
UNIVERSITY CONTRACT AWARD

DATE ISSUED: July 18, 2023

COMMODITY: Venue, Catering and Lodging (Hartford area)

CONTRACT#: UC-24-KA120922-B

FOR THE UNIVERSITY OF CONNECTICUT- ALL CAMPUSES, UCHC, AND CCPG MEMBERS

Payment Terms: See Below

TERMS OF CONTRACT:

- A. The University of Connecticut will issue purchase orders as required for the purchase of catering and venue requirements. Payment may also be made via a University issued Travel Card. A quote must be issued to the UConn representative referencing the Contract # and reflecting the discount (if applicable).
- B. The term of this contract shall be from July 18, 2023, to June 30, 2026, with options to renew for two (2) additional one (1) year terms upon the agreement of the parties.

1 st Extension	7/1/2026 to 6/30/2027	
2 nd Extension	7/1/2027 to 6/30/2028	Final

NAMES AND ADDRESSES OF AWARDEE:

Capital Region Development Authority CRDA (CT Convention Center)

100 Columbus Blvd

Hartford, CT 06103

Ph 860-728-2609

Contact: Lauren Sullivan

Email: lsullivan@ctconventions.com

Payment Terms: 25% deposit; payment Net 15 from date of final invoice after the event

Cancellation Policy:

More than 90 days in advance 50% of contracted revenue

89 days to 30 days in advance 75% of contracted revenue

Less than 30 days in advance 100% of contracted revenue

Deposits previously paid to the University will be applied towards the charges owed. Additionally, University shall be obligated to pay for any reimbursable expenses incurred by Contractor in connection with the Event.

The parties agree that Contractor will be damaged by any such cancellation, and that the exact amount of such damages would be either impossible or inconvenient to prove, and that the amounts set forth above are a reasonable estimate of the amount of such damages.

University may cancel or terminate in the event of a force majeure circumstance or a recommendation by i) the Governor or ii) the State of Connecticut that affect the University's ability to host the event. Any deposits/payments previously paid to the contractor by University will be returned to University less any reimbursable expenses incurred by Contractor in connection with the Event. The remaining balance will be returned to University within thirty (30) days of written notice cancellation.

Fact Sheet attached

Catering menu attached

Floor Plans attached

Operational Cost Estimate document attached

Additional information/pricing based on awarded proposal response:

	Capital Region Development Authority CRDA D.B.A CT Convention Ctr
Response Notes	
Group 2.3: Venue Facility: General Requirements	
2.3.5 The facility must have the ability to meet any one of the following space configurations:	I understand
2.3.6 Conference and Hollow Square: Appropriate for interactive discussions and note-taking sessions for fewer than 25 guests and equipped with full scale audiovisual capabilities, a white board and a flip chart. Includes additional available space for food service.	I understand
2.3.7 E-shape, U-shape and T-shape: Appropriate for groups of fewer than 40 guests. These are best for interaction with a leader seated at the head of the setup. Full scale audiovisual equipment is set up at the open end of the seating with available white board and a flip chart. Includes additional available space for food service.	I understand
2.3.8 Ovals and rounds: Generally used for meals and sessions involving small and mid-sized group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats ten people comfortably. Full scale audiovisual equipment is set up in the front end of the seating with available white board and a flip chart. Includes additional available space for food service.	I understand
2.3.9 Ballroom/Auditorium/Theater: Appropriate for large sessions and short lectures that do not require extensive note taking. Includes additional available space for food service.	I understand

2.3.10 Breakout Meeting Rooms: A boardroom or theater style set up may be used. This is a setup to use before breaking into discussion or role-playing groups because chairs can be moved. Includes additional available space for food service.	I understand
Group 2.4: Venue Facility: Price/ Fee Structure	
2.4.1 Small Room (Up to 25 guests) - In text provided, indicate the size of room(s) available, their maximum capacity, room cost and which Venue Set-Up Scenarios they can accommodate (See Sections 2.3.6 - 2.3.10)	<p>Meeting Room 11 or 21 - \$600.00 per day, 1,505 GSF, Maximum Capacity for 2.3.6: 48, 2.3.7: 32, 2.3.8: 80, 2.3.9: 142, 2.3.10: 80 Meeting Room 12 or 22 - \$600.00 per day, 1,415 GSF, Maximum Capacity for 2.3.6: 40, 2.3.7: 32, 2.3.8: 80, 2.3.9: 133, 2.3.10: 80 Meeting Room 13 or 23 - \$600.00 per day, 1,325 GSF, Maximum Capacity for 2.3.6: 40, 2.3.7: 32, 2.3.8: 80, 2.3.9: 124, 2.3.10: 64 Meeting Room 14 or 24 - \$650.00 per day, 1,1740 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 100, 2.3.9: 156, 2.3.10: 88 Meeting Room 15 or 25 - \$650.00 per day, 1,805 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 100, 2.3.9: 156, 2.3.10: 110 Meeting Room 16 or 26 - \$650.00 per day, 1,805 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 100, 2.3.9: 156, 2.3.10: 110 Meeting Room 17 or 27 - \$650.00 per day, 1,920 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 110, 2.3.9: 170, 2.3.10: 110 *Rental does not include audio-visual or operational costs that may be associated with the event.</p>

