



# CAGNY Sponsors Conference Guidelines

## **Check-In Check-Out**

The Hotel's check-in time is 4:00 p.m. Check-out time is 11:00 a.m. If you or your guests arrive prior to that time, all reasonable efforts will be made to accommodate you.

## **Americans With Disabilities Act:**

The Hotel wishes to make its facilities reasonably accessible to persons with disabilities as required by Title III (Public Accommodations and Services Operated by Private Entities) of the Americans with Disabilities Act. As soon as practical, the Group will identify and notify the Hotel in writing no later than thirty (30) days prior to arrival of any participant of the Group who may have a special need which requires special accommodation(s). The Group will be responsible for making all auxiliary aids and services available to its participants who indicate they have a special need, except for those reasonably provided by the Hotel. The Group shall pay for any extraordinary costs, determined by the Hotel, for such auxiliary aids unless otherwise agreed upon by both the Group and the Hotel.

## **Compliance**

The Group covenants and agrees that the Group (a) shall strictly comply with all laws, orders, rules and regulations relating to the use and occupancy of the Hotel property, (b) will not allow the Hotel property to be used for any purpose other than the specific use permitted under this Agreement, (c) will not permit the Hotel property to be used for any improper, unlawful or objectionable purposes and (d) will not cause, maintain or permit any nuisance in, on or about the Hotel property.

## **Hotel Name & Logo**

The images, names and logos of the Hotel are the exclusive property of the Hotel and its subsidiaries and affiliates, respectively. Any unauthorized use of these names and logos is prohibited. Any use of the logo without prior written approval is strictly prohibited.

## **Materials & Property Requirements**

Hotel requires that the following materials are not utilized: doubled-faced tape, nails, screws and staples. Use of glitter, confetti, duct tape, balloons, wires, strings or other foreign materials must have the prior approval of the Convention Manager & Building Manager. A service fee is assessed for the clean-up and removal of all materials. Please discuss Your requirements with the assigned Convention Service Manager ("CSM"). Prior approval is required to affix materials to the walls, floor or ceilings of rooms. Any damage fees assessed will be the responsibility of the Group, and will be charged to the Group Master Account.

## **Outside Vendors**

If the Group chooses to retain vendors other than the Hotel's preferred in-house vendors to provide services and/or any equipment for the Group's event at the Hotel, the Group understands, acknowledges and agrees that any damage to the Hotel, to the Group, or to the outside vendor's employees, equipment or property, or to any guest or third party caused in whole or in part by the outside vendor, is the sole responsibility of the Group and the outside vendor. Not later than thirty (30) days prior to Your Event, all non-preferred outside vendors are required to (1) execute an agreement to indemnify, defend and hold the Hotel harmless from any act or omission committed by the vendor while the vendor is on the Hotel property; and (2) provide proof of insurance with a carrier and within limits acceptable to the Hotel and identify the Hotel as an additional named insured on said insurance policies. The Group agrees that if the outside vendor fails to provide items (1) and (2) above, the Hotel, acting reasonably, may refuse access of the outside vendor to the Hotel property and/or cancel the Group's event. The Hotel reserves the right to advance approval of specifications, including electrical requirements, for all outside contractors hired. Upon reasonable notice, the Hotel will cooperate with outside contractors and make those facilities rented available to them to the extent that it does not interfere with use by other guests. Trucks and vans are not permitted to be parked in guest areas. All vehicles may not be left unattended.

