fruit Cup  
Individual Fruit Flavored Yogurts with Granola Toppings  
Bakery Basket Display with Freshly Baked Banana Bread, Mini Muffins and  
Croissants served with Creamy Butter and Fruit Preserves  
Freshly Brewed Regular & Decaffeinated Coffees  
Assorted Tazo® Hot Teas

## **THE EXECUTIVE CONTINENTAL**

***\$32 PER PERSON***

Selection of Assorted Juices, Individual Fresh Tropical Fruit Cup, Yogurt Parfaits  
Variety of Savory Breakfast Pastries filled with Egg & Spinach and Feta  
Bakery Basket Display with Freshly Baked Blueberry Scones and Breakfast Breads  
Served with Creamy Butter and Fruit Preserves  
Freshly Brewed Regular & Decaffeinated Coffees  
Assorted Tazo® Hot Teas

## **ALL AMERICAN BREAKFAST PLATE**

***\$22 PER PERSON***

Fluffy Scrambled Eggs with Chives  
**CHOICE OF:** Crisp Smoked Bacon or Link Sausage  
Oven Roasted Breakfast Potatoes garnished with Grilled Onions and Peppers  
Bakery Basket with Creamy Butter and Fruit Preserves  
Served with Florida Orange Juice, Freshly Brewed Regular & Decaffeinated Coffees  
Assorted Tazo® Hot Teas

## **START YOUR DAY BUFFET**

***\$44 PER PERSON***

Individual Fresh Tropical Fruit Cup  
Assorted Freshly Baked Raspberry and White Chocolate Scones and Breakfast Breads  
Whipped Butter and Preserves  
Farm Fresh Scrambled Eggs  
Garden Vegetable Quiche with Cheddar Cheese  
Crisp Smoked Bacon and Country Sausage  
Oven Roasted Breakfast Potatoes garnished with Grilled Onions and Peppers  
Selection of Assorted Juices and Freshly Brewed Regular & Decaffeinated Coffees  
Assorted Tazo® Hot Teas

**ADD EGGS BENEDICT WITH HOLLANDAISE SAUCE      +\$3 PER PERSON**

# STAY REFRESHED

## **ALL DAY CONFERENCE PACKAGE**

***\$40 PER PERSON***

**START YOUR MEETING:** Mini Assorted Scones, Assorted Breakfast Pastries, Assortment of Juices, Whole Seasonal Fruit, Freshly Brewed Regular & Decaffeinated Coffees and Assorted Tazo® Hot Teas, Assorted Coca-Cola Classic, Diet Coke and Sprite®, the Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water

**MID-MORNING BREAK:** Individual Natural Vanilla Greek Yogurt Parfaits, Freshly Brewed Regular & Decaffeinated Coffees and Assorted Tazo® Hot Teas, Assorted Coca-Cola Classic, Diet Coke and Sprite®, The Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water

**AFTERNOON BREAK:** Assorted Homemade Cookies, Fudge Brownies, Freshly Brewed Regular & Decaffeinated Coffees and Assorted Tazo® Hot Teas, Assorted Coca-Cola Classic, Diet Coke and Sprite®, The Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water

## **MID-MORNING REFRESHERS**

### **THE YOGURT BAR**

***\$24 PER PERSON***

Individual Natural Vanilla Greek Yogurt Parfaits  
Freshly Brewed Regular & Decaffeinated Coffees and Assorted Tazo® Hot Teas  
Assorted Coca-Cola Classic, Diet Coke, and Sprite®  
The Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water

### **THE SPA ESCAPE**

***\$20 PER PERSON***

Assortment of Roasted Nuts  
Fresh Fruit Cup with Yogurt Dip  
Seasonal Hummus Selection with Mini Bagel Chips and Flatbreads  
Freshly Brewed Regular & Decaffeinated Coffees and Assorted Tazo® Hot Teas  
Acqua Panna® Bottled Spring Water and Assorted Minute Maid® Juices

# STAY REFRESHED

## THE AFTERNOON STRETCH

### **CHOCOLATE LOVER'S DELIGHT**

***\$22 PER PERSON***

Chocolate Chip Cookies, Chocolate Covered Pretzels,  
Hershey Bars, Chocolate M&M's, and Chocolate Fudge Brownies,  
Assorted Coca-Cola Classic, Diet Coke, and Sprite®  
The Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water

