

ATTACHMENT F

Questions to Ask Your Event Manager

When making a final decision – we suggest that you touch on the following items with your “sales rep” or event manager so that there are limited last minute surprises.

1. What other groups will be in-house during our dates?
2. What is your service charge rate?
3. What is your sales tax rate?
4. Do you have a business center? Where is it located and is it staffed?
5. Can we bring in our own audio/visual equipment?
6. Do you charge for easels?
7. Is it possible to re-key locks to our meeting space? If so, what is the cost?
8. Where is the closest retail copy center?
9. Do you have any food and beverage surcharges (i.e. charge for a buffet for fewer than a certain number of people)?
10. Can we bring in our own catering?
11. Do you have centerpieces? What kind?
12. Can we arrange a food tasting?
13. Is there a fee for package/box/pallet acceptance?
14. Is there a charge for storing packages? How far in advance can materials be delivered?
15. Where can buses load and unload?
16. What is your parking capacity?
17. Is there a fee to park? And if so, how much?
18. Are there wireless connections in meeting rooms?
19. Are high-speed Internet lines charged at a flat rate per day or per IP address?
20. How many IP addresses can you handle?
21. Is any construction planned during our dates?
22. Who is responsible for lost, stolen or damaged equipment?
23. Can last-minute equipment demands be met? What are the additional costs?