



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:
Additional Notes:

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.
- 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 25% Service Charge and applicable taxes shall be added to all food, beverage and event rental fees.

UNIQUE COFFEE BREAK OPTIONS

CRAFT COFFEE SERVICE WITH PERSONAL BARISTA
CUSTOM ESPRESSO DRINKS, COLD PRESS AND FRUIT SMOOTHIES
PRICE VARIES

SAVORY

WARM PRETZEL STATION
WITH MUSTARD AND CHEDDAR DIPPING SAUCES
100 SERVINGS @ \$500.00

FRESHLY POPPED POPCORN
WITH POPCORN CART OR TABLE TOP DISPLAY, RENTAL FEE \$150.00
100 SERVINGS (6IN' BAG) @ \$400.00

SWEET

WARM CINNAMON CHURROS
WITH CHOCOLATE FONDUE
100 SERVINGS @ \$500.00

MINI PASTRY POPS
*FUDGE NUT, STRAWBERRY CHAMPAGNE, CHOCOLATE TRUFFLE,
WHITE CHOCOLATE PYRAMID CHEESECAKE, S'MORE*
100 PIECES @ \$450.00

MINI CUPCAKES
*RED VELVET, LEMON MERINGUE, CHOCOLATE GANACHE,
VANILLA BEAN, CAPPUCCINO*
100 PIECES @ \$400.00

MINI DESSERT CUPS
*FOUR BERRY CHEESECAKE, NUTELLA CAPPUCCINO, MANGO POMEGRANATE,
DOUBLE CITRUS DELIGHT, DUO CHOCOLATE MOUSSE*
100 PIECES @ \$500.00

HOME-MADE COOKIES
*CHOCOLATE CHUNK, PEANUT BUTTER,
WHITE CHOCOLATE MACADAMIA NUT, OATMEAL RAISIN*
100 PIECES @ \$450.00

ICE CREAM BARS & CART
NOVALTY ICE CREAM AND FROZEN FRUIT BARS; CART RENTAL FEE \$200.00
100 SERVINGS @ \$450.00
\$175.00 ATTENDANT FEE (OPTIONAL)

CUPCAKES AND COOKIES WITH COMPANY LOGO
3" ICED SUGAR COOKIE WITH RICE PAPER LOGO OR 3" ICED CUPCAKE WITH CHOCOLATE LOGO
(1--WEEK ADVANCE NOTICE REQUIRED)
PRICE VARIES

BAR OPTIONS

BARTENDER LABOR FEE \$175 FIRST 3 HOURS
\$35 EACH ADDITIONAL HOUR

CRAFT KEG BEER SERVICE

FULL KEGS SERVED IN KEGERATOR OR JOCKEY BOX
PRICING PER MENU

CUSTOM OAK BARREL COCKTAILS

HAND-CRAFTED SPECIALTY COCKTAIL DISPLAYED IN OAK BARRELS
PRICING PER MENU

BOTTLED BEER BY THE CASE

DOMESTIC, IMPORT & LOCAL CRAFT
PRICING PER MENU

STANDARD & TOP TIER BARS

FULL BAR SERVICE AVAILABLE
PRICING PER MENU

ORDERS / REQUESTS

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

All prices above are subject to a 25% 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****