### **GREENS AND PROTEINS**

***\$17 PER PERSON***

Vegetable Crudité Cups, Seasonal Hummus with Pita Chips,  
Individual Bags of Trail Mix and Cheese Sticks  
Glaceau® Vitamin Water and the Honest Tea® Organic Flavored Iced Teas

### **TORTILLA TRIO**

***\$17 PER PERSON***

Tri-Colored Tortilla Chips, Fresh Salsa and Queso Blanco Dip,  
Homemade Guacamole and Churros dusted with Sugar  
Assorted Coca-Cola Classic, Diet Coke, and Sprite®  
The Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water

## HYDRATION STATION

### **HALF DAY BEVERAGE BREAK (4 HOURS)**

***\$14 PER PERSON***

### **ALL DAY BEVERAGE BREAK (8 HOURS)**

***\$25 PER PERSON***

Freshly Brewed Regular & Decaffeinated Coffees and Assorted Tazo® Hot Teas  
Assorted Coca-Cola Classic, Diet Coke, and Sprite®  
The Honest Tea® Organic Flavored Iced Teas and Acqua Panna® Bottled Spring Water



# MID-DAY BUFFETS

## **THE LATIN BUFFET**

***\$34 PER PERSON***

Avocado Salad  
Chopped Romaine and Vegetables tossed in Zesty Vinaigrette  
Pork Pernil Style  
Mojo Chicken  
Pigeon Pea Rice  
Fried Plantains  
Grilled Seasonal Vegetable Medley  
Coconut Rum Cake and Tres Leches Cake  
Garlic Bread

## **THE COUNTRY PICNIC**

***\$35 PER PERSON***

Watermelon Wedges  
Creamy Coleslaw and Tomato and Cucumber Salad  
Grilled Angus Burgers  
Appropriate Rolls, Sliced Red Onions, Lettuce, Sliced Tomatoes, Sliced Cheddar Cheese, Kosher Dill Pickles with Sweet Relish, Mayonnaise, Traditional Mustard and Ketchup  
Grilled All Beef Hot Dogs Served with Sauerkraut  
Shredded Barbecue Pork  
Baked Beans with brown sugar, sweet onions and Applewood Smoked Bacon  
Cheddar Cornbread Muffins  
Walnut Blondies and Chocolate Fudge Bites

## **THE ROMA**

***\$36 PER PERSON***

Tuscan White Bean Salad  
Caesar Salad  
Chicken Castellina Served with pancetta, sun dried tomato, artichoke, rosemary and smoked Gouda cheese sauce  
Cheese Tortellini with house-made Alfredo and grilled peppers and onions  
Grilled Vegetables drizzled with Balsamic Vinaigrette  
Garlic Rolls & Herbed Focaccia Bread  
Tiramisu Squares and Cannoli

## **ADD SOUP OF THE DAY TO ANY OF THE ABOVE BUFFETS**

***+\$3 PER PERSON***





# MID-DAY BUFFETS

## **THE SANDWICH SHOPPE**

***\$45 PER PERSON***

Chop-Chop Salad and Pasta Salad

### **CHOICE OF THREE SANDWICH SELECTIONS:**

#### **MUFFALETTA SANDWICH**

Sliced ham and salami with olive tapenade, pesto, sliced onion, tomatoes,  
Green leaf lettuce and provolone cheese served on Ciabatta Bread

#### **TURKEY WRAP**

Sliced Turkey, Provolone Cheese, Herb Marinated tomatoes and  
Julienne jicama rolled in a Lemon Cilantro Wrap

#### **SMOKEY FRENCH WRAP**

Grilled Chicken, spinach, Swiss cheese and bacon with Smokey French sauce and rolled in  
a toasted tomato tortilla

#### **CLUB SANDWICH**

American and Swiss cheese with bacon, ham and turkey served with a red pepper ranch  
sauce on an onion Kaiser Roll

