



## B: CONFERENCE ORDER FORM DAY-USE CONFERENCE

This planning document must be completed and returned to Marconi 30 days prior to Conference. Marconi will send Confirmation of all Services 30 days prior to your Arrival Date.

CONFERENCE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PLANNER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**MEAL SERVICE**

Lunch is included for day-use conferees (see Day Use Conference Rates).

**MEAL SERVICE TIMES:**

**Lunch (buffet): 11:30 a.m. - 1:30 p.m.**

**B1: DAY-USE CONFEREES - Charge per calendar day (see Day Use Conference Rates).**

<b>Number of Conferees:</b>	
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**B2: SPECIAL DIETARY REQUESTS - Please tell us dietary requests that affect more than a quarter of your group.** For example, we prepare a vegetarian entrée, but please indicate here if more than a quarter of the group is vegetarian or vegan.

Description of Dietary Request	Number	For Marconi use only

**B3: BOX LUNCHES (to take off-site only)**

Menus available on request. With **14 days' notice**, Marconi can replace lunch service in our dining room with box lunches for your *entire group*, at no extra charge.

Date	For Marconi use only

**SNACK & BEVERAGE SERVICE**

Day-Use Conference Rates include 2 pre-determined Snack and Beverage Services as described on the Day-Use Conference Rates sheet. Additional Snack and Beverage (including Beer & Wine) orders must be authorized by the designated Conference Planner and will be billed to the conference whether used or unused. All Beer and Wine ordered becomes the property of the Conference even if unused. Snack and Beverage service is delivered to Marconi's Meeting Rooms only.

**It is a policy of Marconi Conference Center that all food and non-alcoholic beverages be purchased from us.** We do not allow groups to provide their own refreshments while at Marconi.

**Marconi Conference Center is licensed to sell Beer and Wine.** Any Conference providing its own Beer and/or Wine will be assessed a **Corkage Fee** (see Beer & Wine Menu).

**SIGNATURE REQUIRED when ordering Beer and/or Wine for the Conference**

I certify that all conference participants are age 21 or older:

\_\_\_\_\_

Conference Planner

\_\_\_\_\_

Date



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**B4: ADDITIONAL SNACK & BEVERAGE ORDER**--to add to your Day-Use package, refer to our *Snack & Beverage Menu* and *Beer & Wine Menu* for available items and prices, and list them below.

Date	Time	Description (include variety & flavor options)	Code	Quantity*
				(1)
				(2)
				(3)
				(4)
				(5)
				(6)
				(7)
				(8)
				(9)
				(10)
				(11)
				(12)
				(13)
				(14)
				(15)
				(16)
				(17)
				(18)
				(19)
				(20)
				(21)
				(22)
				(23)
				(24)
				(25)
				(26)
				(27)
				(28)
				(29)
				(30)
				(31)
				(32)
				(33)

\*For Quantities available, see *Snack & Beverage Menu* or *Beer & Wine Menu*



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### MEETING ROOMS

You will be assigned a meeting building based on your group's number of conferees, for the hours specified in the Contract. Requests for additional space and/or hours are considered based on space available and are subject to charges (see Rate Card). Such requests cannot be guaranteed until approximately **4 weeks prior** to your Conference arrival.

**B7: MEETING ROOM SET-UP** Refer to our *Meeting Room Set-Up* diagrams, being sure to **choose a set-up that is available for a group your size**. If the choices we offer do not meet your needs, please attach an explanation or drawing of your request or contact our Conference Coordinator.

Set-Up	Number of Seats	Starting Time	Ending Time	For Marconi use only

**B8: ADDITIONAL SET-UP REQUEST** One furniture set-up change by Marconi staff may be possible during your Conference with sufficient advance notice; such changes are subject to **surcharges**.

Set-Up	Number of Seats	Starting Time	Ending Time	For Marconi use only

**B9: ADDITIONAL AUDIO/VISUAL EQUIPMENT** Day-Use Conference Rates include pre-determined Audio Visual Equipment as described on the Day-Use Conference Rates sheet. Additional AV must be authorized by the designated Conference Planner and will be billed to the conference whether used or unused. Refer to our *Audio/Visual Equipment List* for availability and daily rental rates. **Equipment is set up for full calendar days only**. For more order space, please duplicate this page. We will make every effort to meet your needs but some equipment is not available in all meeting rooms.

Date	Description	Quantity	Item Code	For Marconi use only
				(1)
				(2)
				(3)
				(4)
				(5)
				(6)
				(7)
				(8)
				(9)
				(10)