

Hilton Arlington (VA)

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Created: 5/12/2017

950 North Stafford Street Arlington, VA 22203
Phone: 703-528-6000 - Fax: 703-812-5127

Banquet Event Order

BEO #: 22529

Post As: Georgia Institute of Technology	Event Date: Monday, May 22, 2017
Account: Georgia Institute of Technology - Georgia Tech	Contact: Willie Pearson Jr.
Address: 925 Dalney Street Atlanta, GA 30332	Phone: 678-642-9304
Master Account: GIT	Fax:
Payment Method:	On-Site: Willie Pearson Jr.
Deposit:	Service Mgr: Felice Arrington
	Catering Mgr: Felice Arrington

Date	Time	Room	Function	Set-up	AGR	GTD	SET	Rental
Mon, May 22, 2017	7:30 AM - 5:00 PM	MASTERS BALLROOM PRE-FUNCTION AREA	Registration	REG	2			
Mon, May 22, 2017	8:00 AM - 9:00 AM	MASTERS BALLROOM PRE-FUNCTION AREA	Continental Breakfast	EXST	45			
Mon, May 22, 2017	8:00 AM - 5:00 PM	MASTERS BALLROOM	General Session	CRES	60			\$ 400.00
Mon, May 22, 2017	8:00 AM - 5:00 PM	REMBRANDT BOARD ROOM	Meeting	EXST	5			\$ 100.00
Mon, May 22, 2017	10:10 AM - 10:15 AM	MASTERS BALLROOM PRE-FUNCTION AREA	Break	EXST				
Mon, May 22, 2017	12:10 PM - 12:40 PM	MASTERS BALLROOM PRE-FUNCTION AREA	Lunch Buffet	EXST	45			
Mon, May 22, 2017	2:45 PM - 2:50 PM	MASTERS BALLROOM PRE-FUNCTION AREA	Break	EXST	35			
Mon, May 22, 2017	5:30 PM - 7:30 PM	MASTERS BALLROOM PRE-FUNCTION AREA	Reception-Food Only	EXST	35			

MENU	SETUP
<p>Serve: 8:00 AM Room: MASTERS BALLROOM PRE-FUNCTION</p> <p>Continental Breakfast - 45ppi</p> <p>Freshly Baked Muffins, and Breakfast Breads (may contain nut products) Chilled Orange Juice Freshly Brewed Coffee, Decaffeinated Coffee, and a Selection of Hot Tazo Teas</p> <p>\$22.95 Per person</p> <p>Event: 10:10 AM Room: MASTERS BALLROOM PRE-FUNCTION</p> <p>Refresh Water on the Tables</p> <p>Serve: 12:10 PM Room: MASTERS BALLROOM PRE-FUNCTION</p> <p>Lunch Buffet - 45ppi</p> <p>Chef's Vegetarian Soup du Jour Green Garden Salad with House Dressing Fresh Fruit Cocktail Chef's Hot Chicken Entree Slection Chef's Vegetarian Entree Selection Chef's Market Vegetable and Starch Chef's Dessert Selection Freshly Brewed Iced Tea Coffee and Hot Tea</p> <p>\$36.95 Per person</p> <p>Serve: 2:45 PM Room: MASTERS BALLROOM PRE-FUNCTION</p> <p>Energy Booster Break - 35ppi</p>	<p>Event: 7:30 AM Room:MASTERS BALLROOM PRE-FUNCTION A</p> <p>Registration</p> <p>--Set 1 Skirted Registration Table with 2 Chairs and Wastebasket in Pre-Function Foyer</p> <p>Event: 8:00 AM Room:REMBRANDT BOARD ROOM</p> <p>--Set Conference Style for 10</p> <p>--Set Water, Glasses, Pads, Pens and Candies on Table</p> <p>Event: 8:00 AM Room:MASTERS BALLROOM</p> <p>General Session / Breakouts</p> <p>--Set 10 Crescent Rounds of 6 for 60 (See Diagram) --Set Water, Glasses, Pads, Pens and Candies in Center of Each Table --Set Head Table with 5 Chairs up Front --Set Podium and Screen up Front --Set 1 Small Square Table in Corner of Matisse (for power station) --Set All F&B in Pre-Function Foyer</p> <p>** NOTE: Staff to CLOSE Airwalls after lunch for Breakout Groups **</p> <p>Event: 5:30 PM Room:MASTERS BALLROOM PRE-FUNCTION A</p> <p>Networking Reception</p> <p>--Set Scattered Hi-boy Tables in Pre-Function Foyer --Set Food Display in Pre-Function Foyer --Set Cash Bar in Pre-Function Foyer</p>