#### **CHEF'S VEGETABLE SANDWICH**

Buffalo Mozzarella Cheese, Portabella Mushroom, Zucchini, Yellow Squash, Green and  
Red Peppers served on Ciabatta Bread

Gourmet Kettle Chips

Orange Cream Mousse, Key Lime Mousse and Petite Cheesecakes

### **ADD AN ADDITIONAL SANDWICH SELECTION**

***+\$3 PER PERSON***

### **ADD SOUP OF THE DAY**

***+\$3 PER PERSON***

# MID-DAY BUFFETS

## CREATE YOUR OWN BUFFET

*\$36 PER PERSON*

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### CHOICE OF TWO SALAD:

Caesar Salad  
Crisp Shredded Greens with carrots and almonds with Creamy Herb Dressing  
Chopped Romaine and Vegetables tossed in Zesty Vinaigrette  
Pasta Salad  
Avocado Salad  
Tomato and Cucumber Salad

### CHOICE OF TWO ENTREES:

Chicken Marsala  
Chicken Castellina served with pancetta, sun dried tomato, artichoke, rosemary and  
Smoked Gouda Cheese Sauce  
Chicken Piccata  
Beef Burgundy with Noodles  
Baked Meat Lasagna or Vegetable Lasagna  
Spice Rubbed Roast Pork Loin  
Poached Salmon with Lemon Butter Sauce

### CHOICE OF ONE STARCH:

Roasted Garlic Potatoes  
Bowtie Alfredo  
Red Bliss Mashed Potatoes

### CHOICE OF ONE VEGETABLE:

Green Bean with Herb Butter  
Brown Sugar Glazed Carrots and Butternut Squash  
Seasonal Vegetable Medley

### CHEF'S CHOICE OF DESSERT

# SMALL BITES

## **DISPLAYED HOT HORS D'OEUVRES**

***\$5 PER PIECE***

Chicken Satay with Spicy Mango Dipping Sauce  
Conch Fritters with Remoulade sauce  
Chicken Samosas with Mango Chutney  
Asian Pork Pot Stickers tossed with Plum Sauce  
Gourmet Meatballs with Marinara Sauce and Parmesan  
Mushroom Caps with Spinach and Cheese  
Breaded Cheese Ravioli with Marinara Sauce  
Buffalo Chicken Spring Rolls  
Chicken Fingers with Honey Mustard and Barbecue Sauce  
Beef Empanadas  
Chicken Empanadas  
Mini Beef Wellington  
Beef Satay with Teriyaki Sauce  
Spanakopita

### **PREMIUM DISPLAYED HOT HORS D'OEUVRES**

***+\$0.50 PER PIECE***

Mini Crab Cake, Dijonnaise Sauce  
Coconut Fried Shrimp with Tropical Salsa  
Panany Shrimp Rolls

## **DISPLAYED COLD HORS D'OEUVRES**

***\$5 PER PIECE***

Boursin Cheese Mousse on Endive  
Fruit and Cheese Kabobs  
Smoked Salmon Pinwheels on Cucumber  
Tomato Bruschetta on Crostini  
Chicken Salad on Profiteroles  
Chilled New Zealand Mussels with Thai Chili Sauce  
Olive Tapenade on Crostini

