GENERAL INFORMATION

SECURITY
The hotel shall not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to or following the event. Arrangements may be made in advance for security of exhibits, merchandise or articles set up for display.

GUARANTEE
In order to ensure your catered meal is a success, please provide your event manager at least 5 business days in advance of the function the number of guests attending. Once provided, this guarantee is not subject to reduction should less attend. For parties of more than 100 guests, we will provide seating and food for 2% above the guaranteed number. If no guarantee is received, the agreed-upon number on the contract becomes the guarantee. The minimum guarantee or actual attendance, whichever is greater, is the number of guests who will be billed.

Before placing your order, please inform your server if a person in your party has a food allergy.

The Commonwealth of Massachusetts requires we inform you: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk for foodborne illness.
GENERAL INFORMATION

ROOM ASSIGNMENTS
Unless otherwise stated on the event order, the hotel reserves the right to change function rooms at any point should the number of attendees change or if the hotel deems necessary, provided the new function room adequately accommodates the desired setup of the group.

SERVICE CHARGES & TAXES
Please add 15% service charge, 10% taxable administrative fee and 7% state sales tax to all food and beverage prices. Please add 25% taxable administrative fee and 7% state tax to all room rental and audiovisual charges. Unless a fee is specifically denoted as a “service charge,” it is not a tip, gratuity or service charge for any employee. Example of fees that are not a tip, gratuity or a service charge include, but are not limited to, any administrative fees, setup fees, staffing fees, and delivery fees. These fees are retained by the hotel.
GENERAL INFORMATION

SIGNS, DISPLAYS & DECORATIONS

All signs, displays and decorations are subject to the hotel’s approval. No signs, banners or displays will be permitted in the public areas of the hotel without prior hotel approval.

All decorations must be compliant with Boston Fire Department rules and flammable substances are not permitted.

The hotel will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, adhesives or any other substance without prior hotel approval.

SHIPPING & RECEIVING

There is limited storage space in our shipping and receiving department; therefore, the hotel must be notified at least 1 day in advance of materials being sent, the quantity, size and weight, arrival date and shipping carrier.

Any boxes delivered prior to 3 days before the event are subject to storage fees of no more than $30 per day. There is a $3 fee per item under 50 pounds and a $10 fee per item over 50 pounds for all boxes moved within the hotel. There is a $85 charge for pallet movement.

Each piece must be labeled with the name and date of the function and name of the event manager.

Please coordinate with your event manager for any shipment over 100 pounds.
BREAKFAST

32 DOWNTOWN CONTINENTAL
- Chilled fruit juices
- Seasonal fruit & berries
- Croissants, assorted pastries & muffins
- Individual yogurts
- New England regular & decaffeinated coffee
- Taylors of Harrogate tea selection

38 BOSTON RISING
- Chilled fruit juices
- Seasonal fruit & berries
- Steel-cut oatmeal with brown sugar, raisins & toasted almonds
- Croissants, bagels & muffins
- Cold assorted cereal with milk
- Individual yogurts
- New England regular & decaffeinated coffee
- Taylors of Harrogate tea selection

44 BREAKFAST AT TREMONT
- Chilled fruit juices
- Seasonal fruit & berries
- Croissants, bagels & muffins
- Individual yogurts
- Scrambled cage free eggs
- Bacon or pork sausage
- Breakfast potatoes
- New England regular & decaffeinated coffee
- Taylors of Harrogate tea selection
BREAKFAST ENHANCEMENTS

14 BUILD YOUR OWN PARFAIT STATION
   Honey roasted granola
   Fresh berries
   Dried fruit
   Toasted coconut
   Honey
   Toasted nuts

15 OMELET STATION
   Tomatoes
   Onions
   Roasted mushrooms
   Peppers
   Spinach
   Bacon
   Black forest ham
   Chicken sausage
   Swiss
   Cheddar