## **Pyrotechnics/Prohibited Activities and Substances**

The Group covenants and agrees that the Group is required to obtain written approval from Hotel and Fire Marshall before engaging in any activity or activities on the Hotel property or possessing or bringing any materials or items to the Hotel and the Hotel property which involve or contain, or constitute, directly or indirectly: (i) any form or type of pyrotechnics, fireworks, flares, flames, or other flammable or explosive materials or items, or (ii) any Hazardous Substances. The term "Hazardous Substances" includes, but is not limited to, any and all substances (whether solid, liquid or gas); (i) defined, listed or otherwise classified as pollutants, hazardous wastes, or words of similar meaning or regulatory effect under any present or future Laws, or (ii) that may have a negative impact on human health or the environment, including, but not limited to, petroleum and petroleum products, asbestos and asbestos-containing materials, polychlorinated biphenyls, lead, radon, radioactive materials, flammable substances and explosives. The term "Laws" includes, without limitation, all stated and federal environmental laws and regulations, the Homeland Security Act, the Safe Explosive Act, and any other past, present and future federal, state and local laws, statutes, ordinances, rules, regulations and the like, as well as common law, relating to the protection of

human health or the environment, or relating to Hazardous Substances, or relating to the liability for costs of remediation or prevention of releases of Hazardous Substances, or relating to liability or costs of actual or threatened danger to human health or the environment.

### Services/Supplies

The Hotel provides, at no expense to convention groups, the necessary manpower and specified ordinary meeting room requirements to produce a successful meeting or event. Charges will be assessed for extraordinary additions and/or changes requiring labor/or materials from engineering, housekeeping and set-up, particularly when less than 24 hours notice is given.

### Valet Parking

The current parking fees are as follows: Day Fee: \$9.00, inclusive of tax, per entrance, per vehicle; Nightly Fee: \$18.00, exclusive of tax, per vehicle.

### Food and Beverage Policies

If alcoholic beverages are served on the Hotel's premises (or elsewhere under the provision of the Hotel's liquor license), the Hotel is required to request proper identifications (photo identification of anyone of questionable age) and refuse alcoholic beverage service to any person who fails to present proper identification or who appears to be intoxicated, according to the Hotel's discretion consistent with the applicable state regulations.

All food and beverage prices quoted are subject to a 22% service charge and 6.5% sales tax. Service charge is taxable in Florida.

**Banquet Menus:** Banquet Menus will be forwarded under separate cover. They are meant to be suggestive. The Resort will work with Sponsors in customizing menus. Complete menus for Group sponsored food & beverage functions should be submitted to the Convention Services manager at least 21 days prior to the Function date **(January 23<sup>rd</sup>, 2012).**

### Late Evening/Overnight Set Up

Labor Charges: Assistance to move boxes To/From Ballrooms after 5pm, any day of the week, is as follows: \$32.00 per hour (Four hour minimum) Advanced Arrangements required.

### Meal Function Tear Down

Labor Charges: Assistance to move left over products back into the CAGNY Storage is as follows: \$32.00 per hour (Three Hour Minimum) Advanced Arrangements Required

### Amenity Deliveries

Amenity Assembly assistance is available for hire: \$32.00 per hour (five hour minimum; advance arrangements required).

Room Drop Delivery Fee: \$3 Per Room, Per Night, for up to five (5) items per presenting company. (Additional charges apply for any additional items).

### Billing Information

Please return completed billing information to the accounting department by **Monday, February 6<sup>th</sup>, 2012.**

Attention: **Alina Roibu**, Fax number -561-447-5989 /or [E-MAIL-AROIBU@LUXURYRESORTS.COM](mailto:E-MAIL-AROIBU@LUXURYRESORTS.COM)

### Shipping & Handling

Hotel will accept shipments no earlier than **Monday, February 13<sup>th</sup>, 2012.** Please address all shipments to:

**Attention:** (Guests' Name & Company Name)

CAGNY

**Arriving:** (Your Arrival Date)

c/o Name of your assigned Convention Services Manager

**Boca Raton Resort & Club**

501 East Camino Real

Boca Raton, FL 33432

**VERY IMPORTANT: Indicate on label if shipment needs to be FROZEN or REFRIGERATED**

Shipment handling charges will apply as follows:

Presenting companies shipping in amenities for room deliveries and large quantities of food for meal functions will be charged a storage fee if \$400.00

Hours of Operation: 7 days per week, 7:00am – 5:00pm