### **PREMIUM DISPLAYED COLD HORS D'OEUVRES**

***\$36 PER DOZEN***

Deviled Eggs

## **HORS D'OEUVRES ENHANCEMENT**

***\$50 PER SERVER***

Butler Passed Hors d'oeuvres





# RECEPTION STATIONS

SERVED FOR ONE HOUR EACH

## **CHEF-ATTENDED ACTIVE CARVING STATION**

***\$125 PER STATION***

### **ROASTED RIBEYE**

***\$575 (SERVES 30 GUESTS)***

With Au Jus

Silver Dollar Rolls, Horseradish-Mayonnaise and Dijon Mustard

### **HERB ENCRUSTED NEW YORK SIRLOIN**

***\$480 (SERVES 30 GUESTS)***

With a Brandy Peppercorn Sauce

Silver Dollar Rolls, Dijon Mustard, and Horseradish-Mayonnaise

### **MARINATED ROASTED TURKEY BREAST**

***\$425 (SERVES 25 GUESTS)***

With Fresh Sage Giblet Gravy

Silver Dollar Rolls, Mayonnaise and Cranberry Sauce

### **MAPLE MUSTARD GLAZED HAM**

***\$275 (SERVES 35 GUESTS)***

French Baguettes

### **SPICE RUBBED ROAST PORK LOIN**

***\$350 (SERVES 25 GUESTS)***

Silver Dollar Rolls and Apple Chutney

# RECEPTION PACKAGES

SERVED FOR ONE HOUR EACH

## **THE ULTIMATE HAPPY HOUR**

***\$45 PER PERSON***

One Hour, Call Brand Open Bar, Six (6) Passed hors d'oeuvres per person, includes Vegetable Spring Rolls, Spanakopita, Conch Fritters, Vegetable Quesadillas, Chicken Satay with Spicy Mango Dipping Sauce, Sausage Stuffed Mushrooms

## **DELECTABLE DESSERTS**

***\$18 PER PERSON***

Assorted Cake Pops, Assorted Miniature Desserts, Shot Glass Desserts and Chocolate Covered Strawberries and Freshly Brewed Regular and Decaffeinated Coffees and Assorted Tazo® Hot Teas

# EVENING ENTERTAINING

## **ON THE BARBIE BUFFET**

***\$52 PER PERSON***

Cucumber and Dill Salad  
Spinach Arugula Salad with Strawberry, Feta Cheese, and Pralines tossed in white balsamic dressing  
Southern Style Coca-Cola® Glazed Ribs  
Caroline Mustard Barbeque Chicken  
Sugarcane Skewered Shrimp  
Baked Potato Bar with all the toppings  
Grilled Fresh Green Beans  
Freshly Baked Dinner Rolls, Sweet Butter and Margarine  
Lemon Cake, and Raspberry Mousse Cake

## **THE EVERGLADES BUFFET**

***\$58 PER PERSON***

Shrimp Cocktail  
Mussels on the Half Shell with Thai Chili Dressing  
Tender Hearts of Palm and Spinach Salad tossed with Coconut Dressing and Toasted Almonds  
Grilled and Sliced London broil with Au Jus  
Grilled Mahi-Mahi topped with Tropical Fruit Salsa  
Sundried Tomato Mashed Potatoes  
Seasonal Vegetable Medley  
Cheddar Cornbread Muffins with Creamy Sweet Butter  
Key Lime Pie and Coconut Rum Cake

## **SOUTHWESTERN SOIREE BUFFET**

***\$55 PER PERSON***

Roasted Corn, Chorizo Sausage and Sun-dried Tomato Salad  
Southwestern Style Caesar Salad with Tequila-Lime Caesar Dressing and Crisp Tortilla Red, Golden and Blue Tortilla Chips with Homemade Salsa, Guacamole and Sour Cream  
Grouper Veracruz  
Pork Carnitas  
Mexican Rice  
Freshly Baked Jalapeno Corn Muffins, Warm Flour Tortillas and Dinner Rolls with whipped Sweet Butter  
Kahlua Cheesecake and Churros

# EVENING ENTERTAINING

## **PLATED DINNER CREATION**

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### **CHOICE OF ONE SALAD:**

Classic Caesar Salad with Shaved Parmesan and House Croutons

Spinach Arugula Salad with Strawberry, Feta Cheese, and Pralines tossed in white balsamic dressing

Waldorf Salad with Mixed Greens, Apple, Celery, Grapes tossed in a creamy Citrus Dressing

Mixed Green Salad with Tomato, Cucumber, Red onion tossed in a light Red Wine Vinaigrette

### **CHOICE OF ONE MIXED GRILL DINNER:**

Filet, Mushroom Demi and Shrimp, Scampi Sauce-Roasted Garlic Mashed Potato, Asparagus & Carrots\_\_\_\_\_ ***\$57 PER PERSON***

Seared Chicken, Smoked Gouda Sauce and Shrimp, Tomato Concasse, Rice Pilaf, Vegetable Medley\_\_\_\_\_ ***\$52 PER PERSON***