Omelet station requires a minimum of 15 guests
attendant fee $150
BREAKS

62 ALL-DAY MEETING PACKAGE

SELECT TWO

Early morning starter
Chilled fruit juices
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection

SELECT ONE

Mid-morning break
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

SELECT TWO

Afternoon energizer
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

SELECTIONS

Whole fruit display
Assorted croissants, muffins, danish
Assorted bagels with cream cheese
Hard-boiled eggs
Assorted granola bar
Individual trail mix
House potato chips & onion dip
Soft hot pretzel with mustard cheese sauce
Hummus & toasted pita chips
Chocolate brownies & blondies
Freshly baked cookies
BRAKES

Prices are per person.

À LA CARTE
5 Whole fruit display
8 Seasonal sliced fruit
6 Assorted pastries – croissants, muffins, danish
6 Assorted bagels with cream cheese
6 Individual yogurts
6 Cinnamon french toast with maple syrup
8 Bacon, egg & cheese croissant sandwich
4 Hard-boiled eggs
5 Assorted granola bars
5 Individual trail mix
6 House potato chips & onion dip
5 Soft hot pretzel with mustard & cheese sauce
5 Hummus & toasted pita chips
5 Chocolate brownies & blondies
5 Freshly baked cookies

COOL & REFRESHING
5 Selection of fruit juices
6 Assorted soft drinks & bottled water
5 Freshly prepared lemonade
5 Apple cider
6 Iced coffee
8 Seasonal smoothie
8 Pellegrino

COFFEE BREAK
12 New England Regular & Decaffeinated Coffee &
12 Taylors of Harrogate Tea Selection
80 Regular & Decaffeinated Coffee by the gallon
80 Tea by the gallon
65

Add iced coffee for an additional $3
Add iced coffee for an additional $3
LUNCH
PLATED LUNCH

Plated lunches consist of one soup or salad, two sides and a dessert selection. Vegetarian options will be accommodated upon request. Additional courses and entree selections may be added for an additional cost.

SELECT ONE

SOUPS

CREAM OF ROASTED TOMATO SOUP
Herb croutons

CAULIFLOWER BISQUE
Toasted almonds

WHITE BEAN MINESTRONE
Ditalini pasta, fresh herbs, cannellini beans

NEW ENGLAND CLAM CHOWDER
Cured bacon, fresh thyme, cream

CHEF’S SEASONAL SOUP

SALADS

BABY LETTUCE SALAD
Garden vegetable & herb balsamic vinaigrette

HEARTS OF ROMAINE
Shaved parmesan, Caesar dressing & house croutons

WEDGE SALAD
Tomato, crispy bacon, shaved red onion & blue cheese dressing

CHEF’S SEASONAL SALAD
PLATED LUNCH

ENTRÉES

47 ROASTED NATURAL CHICKEN
Herb chicken jus

43 ROASTED GEORGES BANK COD
Broken olive vinaigrette

48 SEARED SALMON
Citrus butter sauce

53 BRAISED SHORT RIB
Port reduction

42 CHEF-CRAFTED VEGETARIAN OPTION

ACCOMPANIMENTS

STARCHES
Yukon gold potato purée
Farro risotto
Rosemary roasted baby potatoes
Toasted Mediterranean couscous
Wild rice pilaf

VEGETABLES
Roasted asparagus
Baby honey glazed carrots
Garlic sautéed broccolini
Market vegetables

DESSERTS
SELECT ONE

CHOCOLATE MOUSSE
Raspberry sauce

SEASONAL CHEESECAKE
Fresh berries

BOSTON CRÈME PIE
Fresh berries

OPERA CAKE
Chocolate sauce

OPERA RED BERRY MASCARPONE
Chocolate sauce

LEMON MERINGUE TART
Additional $5 per person will be added for groups under 20 people.