2.4.2 Midsized Room (Between 25 - 75 guests) - In text provided, indicate the size of room(s) available, their maximum capacity, room cost and which Venue Set-Up Scenarios they can accommodate (See Sections 2.3.6 - 2.3.10)

Meeting Room 11 or 21 - \$600.00 per day, 1,505 GSF, Maximum Capacity for 2.3.6: 48, 2.3.7: 32, 2.3.8: 80, 2.3.9: 142, 2.3.10: 80 Meeting Room 12 or 22 - \$600.00 per day, 1,415 GSF, Maximum Capacity for 2.3.6: 40, 2.3.7: 32, 2.3.8: 80, 2.3.9: 133, 2.3.10: 80 Meeting Room 13 or 23 - \$600.00 per day, 1,325 GSF, Maximum Capacity for 2.3.6: 40, 2.3.7: 32, 2.3.8: 80, 2.3.9: 124, 2.3.10: 64 Meeting Room 14 or 24 - \$650.00 per day, 1,740 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 100, 2.3.9: 156, 2.3.10: 88 Meeting Room 15 or 25 - \$650.00 per day, 1,805 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 100, 2.3.9: 156, 2.3.10: 110 Meeting Room 16 or 26 - \$650.00 per day, 1,805 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 100, 2.3.9: 156, 2.3.10: 110 Meeting Room 17 or 27 - \$650.00 per day, 1,920 GSF, Maximum Capacity for 2.3.6: 56, 2.3.7: 36, 2.3.8: 110, 2.3.9: 170, 2.3.10: 110 Meeting Room 11/12 or 21/22 - \$1,200.00 per day, 2,920 GSF, Maximum Capacity for 2.3.6: 72, 2.3.7: 56, 2.3.8: 160, 2.3.9: 275, 2.3.10: 160 Meeting Room 12/13 or 22/23 - \$1,200.00 per day, 2,740 GSF, Maximum Capacity for 2.3.6: 72, 2.3.7: 56, 2.3.8: 160, 2.3.9: 257, 2.3.10: 160 Meeting Room 11/12/13 or 21/22/23 - \$1,800.00 per day, 4,245 GSF, Maximum Capacity for 2.3.6: 104, 2.3.7: 88, 2.3.8: 230, 2.3.9: 440, 2.3.10: 240 Meeting Room 14/15 or 24/25 - \$1,300.00 per day, 3,545 GSF, Maximum Capacity for 2.3.6: 88, 2.3.7: 60, 2.3.8: 200, 2.3.9: 364, 2.3.10: 220 Meeting Room 15/16 or 25/26 - \$1,300.00 per day, 3,610 GSF, Maximum Capacity for 2.3.6: 88, 2.3.7: 68 2.3.8: 200, 2.3.9: 364, 2.3.10: 220 Meeting Room 16/17 or 26/27 - \$1,300.00 per day, 3,725 GSF, Maximum Capacity for 2.3.6: 88, 2.3.7: 68, 2.3.8: 200, 2.3.9: 390 2.3.10: 220 Meeting Room 14/15/16 or 24/25/26 - \$1,950.00 per day, 5,350 GSF, Maximum Capacity for 2.3.6: 112, 2.3.7: 92, 2.3.8: 300, 2.3.9: 572, 2.3.10: 330 Meeting Room 15/16/17 or 25/26/27 - \$1,950.00 per day, 5,530 GSF, Maximum Capacity for 2.3.6: 112, 2.3.7: 92, 2.3.8: 310, 2.3.9: 598, 2.3.10: 352 *Rental does not include audio-visual or operational costs that may be associated with the event.