Flat Iron Steak, Pinot Demi and Salmon, Lemon Caper-Sundried Tomato Mashed Potato, Braised Swiss Chard\_\_\_\_\_ ***\$56 PER PERSON***

Seared Chicken, Herb Cream and Flat Iron Steak, Mustard Demi, Roasted Red Bliss, Haricot Vert\_\_\_\_\_ ***\$52 PER PERSON***

### **CHOICE OF ONE DESSERT**

Italian Rum Cake

Deep Dish Caramel Apple Pie

Mile High Key Lime Pie

Carrot Cake

Chocolate Bourbon Cake

New York Cheesecake

Freshly brewed regular and decaffeinated coffees, iced tea and assorted tazo® hot teas

**ADD FRESHLY BAKED DINNER ROLLS AND SWEET BUTTER + \$1 PER PERSON**



# LIBATIONS

## HOSTED BAR SELECTIONS

*(CASH BAR OPTIONS AVAILABLE)*

**HOUSE BRANDS** *\$8 EACH*  
*SMIRNOFF, NEW AMSTERDAM, MYER'S PLATINUM,  
SAUZA 100% BLUE AGAVE SILVER, JIM BEAM,  
CANADIAN CLUB, J&B, HIRAM WALKER*

**PREMIUM BRANDS** *\$10 EACH*  
*ABSOLUT, TANQUERAY, BACARDI SUPERIOR,  
1800 SILVER, JACK DANIEL'S, CANADIAN CLUB,  
DEWAR'S WHITE LABEL, HIRAM WALKER*

**HOUSE BREWS** *\$6 EACH*  
*BUDWEISER, BUD LIGHT, MILLER LITE, CORONA  
OR CORONA LIGHT, HEINEKEN*

**SOFT DRINKS** *\$5 EACH*

**HOUSE WINES BY THE GLASS** *\$8 EACH*  
*PROSECCO SPUMANTE DOC RIONDO,  
PROVERB CHARDONNAY,  
PROVERB CABERNET SAUVIGNON*

**PREMIUM WINES BY THE GLASS** *\$10 EACH*  
*DOMAINE STE. MICHELL BRUT SPARKLING,  
GREYSTONE CHARDONNAY,  
GREYSTONE CABERNET SAUVIGNON*

**PREMIUM BREWS** *\$7 EACH*  
*BLUE MOON BELGIAN WHITE, STELLA ARTOIS,  
LOCAL CRAFT IPA*

**BOTTLED WATER** *\$5 EACH*

## SUITE CELEBRATION PACKAGE

Includes a fully stocked bar including Liquor, Imported and Domestic Beers, House Wines by the Glass, Soft Drinks, and Mineral Water for Unlimited Consumption

<b>HOUSE BRANDS FOR ONE HOUR</b>	<i>\$20.00 PER PERSON</i>
<b>TWO HOURS</b>	<i>\$27.50 PER PERSON</i>
<b>THREE HOURS</b>	<i>\$35.00 PER PERSON</i>
<b>FOUR HOURS</b>	<i>\$42.00 PER PERSON</i>

<b>PREMIUM BRANDS FOR ONE HOUR</b>	<i>\$25.00 PER PERSON</i>
<b>TWO HOURS</b>	<i>\$34.00 PER PERSON</i>
<b>THREE HOURS</b>	<i>\$46.00 PER PERSON</i>
<b>FOUR HOURS</b>	<i>\$59.00 PER PERSON</i>

## VINES AND BREWS PACKAGE

Includes House Imported and Domestic Beers, Copper Ridge Chardonnay and Cabernet Sauvignon, Soft Drinks, and Mineral Waters for Unlimited Consumption

<b>WINE AND BEER FOR ONE HOUR</b>	<i>\$12.00 PER PERSON</i>
<b>TWO HOURS</b>	<i>\$19.00 PER PERSON</i>
<b>THREE HOURS</b>	<i>\$26.00 PER PERSON</i>
<b>FOUR HOURS</b>	<i>\$33.00 PER PERSON</i>