54 EXECUTIVE SANDWICH BUFFET

SELECT THREE

Seasonal soup
Spring green salad with garden vegetables
Quinoa kale salad with citrus dressing
Red bliss potato salad with herb mustard vinaigrette

SELECT THREE

Roast beef
Grilled onions, baby arugula & horseradish cream
Roasted turkey
Provolone cheese, bibb lettuce & cranberry
Black forest ham
Swiss, house pickles & honey grain mustard

Veggie
Charred cauliflower & kale slaw

House-made potato chips
B&B pickles

Assorted miniature tartlets

New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

*COURTYARD BY MARRIOTT®
BOSTON DOWNTOWN
275 Tremont Street  |  Boston, MA 02116
617.426.1400  |  CourtyardBostonDowntown.com

*Additional $5 per person will be added for groups under 20 people
*Additional $3 per person for Pellegrino
LUNCH BUFFETS

56  CY SALAD BAR
5   Additional seasonal soup

GREENS
Mixed greens
Romaine
Baby spinach

TOPPINGS
SELECT FIVE
Tomatoes
Cucumbers
Carrots
Marinated mushrooms
Bacon
Cheddar
Parmesan cheese
Toasted croutons
Tortilla strips

MEATS
Pan-seared spice rubbed chicken
Char-grilled flank steak

VEGGIE
Grilled seasonal vegetables

DRESSINGS
Balsamic vinaigrette
House vinaigrette
Caesar dressing
Creamy herb dressing
Chef’s selection of dessert

New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

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**LUNCH BUFFETS**

56 **MAMA MIA**

- Garlic focaccia bread
- Vegetarian white bean minestrone
- Caesar salad with house croutons & parmesan
- Caprese salad with basil, olive oil & balsamic vinegar

**Antipasto selection**
- Grilled vegetables, prosciutto, provolone cheese, olive oil & balsamic vinegar

- Roasted chicken marsala
  - Mushroom sauce

- Seasonal ravioli

- Assorted cannoli & tiramisu shooters

- New England regular & decaffeinated coffee

- Taylors of Harrogate tea selection

- Assorted soft drinks & bottled water

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*COURTYARD BY MARRIOTT*

**BOSTON DOWNTOWN**

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LUNCH BUFFETS

56 THE NEW ENGLANDER
New England clam chowder
Field greens
Grafton cheddar, garden vegetables, cranberry vinaigrette
Roasted cod loin
Herb crust & lemon butter sauce
Seared chicken
Maple pepper glaze
Roasted baby potatoes with fresh herbs & garlic
Market vegetables
Mini Boston cream pies & whoopie pies
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

54 BACKYARD BBQ
Corn chowder
Cole slaw
Country potato salad
12-hour brisket
Grilled chicken
Macaroni & cheese
Corn-on-the cob
Fresh watermelon
Freshly baked honey cornbread
Mini lemon meringue tarts
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

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LUNCH
BUFFETS

54 SOUTH OF THE BORDER

Chicken tortilla soup
Chopped salad
Iceberg, diced tomatoes, black beans, roasted corn, queso fresco, cilantro lime vinaigrette
Grilled beef & chicken fajitas
Roasted peppers, onions, shredded lettuce, monterey jack cheese & cheddar cheese
Fresh pico de gallo, guacamole, sour cream
Warm flour tortillas
Spanish rice
Rice pudding & churros
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

54 FROM THE MEDITERRANEAN

Warm naan bread & hummus
White bean soup
Greek salad
Feta, tomato, cucumber in a citrus vinaigrette
Lemon garlic seared salmon
Za’atar grilled chicken tzatziki
Rice
Assorted baklava
New England regular & decaffeinated coffee
Taylors of Harrogate tea selection
Assorted soft drinks & bottled water

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RECEPTION

RECEPTION PACKAGES

20 LIGHTS
Crisp vegetable crudités, Green Goddess dip
Crispy artichoke fritter
Citrus basil aioli
Gourmet pigs in a blanket with sweet mustard aioli

