



CESSE 2008 Annual Meeting

Service Contacts for Sponsors:

Food and Beverage, AV, Décor, Shipping and gift delivery

Marriott Detroit Renaissance Center

NOTE: The Marriott Detroit Renaissance Center will be the site of all meetings and meals exceptions noted on the bottom of page 2.

Ü Marriott Detroit: F&B, Décor/Entertainment/Turn-down gifts:

Christopher Moody, Senior Event Manager
Detroit Marriott at the Renaissance Center
Detroit, MI 48243
Email: christopher.moody@marriott.com
Phone: (313) 568-08297
Fax: (313) 447-2171

Ø Food and Beverage (Sales tax: 6% + Gratuity: 22 %)

Contact: Christopher Moody (same address as above)

Note: *the Marriott has been asked to monitor selection of foods so no two sponsors will have similar meals. The CESSE board of directors would like to suggest that healthier food choices be considered for breaks and meals.*

Ø Decor/Theme for Meals and Refreshment Breaks:

Contact: Christopher Moody (same address as above)

Ø Shipping for Resource Center and/or Event Materials:

Sponsors can ship all items to:

Detroit Marriott at the Renaissance Center
c/o (Guest Name)
CESSE 2008 - Resource Center
Detroit, MI 48243

Note: Recommend to ship via FedEx or UPS.

Acceptance of shipments: the Marriott will accept shipments 10 days prior to the first day of the conference at no charge.

Ø **Audio Visual contact:**

Eric Venhuizen
Event Technology Sales Manager
Detroit Marriott at the Renaissance Center
Detroit, MI 48243
Telephone: (313) 568-8271
Fax: (313) 568-8118
Email: eric.venhuizen@marriott.com

NOTE: *Sponsors of breakfasts and lunches on Wednesday, July 16, Thursday, July 17 and brunch on Friday, July 18th – you will receive one LCD projector and screen for presentation purposes (this only applies if your meal is in the Ambassador Room)*

Ø **Turn-down gifts:**

Four approved in-room sponsors only and one outside the door room drop; **no other sponsor or vendor is approved** to send gifts, notes or packages to CESSE members and/or attendees. Please refer and/or contact (other than approved) any sponsors who indicate they would like to do a room drop/or delivery to contact Colleen Greenen at colleen@cesse.org or 360.954.5237.

Approved sponsors are: Greater Madison Convention & Visitors Bureau, Seattle Convention & Visitors Bureau, Virginia Beach CVB/Norfolk CVB (counts as one – joint sponsor), and Providence Warwick CVB. USAE News paper has permission to place the paper outside guestroom doors the morning of Wednesday, July 16th.

In-Room delivery charge: \$3.00 per room. This is a Union negotiated price and can not be altered.

Ø **Meetings, Meals and Events that are not at the Detroit Marriott at the Renaissance Center:**

Sponsors: If your event is not listed below, your event **will** take place at the Marriott Detroit.

- § Monday, July 15th **Board Dinner** – Private – Opus One**
- § Monday, July 15th **Golf Pairings Party** – Location: HockeyTown*
- § Tuesday, July 15th **Golf Tournament** – Location: Lakes of Taylor Golf Club*
- § Tuesday, July 15th **Opening Reception** – Location: Comerica Park
- § Wednesday, July 16^h **Fun Run/Walk**– Location: Detroit Riverwalk*
- § Wednesday, July 16th **Hyatt Reception** – Location: Detroit Institute of Art
- § Wednesday, July 16th **Marriott Afterglow** – Location: Seldom Blues

** indicates a special invitation to attend is required

* Additional fee to pay for participation