## BREWS BY THE KEG *(APPROXIMATELY 150 GLASSES PER KEG)*

<b>KEG OF DOMESTIC BEER</b>	<i>\$200.00 EACH</i>
<b>KEG OF IMPORTED BEER</b>	<i>MARKET PRICE</i>

*A BARTENDER FACILITY FEE OF \$100 APPLIES TO ALL BAR OPTIONS TOTALING LESS THAN \$350*



# FROM THE VINE

## **CHARDONNAY**

PROVERB, CA (vibrant layers of apple and pineapple)	\$32
DECOY BY DUCKHORN, CA (lush apple, peach and honeysuckle)	\$52
SONOMA-CUTRER, RRR, CA (refreshing lemon and green apple)	\$54

## **SAUVIGNON BLANC**

STARBOROUGH, Marlborough, NZ (tropical fruit and citrus)	\$34
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## **PINOT GRIGIO**

NOBILISSIMA, Italy (light citrus, delicate florals, crisp finish)	\$34
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## **MOSCATO**

BELLA SERA, Italy (sweetly refreshing)	\$32
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## **RIESLING**

CHATEAU, Ste. Michelle, WA (fresh, delicate strawberry notes)	\$32
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## **CABERNET SAUVIGNON**

PROVERB, CA (rich blackberry, notes of mocha, vanilla and oak)	\$32
STORYPOINT, CA (dark fruit and soft tannins)	\$40
COLUMBIA CREST H3, CA (dark fruits and currants, earthy, deep)	\$46

## **MALBEC**

TERRAZAS DEL PLATA, Argentina (rich, juicy notes of black fruit)	\$34
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## **MERLOT**

GREYSTONE, CA (black cherry, plum, chocolate)	\$32
SEVEN FALLS CELLARS, WA (juicy and full bodied)	\$46

## **PINOT NOIR**

PARKER STATION, CA (enticing fruit and spice)	\$38
MEIOMI, CA (expressive berries, toasty mocha, integrated oak)	\$46

## **SPARKLING**

PROSECCO, La Marca, Italy (fresh, fruit, sparkling)	\$38
CHANDON BRUT, CA (balance & elegant)	\$65
MOET IMPERIAL BRUT, FR (iconic bright fruitiness)	\$110





# AUDIO-VISUAL

ALL MEETING ROOMS INCLUDE ONE COMPLIMENTARY AUDIO-VISUAL TABLE WITH POWER STRIP

## PROJECTION EQUIPMENT

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LCD MULTIMEDIA PROJECTOR WITH SCREEN (remote included)	\$275.00
WIRELESS USB PRESENTATION REMOTE CONTROL	\$ 50.00
42" TELEVISION/DVD PACKAGE	\$150.00
42" TELEVISION/VHS PLAYER	\$100.00
DVD PLAYER	\$ 75.00
8' PROJECTION SCREEN	\$ 50.00
7' PROJECTION SCREEN	\$ 40.00

## AUDIO EQUIPMENT

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WIRELESS LAVALIERE MICROPHONE	\$150.00
WIRELESS HANDHELD MICROPHONE	\$150.00
8-CHANNEL MIXER	\$100.00
12-CHANNEL MIXER	\$150.00
ONE DISK CD PLAYER	\$ 50.00
STANDING PODIUM	\$ 25.00
SPEAKER SYSTEM (2 speakers & 4 channel mixer)	\$175.00

## INTERNET/PHONE LINES

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BASIC WIRELESS HIGH-SPEED INTERNET CONNECTION	\$ 45.00 PER DEVICE
POLYCOM CONFERENCE SPEAKER PHONE	\$150.00
TELEPHONE LINE ACTIVATION	\$ 25.00 PER LINE
TELEPHONE LINE ACTIVATION (Direct Inward Dial Line)	\$ 50.00 PER LINE
(Telephone Activation fees do not include long distance call charges)	