30 CAMERA
Chef’s selection of local & domestic cheese with traditional accompaniments
Vegetable spring rolls with a ginger soy sauce
Braised short rib & manchego empanada
Smoked chile-lime aioli
Chilled citrus poached shrimp
Classic cocktail sauce

50 ACTION
Crisp vegetable crudités, Green Goddess dip
Selection of local & domestic cheese with traditional accompaniments
Heirloom tomato bruschetta
Crispy baguette
Basil
Balsamic
Sesame chicken skewer
Sweet chile sauce
Grilled beef crostini
Gorgonzola
Spiked olive oil
Crab cake
Remoulade

*5 pieces per person
HORS D’OEUVRES

Hors d’oeuvres may be passed or stationed.

Hors d’oeuvres prices are per piece, minimum order of 50 pieces per selection.

Please contact your event manager for seasonal options.

5  HEIRLOOM TOMATO BRUSCHETTA
   Crispy baguette
   Basil
   Balsamic

6  BUTTERNUT SQUASH ARANCINI
   Brown butter sage sauce

5  CRISPY ARTICHOKE FRITTER
   Citrus basil aioli

6  WILD MUSHROOM BITES
   Mushroom duxelles

5  SPANAKOPITA
   Spinach
   Feta cheese

5  VEGETABLE SPRING ROLL
   Soy ginger sauce

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HORS D’OEUVRES

Hors d’oeuvres may be passed or stationed.
Hors d’oeuvres prices are per piece, minimum order of 50 pieces per selection.
Please contact your event manager for seasonal options.

7  CHILLED CITRUS POACHED SHRIMP
   Classic cocktail sauce

7  BACON-WRAPPED SEA SCALLOPS

7  CRAB CAKE
   Jumbo lump crab
   Remoulade sauce

7.50  TUNA POKE BITE*
   Sesame
   Lime
   Scallions

5  SMOKED CHICKEN SLIDER
   Barbeque sauce & pickled onions

5  SESAME CHICKEN SKEWER
   Sweet chile sauce

6  CHEESEBURGER SLIDERS
   Herb mayo

5  GOURMET PIGS IN A BLANKET
   Honey mustard

6  GRILLED BEEF CROSTINI
   Gorgonzola, spiked olive oil

6  MAPLE GLAZED PORK BELLY
   Toasted baguette, pickled onion

5  BRAISED SHORT RIB & MANCHEGO EMPANADA
   Smoked chile-lime aioli

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STATIONS

Stations are priced based upon 90 minutes of service and include chef’s selection of starch and vegetable. Attendant fee $150, 1 per 75 guests.

16  PASTA BAR
Served with breadsticks & focaccia bread

SELECTION OF TWO

Rigatoni a la vodka
Marinara sauce
Fresh basil

Pappardelle
Italian sweet sausage
Broccoli rabe
Garlic oil

Small shells
Grilled chicken
Oven roasted tomatoes
Basil pesto cream sauce

400  BALSAMIC & ROSEMARY GARLIC PORK LOIN
SERVES APPROXIMATELY 30 GUESTS
Assorted rolls

450  ROASTED TURKEY BREAST
SERVES APPROXIMATELY 30 GUESTS
Cranberry-ginger relish
Herbed dijon aioli
Assorted rolls

500  ROASTED BEEF TENDERLOIN
SERVES APPROXIMATELY 20 GUESTS
Cabernet
Shallot dem
Assorted rolls

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STATIONS

15 VEGETABLE CRUDITÉS
Seasonal fresh vegetables, green goddess dip

20 IMPORTED & DOMESTIC CHEESE BOARD
Selection of local & imported cheeses, dried fruits, toasted nuts, house made crackers, baguettes

24 ARTISAN CHARCUTERIE DISPLAY
Selection of locally sourced cured meats, pâtés, terrines, pickled vegetables, mustard

18 MEDITERRANEAN TAPAS
Hummus, sundried tomato tapenade, grilled vegetables, grilled artichokes, pita, spiced lavosh, crackers

