

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[TECHNOLOGY](#)

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# TECHNOLOGY

FLAWLESS

lights  
camera  
action

# TECHNOLOGY

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[TECHNOLOGY](#)



**LCD Meeting Room Projection Package** | 475

LCD Packages Include: HD Projector, Screen for Appropriately Sized Room, Projector Table, Power Strip, Extension Cord, HDMI/VGA Cable

**LCD Meeting Room Support Package** | 300

Support Package Includes: Screen for Appropriately Sized Room, Projector Table, Power Strip, Extension Cord, HDMI/VGA Cable

**6' x 6' Screen Front Projection** | 100

**8' x 8' Screen Front Projection** | 150

**10' x 10' Pull Up Screen Front Projection** | 175

**9' x 12' Fast Fold Front/Rear Projection** | 200

**LCD Projector** | 350

includes av table, cords, and sound

**Laptop – Windows OS** | 195

**Laptop – MAC OS** | 295

**Wireless Laptop Remote** | 100

**60" Flat screen LCD TV** | 350

**VGA or HDMI Splitter** | 100

**25' | 50' | 100' VGA Cable (15 pin)** | 25 | 35 | 50

**25' | 50' | 100' HDMI Cable** | 35 | 45 | 60

**Extension Cord** | 10

**Power Strip** | 10

**120/220 Volt Power Box** | 300

**AV Tech/Hour (3 Hr Min)** | 75

**Flipchart with Post-It Pad** | 45

**Dry Erase Board – 6'** | 50

**Easel** | 10

# TECHNOLOGY

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[TECHNOLOGY](#)



4-Channel Audio Mixer	50
6-Channel Audio Mixer	75
16-Channel Audio Mixer	100
House Sound Patch	50
Microphone – Wired	45
Microphone – Wireless Handheld	125
Microphone – Wireless Lavalier	150
Microphone Stand (floor/tabletop)	10
Podium (standing/tabletop)	10

Standard Wireless Internet (Flat Fee, up to 15mbps)	150
Premium Wireless Internet (Flat Fee, up to 100mbps)	250
Prem. Wired Internet (Per Connection, up to 100mbps)	350
Polycom Speaker Phone	150
Local Phone Connection	30
6' Exhibit Booth (no power)	35
6' Exhibit Booth (with power)	55
8' Exhibit Booth (no power)	40
8' Exhibit Booth (with power)	60
Dance Floor – Small (16'x16')	100
Dance Floor – Medium (20'x20')	200
Dance Floor – Large (24'x24')	300
Staging (4'x8' Riser)	25
Pipe And Drape (per foot)	10
Banner Hanging	25
Up Lighting	50

A customary taxable service charge and sales tax will be added to prices.

# TECHNOLOGY

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[TECHNOLOGY](#)

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## HSIA Capability

The Embassy Suites Columbia-Greystone has ample internet bandwidth whether you are giving a presentation or whether you would like to support multiple devices per attendee.

\$40 per connection and goes down to \$15 per connection over 150 people.

Flat rates are available

## Hybrid Meeting Package

Present to and audience at the hotel or anywhere in the world

Package Includes:

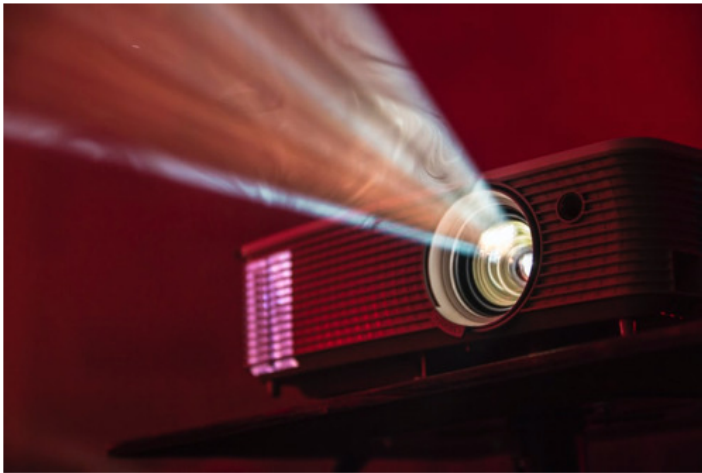
Hi Definition LCD projector

Lavalier Microphones

Increased Bandwidth per internet connection (up to 10 Mbps per connection)

Packages Begin at \$2,500

Video conference capabilities are available and are designed and priced based on your meeting needs





[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[technology](#)

[INFO](#)

---



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# INFORMATION

ENJOY

Q&A

FAQ

Policies

# INFORMATION

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[technology](#)

[INFO](#)

---

\*Hotel will only prepare meals for 3% over guaranteed guest count

\*For general sessions and meetings, Hotel will not overset by more than 5% of the guaranteed meal counts

\*All menu choices and estimated guest counts are due no later than ten (10) days prior to event. **Final guest and meal count guarantees are due by 12pm, three business days prior to the event.** If final counts are not provided at this time, Hotel will order based on original estimated count.

**\*Hotel can not guarantee meal pricing until forty-five (45) days prior to event.**

\*Multiple entrée choices from the banquet menu are available for groups of fifty guests or more.

For meals with multiple entrée choices, group must provide estimated entrée counts ten (10) days prior to event and final meal and entrée counts three business days prior. Group is responsible for providing identification for guest selection, such as a colored ticket to be placed at their seat. (Suggestions: Red = Beef, Yellow = Chicken, Blue = Fish, Green = Vegetarian). All meals will be charged \$4 extra per person.

\*Special dietary needs (vegan, gluten free, etc.) must be ordered in advance. Group is responsible for providing identification for their guests.

\*With the exception of wedding cakes and certain pre-approved ethnic foods, produced in a licensed professional kitchen, all food and beverages served or consumed must be provided by the Hotel.

\*Buffets for less than 30 people will incur a fee of \$75++ for additional labor.

\*Buffet serve time is 1 hour

\*Children's pricing is available for children ages 4-12:

Chicken Tenders and French Fries or Hamburger and French Fries for \$18++

Children ages 4-12 would receive \$5 off buffet pricing

# INFORMATION

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[technology](#)

[INFO](#)

---

\*All set up and meeting room needs must be communicated to your Sales and Events Services Manager no less than ten (10) days prior to the event. Changes to room setups made within forty-eight hours of the event will be subject to a \$200 change fee.

\*Set up times for meal functions: Tables, chairs and linens will be placed and ready by the setup time contracted. Servers arrive two hours prior to start of function and will begin to set napkins, china, glassware, and silver at this time. Should you require the room to be set fully prior to this, please contact your Sales and Events Services Manager; additional labor fees will apply.

\*The following linen is available at no charge:

Tablecloths and skirting – white or black

Napkins – white or black

Specialty linen may be ordered at an additional cost

\*Hotel can provide basic table stanchions and table numbers on a complimentary basis upon request

\*White glove service is available at an additional \$40++ per server

\*Hotel will provide one complimentary room refresh per meeting. If more are required, a fee may apply.

\*Coat check fees: \$200 up to 300 guests, \$350 over 300 guests

\*FedEx Group and UPS Air/UPS Ground have to be scheduled for pickup by the client wishing to ship. This service IS NOT PROVIDED by the hotel.

\*All personal belongings must be removed at the end of your event. Hotel is not responsible for damage or loss resulting from non-removal of personal belongings.

\*Setup or teardown of any rented linen or decorations will incur a \$250++ labor charge