## ACCESSORY ITEMS

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LAPTOP (Windows XP-MS Office 2007)	\$250.00
PLAIN PAPER FAX MACHINE	\$ 65.00
LASER PRINTER (Black & White)	\$ 75.00
EASEL, FLIPCHART PAD & MARKERS	\$ 40.00
EXTRA FLIPCHART PADS	\$ 20.00
EASEL, FLIPCHART POST-IT PAD & MARKERS	\$ 50.00
WHITEBOARD (Dry Erase) WITH MARKERS & ERASER	\$ 30.00
EASEL STAND	\$ 10.00
POWER STRIP & EXTENSION CORD	\$ 10.00
AIR WALL PLACEMENT/REMOVAL	\$75.00 PER CLOSURE
PRE-SET PEN, PAPER & CANDY FOR EACH ATTENDEE	\$ 25.00 PER SET
AUDIO-VISUAL TECHNICIAN	\$ 75.00 PER HOUR*

*\*Audio-Visual Technician Rates are subject to change based on time and date needed and the scope of services required. Minimum four-hour charge.*

# PLANNING GUIDELINES

To assist you with planning, the below information and guidelines are considered our catering agreement with term and conditions.

## **MENU SELECTIONS**

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In addition to our published menu selections, our catering team specializes in creating customized menu solutions to special requests, budget wants and dietary requirements. Please let us know how we can deliver a memorable experience for your event through culinary skill. The hotel cannot package food for removal from the property. Our menus are subject to change and ingredients may vary based on seasonality or availability.

## **MEETING ROOM ASSIGNMENT AND SET UP**

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Function rooms are assigned by the hotel according to the anticipated guest count and set up requirements of your event. Final room arrangements and other details pertaining to your meeting room will be outlined on the Banquet Event Orders provided to you prior to your event. If a room set-up is changed within twenty four (24) hours of the event, there will be a minimum re-set fee of \$200.00. This fee is subject to increase depending on the room size and complexity of the changes required. Unless otherwise stated in the Banquet Event Order, the hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the Hotel deems it necessary.

## **GRATUITY, SERVICE CHARGE AND SALES TAX**

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**GRATUITY: 13.5%** (or the current gratuity percentage in effect on the day of the Event pursuant to the applicable collective bargaining agreement) of the food, beverage, meeting room rental and audio visual total, plus any applicable state and/or local taxes, will be added to your account as a gratuity and fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event. The gratuity and any applicable taxes will be separately stated on your invoice. Gratuity will be based on full retail pricing, prior to any applicable discounts.

**SERVICE CHARGE: 12.5%** (or the current service fee applicable in effect on the day of the Event) of the food, beverage, meeting room rental and audio visual total, plus any applicable state and/or local taxes, will be added to your account as a service charge. This service charge is not a gratuity and is the property of the Hotel to cover discretionary costs of the Event. We will endeavor to notify you in advance of your event of any changes to the gratuity and/or service charge, should different amounts be in effect on the day of your event. Service Charge will be based on full retail pricing, prior to any applicable discounts.

**SALES TAX:** Currently 6.5% State Tax, applied to the total of food, beverage, meeting room rental, audio visual, gratuity, service fee and additional labor fees during your event.

## **MEAL SERVICE**

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Buffets have a minimum fifteen (15) guests, unless otherwise noted. If your guarantee is less than fifteen (15) guests, a Facility Fee of \$5.00 per person is added to the per person buffet price. Dinner service is based on a minimum of 50 attendees. An additional \$100 Facility Fee is added to all dinner service with less than 50 attendees. Plated meal service is based upon a 120 minute serve time. Buffet meal service is based on a 90 minute serve time. Breaks are based on a 30 minute serve time. An extension of actual service time is subject to additional labor fees. Due to health regulations and quality concerns, items leftover from buffets cannot be served during breaks. No food and beverage may be removed from the hotel by the patrons or attendees. Meal service beginning after 10:00 pm will be assessed a 50% menu surcharge.

# PLANNING GUIDELINES

## **GUARANTEES/ATTENDANCE**

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Ten (10) working days prior to all functions, the hotel requires the submission of the expected number of attendees for each scheduled event. The final confirmation of attendee count is due no later than three (3) business days prior to your event. This will be considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance will be the basis for billing purposes. Group will be charged the guaranteed attendance, or the number of guests served, whichever is greater. The guarantee becomes the minimum number of guests used in calculating the billing amount, as well as the maximum number for food preparation. Dietary restrictions are required when the guarantee is provided. Food additions within twenty-four (24) hours prior to event are subject to a 25% surcharge.