20 SLIDER BAR
Cheeseburger slider, herb mayo
Buffalo chicken slider, celery carrot slaw, bleu cheese
Fresh mozzarella, plum tomatoes, basil, aged balsamic syrup

16 FLATBREAD PIZZA
Select two:
Margherita, tomato, mozzarella, fresh basil
Italian sausage, herbed ricotta, roasted peppers, red chile flakes
Roasted mushroom, farm cheese, garlic oil
PLATED DINNER

Plated dinners consist of one soup or salad, two sides and a dessert selection. Vegetarian options will be accommodated upon request. Additional courses and entrée selections may be added for an additional cost.

**SELECT ONE**

**SOUPS**

**WINTER SQUASH BISQUE**

**CAULIFLOWER BISQUE**
Toasted almonds

**WHITE BEAN MINESTRONE**
Ditalini pasta, fresh herbs, cannellini beans

**NEW ENGLAND CLAM CHOWDER**
Fresh thyme, cream

**SALADS**

**BABY LETTUCE SALAD**
Garden vegetable & herb balsamic vinaigrette

**CAESAR SALAD**
Shaved parmesan, Caesar dressing & house croutons

**WEDGE SALAD**
Tomato, crispy bacon, shaved red onion & blue cheese dressing

**CHEF’S SEASONAL SALAD**
PLATED DINNER

ENTRÉES

68  ROASTED ALL-NATURAL CHICKEN
    Pan jus

74  ROASTED GEORGES BANK COD
    Broken olive vinaigrette

76  SEARED SALMON
    Horseradish panko crust, ginger soy butter

76  BRAISED BEEF SHORT RIB
    Port reduction

82  ROASTED FILET MIGNON
    Wild mushroom, cabernet demi

72  CHEF’S CRAFTED VEGETARIAN OPTION

ACCOMPANIMENTS

STARCHES
  Yukon gold potato purée
  Farro risotto
  Rosemary roasted baby potatoes
  Toasted Mediterranean couscous

VEGETABLES
  Roasted asparagus
  Baby honey glazed carrots
  Garlic sautéed broccolini
  Market vegetables
  Roasted cauliflower

DESSERTS
  SELECT ONE

  CHOCOLATE MOUSSE
    Raspberry sauce

  SEASONAL CHEESECAKE
    Fresh berries

  BOSTON CRÈME PIE
    Fresh berries

  OPERA CAKE
    Chocolate sauce

  OPERA RED BERRY MASCARPONE
    Chocolate sauce

  LEMON MERINGUE TART

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DINNER BUFFETS

Additional $5 per person will be added for groups under 20 people.

80 WHEN IN ROME

Garlic focaccia bread
Vegetarian white bean minestrone

Hearts of romaine with herb croutons & Caesar dressing
Caprese salad with basil, olive oil & balsamic vinegar

Antipasto selection
Grilled vegetables
Prosciutto
Provolone cheese
Olive oil
Balsamic vinegar

Pan-seared natural chicken breast
Asiago rosemary crust
Line-caught haddock
Spinney creek mussels
Roma tomatoes, fresh basil, garlic
Seasonal ravioli
Mushroom risotto
Market vegetables

Assorted cannoli & tiramisu

New England regular & decaffeinated coffee
Taylors of Harrogate tea Selection
DINNER BUFFET

Additional $5 per person will be added for groups under 20 people.