Food and Beverage is subject to 10% Sales Tax, Audio Visual 5.5% tax and Meeting Room Rental 8.2% tax. All charges are subject to a 22% service charge. Final Guarantee is Due by 12 Noon, Three Business Days Prior to Event, or the Expected Number Becomes the Guarantee.

Authorized Signature

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Master Account: GIT	Service Mgr: Felice Arrington Catering Mgr: Felice Arrington
Payment Method: Deposit:	

Protein and Power Bars, Balance Bars, & Fruit Bars (may contain nut products)
 Fresh Selection of Asian Pears, Apples & Bananas
 Individual Flavored Yogurts and Mixed Nuts
 Assorted Soft Drinks and Bottled Water
 Freshly Brewed Green Tea with Honey
 \$21.95 Per person

Serve: 5:30 PM Room: MASTERS BALLROOM PRE-FUNCTION

Light Reception Package - 45ppi
(30-45 minutes)

Stationed Artisan Cheese Display & Vegetable Crudites
 Four Butler-passed Hors d'oeuvres:
 Thai Chicken Satay
 Korean Beef Bulgogi
 Sicilian Vegetarian Caponata Puffs
 Kanpour Vegetable Samosa
 \$29.95 Per person

Dietary Restrictions Include:
 3-4 Vegetarians
 1 NO Nuts, NO Nut Products
 1 NO Shellfish

(Please Label All Food Items on the Buffets)

--Set 1 Small Square Table with
 Chair for Cashier

AUDIO/VISUAL

Event: 8:00 AM Room: REMBRANDT BOARD ROOM
 No AV Required

- Event: 8:00 AM Room: MASTERS BALLROOM
- 1 Podium Sound Package: Podium, Wired Microphone, and Speaker \$200.00 each per day
 - 1 Conference Room Projector Package: 2600 Lumen XGA DLP Video / Data Projector, Skirted Tripod Screen, AC Extension Cord & 6-Outlet Power Strip, AV Cart, Technician Assistance @ \$700.00 each per day
 - 3 Flipchart Package: Hardback Easei, Paper Pad, 4 Color Markers, Masking Tape @ \$55.00 each per day
 - 1 Complimentary Power Dome (for power station) @ \$0.00 each per day
 - 1 Complimentary Laptop Sound @ \$0.00 each per day

All audio visual services must be arranged through the Hotel's A/V company. All A/V charges are subject to 22% service charge, which is subject to local tax. Equipment or services cancelled within 24 hours of event will be charged at full price. Special A/V request requires a 24 hour advanced notice.

BEVERAGE SERVICE

MISCELLANEOUS/PAYMENT METHOD

Event: 8:00 AM Room: REMBRANDT BOARD ROOM
 Complimentary Wi-Fi Access in
 Remb. (GIT2)

- Event: 8:00 AM Room: MASTERS BALLROOM
- 1 AT&T Wi-Fi Bundle Access (GIT2) @ \$200.00 per day
 - 1 COMP HARD WIRED Connection @ \$0.00 per day

- Event: 5:30 PM Room: MASTERS BALLROOM PRE-FUNCTION A
- 1 Bartender Attendant @ \$125.00 each
 - 1 Cashier Attendant @ \$125.00 each

Storage of box (es) and delivery to room location incur a one time fee of \$5.00 per box. It is the group's responsibility to call the carrier in order to have the boxes picked-up, as well as preparing the labeling. Boxes left in the hotel after the group departs, which are not being picked up by a carrier, will be disposed of.

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