## **BANQUET EVENT ORDER**

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All event requirements, including meeting set-up and food and beverage selections are due no later than ten (10) business days prior to your first event. Upon review of your event requirements, a Banquet Event Order (BEO) will be sent to you to confirm your final event arrangements and pricing.

## **OUTSIDE FOOD AND BEVERAGE**

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As the sole licensee for the consumption of food and beverages on our premises and the collection of appropriate taxes, we are responsible for monitoring consumption and strictly prohibit group from bringing in outside food and beverage into the hotel. All Food & Beverage, including alcohol, must be purchased through the hotel and served by hotel staff.

## **PAYMENT**

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Payment shall be made in advance of the function unless credit has been established with the hotel. In such a case, the complete account is due and payable no later than 30 days from the date of the function.

## **LINEN**

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White linens and napkins are available at no extra charge. Specialty linens and napkins are available through outside vendors, at an additional cost. The Director of Catering will be happy to assist you in obtaining specialty linen options and pricing for your event.

## **SIGNAGE AND DISPLAYS**

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Any decoration or displays including banners and posters brought into the meeting rooms must be approved by your catering representative prior to arrival. At no time should any posters, displays, etc be affixed to any wall, door or ceiling by the use of push pins, tacks, pins or nails. The hotel will assist in placing and/or hanging all approved signs and banners.

## **PACKAGE DELIVERY**

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Packages for meetings may be delivered to the hotel no earlier than three (3) business days prior to the event date. The hotel is not responsible for lost or stolen materials nor return shipping or storage of materials at the conclusion of the event. Please include the following information on the shipping label: Conference name and date of events and the On-site contact who will be signing for the packages. Package handling fees will be assessed. Large shipments and pallet deliveries must be arranged through the hotel prior to shipping and are subject to refusal if not properly communicated in advance.

# PLANNING GUIDELINES

## **FLORALS, DÉCOR, ENTERTAINMENT AND OUTSIDE AUDIO/VISUAL**

Flowers, decor, specialty linen, audio/visual equipment and entertainment can be ordered through the Hotel's catering department or directly through a licensed vendor. Advance notification is required when scheduling entertainment and the use of volume enhancing equipment. The Hotel reserves the right to control the volume on all functions. If outside audio/visual services are contracted, the Hotel requires that an Audio/Visual Technician (from licensed provider) is present during meeting hours.

Should you make your own arrangements all deliveries should be coordinated with the Director of Catering. Please be advised that all props and items contracted through outside vendors must file a Hold Harmless Agreement with the Hotel and be removed at the conclusion of your Event, unless special arrangements have been made through the catering or event manager. For any vendor providing services at the Embassy Suites by Hilton Orlando Airport, each individual vendor is fully responsible for any and all items brought into event space. Further, the hotel shall not accept responsibility for any rental items that are dropped off and are not picked up at the conclusion of the event.

## **CANCELLATION**

You may cancel an event or banquet event order by giving written notice to the Hotel. In the event of a cancellation, you agree to pay HOTEL, as liquidated damages and not a penalty, the following cancellation fees: Cancellation notice received by hotel anytime between the date of confirming your event and eight (8) business days in advance of event will incur a cancellation fee equal to 75% of the total anticipated charges. As products and services must be purchased and scheduled in advance, cancellation notices received by hotel seven (7) business days or less in advance of Event will incur a cancellation fee equal to 100% of the total anticipated charges. Charges Include labor, gratuities, service charges, rentals, and applicable taxes for the contracted number of guests or final guarantee, whichever is greater.

## **LIABILITY**

The hotel will not assume or accept responsibility for damages to or loss of any merchandise or articles in the hotel prior to, during or following an event.

## **FIRE SAFETY**

For the safety of person and property, no fireworks or incendiary devices may be used indoors at the Hotel. All room set must be in compliance with the local fire department regulation, including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. An Event that has vehicle displays, fog machines, fueled cooking demos, lasers, exhibits (including tabletop) or extensive productions with staging and props, must be pre-approved by the Director of Catering and have a certified permit from the local fire department if deemed necessary.