90 SOUTHERN HOSPITALITY
Freshly baked cornbread
Corn chowder
Cole slaw
Country potato salad

12-hour brisket
BBQ chicken
Blackened shrimp

Corn on the cob
Macaroni & cheese
Fresh watermelon

Mini assorted pies

New England regular & decaffeinated coffee
Taylors of Harrogate tea Selection

95 DOWNTOWN
Assorted rolls
Roasted butternut squash bisque
Spring greens
Grafton cheddar, garden vegetables, cranberry vinaigrette

Maple cider glazed chicken
Chatham cod loin with lemon butter sauce
Braised short rib with port reduction

Roasted baby Yukon potatoes with fresh herbs
Seasonal root vegetable

Boston crème & whoopie pies

New England regular & decaffeinated coffee
Taylors of Harrogate tea Selection
BEVERAGES

VODKA
Tito’s & Grey Goose

RUM
Bacardi Superior, Captain Morgan Original Spiced

GIN
Tanqueray

SCOTCH
Dewar’s

BOURBON
Jack Daniel’s

WHISKY
Canadian Club

TEQUILA
Sauza

CORDIALS
Amaretto Disaronno, Baileys Irish Cream, Grand Marnier, Kahlúa

BEER
Bud Light, Sam Adams, Sam Adams Seasonal, Heineken, Amstel Light

Contact your event manager for additional offerings/selections.
SPARKLING WINES

36  WYCLIFF BRUT
   California

40  VANDORI PROSECCO
   Prosecco, Italy

34  CHARDONNAY
   Oak Yard Vineyard
   Napa Valley, CA

38  SAUVIGNON BLANC
   Wither Hills, New Zealand

34  PINOT GRIGIO
   Angelini
   Veneto, Italy

38  ROSÉ
   Famille Perrin Reserve
   Côtes-du-Rhône Rosé
   Orange, France

34  PINOT NOIR
   Red Truck
   Sonoma, CA

36  MALBEC
   Terrazas Los Andes
   Mendoza, Argentina

34  CABERNET
   Lost Angel
   California

38  MERLOT
   Oyster Bay
   Hawke’s Bay, New Zealand
SIP, SAVOR & TOAST THE DAY

13 MARTINIS
11 CORDIALS
11 MIXED DRINKS
10 WINE
8 BEER
5 SOFT DRINKS/MINERAL WATER

PRICES ARE PER PERSON

10 OPEN SODA BAR
   Soft drinks, juices & water

13 BEER & WINE
   For the first hour
   11 additional per person, each additional hour

20 FULL BAR
   For the first hour
   10 additional per person, each additional hour

A $150 fee is added for a dedicated bartender.
TECHNOLOGY

PACKAGES

675  LCD PRESENTATION PACKAGE
     Package includes 3000 lumen LCD projector, screen, audiovisual cart or table with power strip & extension cord

195  AUDIOVISUAL ACCESSORY PACKAGE
     For those who bring their own LCD projector to the meeting; package includes screen, audiovisual cart or table with power strip & extension cord

280  AUDIOVISUAL AUDIO ACCESSORY PACKAGE
     Package includes wired microphone, four-channel audio mixer, podium & patch into house sound

275  AUDIOVISUAL AUDIO WIRELESS PACKAGE
     Package includes wireless handheld or wireless lavaliere microphone, four-channel audio mixer, podium & patch into house sound

PACKAGE ACCESSORIES

150  PATCH INTO HOUSE SOUND

185  POLYCOM SPEAKER PHONE

450  3000 LUMEN LCD PROJECTOR

35   VGA EXTENSION CABLE

50   VGA SPLITTER

50   PRESENTATION POINTERS WITH SLIDE ADVANCER

10   POWER STRIP

10   EXTENSION CORD
MEETING ACCESSORIES

10   EASELS

75   FLIP CHART WITH MARKERS

50   BANNER HANGING
     Per banner

14   INTERNET
     Per connection

AUDIO ACCESSORIES

75   WIRED MICROPHONE

185  WIRELESS HANDHELD OR
     WIRELESS LAVALIER MICROPHONE

100  LAPTOP SOUND PORT

100  FOUR-CHANNEL MIXER

200  SIX-CHANNEL MIXER

Contact your event manager for additional information or needs.