<p>2.4.3 Large Room (Greater than 75 guests) - In text provided, indicate the size of room(s) available, their maximum capacity, room cost and which Venue Set-Up Scenarios they can accommodate (See Sections 2.3.6 - 2.3.10)</p>	<p>Meeting Room 11/12 or 21/22 - \$1,200.00 per day, 2,920 GSF, Maximum Capacity for 2.3.6: 72, 2.3.7: 56, 2.3.8: 160, 2.3.9: 275, 2.3.10: 160 Meeting Room 12/13 or 22/23 - \$1,200.00 per day, 2,740 GSF, Maximum Capacity for 2.3.6: 72, 2.3.7: 56, 2.3.8: 160, 2.3.9: 257, 2.3.10: 160 Meeting Room 11/12/13 or 21/22/23 - \$1,800.00 per day, 4,245 GSF, Maximum Capacity for 2.3.6: 104, 2.3.7: 88, 2.3.8: 230, 2.3.9: 440, 2.3.10: 240 Meeting Room 14/15 or 24/25 - \$1,300.00 per day, 3,545 GSF, Maximum Capacity for 2.3.6: 88, 2.3.7: 60, 2.3.8: 200, 2.3.9: 364, 2.3.10: 220 Meeting Room 15/16 or 25/26 - \$1,300.00 per day, 3,610 GSF, Maximum Capacity for 2.3.6: 88, 2.3.7: 68 2.3.8: 200, 2.3.9: 364, 2.3.10: 220 Meeting Room 16/17 or 26/27 - \$1,300.00 per day, 3,725 GSF, Maximum Capacity for 2.3.6: 88, 2.3.7: 68, 2.3.8: 200, 2.3.9: 390 2.3.10: 220 Meeting Room 14/15/16 or 24/25/26 - \$1,950.00 per day, 5,350 GSF, Maximum Capacity for 2.3.6: 112, 2.3.7: 92, 2.3.8: 300, 2.3.9: 572, 2.3.10: 330 Meeting Room 15/16/17 or 25/26/27 - \$1,950.00 per day, 5,530 GSF, Maximum Capacity for 2.3.6: 112, 2.3.7: 92, 2.3.8: 310, 2.3.9: 598, 2.3.10: 352 Meeting Room 14/15/16/17 or 24/25/26/27 - \$2,600.00 per day, 7,270 GSF, Maximum Capacity for 2.3.6: 144, 2.3.7: 124, 2.3.8: 410, 2.3.9: 780, 2.3.10: 484 Ballroom A or C - \$4,500.00 per day, 11,695 GSF, Maximum Capacity for 2.3.8: 480, 2.3.9: 793, 2.3.10: 504 Ballroom B - \$6,500.00 per day, 16,610 GSF, Maximum Capacity for 2.3.8: 810, 2.3.9: 1,320, 2.3.10: 800 Ballroom B/C or A/B - \$11,000.00 per day, 28,304 GSF, Maximum Capacity for 2.3.8: 1,380, 2.3.9: 2,196, 2.3.10: 1,322 Ballroom A/B/C - \$16,500.00 per day, 40,000 GSF, Maximum Capacity for 2.3.8: 1,860, 2.3.9: 3,276, 2.3.10: 1,728 *Rental does not include audio-visual or operational costs that may be associated with the event.</p>
<p>2.4.5 Bidders shall indicate what they can provide and rates in the following list:</p>	<p>I understand</p>
<p>2.4.6 Audio visual equipment (including projector, screen, sound equipment).</p>	<p>We have an in-house preferred audio-visual provider, Demers AV. Demers AV can provide a custom quote based on the specifications for each event. We are happy to offer a 20% discount on their services. Demers AV is exclusive to house sound and rigging. An outside audio-visual provider can service your event, however the Convention Center is a Union Facility and as such, labor charges may be associated.</p>
<p>2.4.7 Technical Support Staff</p>	<p>Included in pricing.</p>

2.4.8 Set-up (including podiums, flip charts and white board).	Services Included with Rental The Connecticut Convention Center offers many benefits and features which you will find convenient and helpful during your event. -Each event is assigned an Event Manager who will see to every detail of planning your event - Registration Space -110 volt/15 amp electrical service from wall receptacles permanently located inside room (not to be used for exhibits) -One standard room set (theater, classroom, conference, hollow-square, banquet, u-shape); also includes (1) 6' skirted table with (2) chairs, (1) 6'x8' riser, and (1) podium. -One room refresh per day (straighten seating, empty trash cans, light sweeping, clear trash from tables) -House lighting, heating or air conditioning during show hours (maintenance levels during move in/out)
2.4.9 Wireless Guest Sign-In	Complimentary wireless guest sign-in with exclusive use of in-house audio visual provider, Demers AV.
2.4.10 Signage for Event	Up to four (4) complimentary signs per event.
2.4.11 Parking and Security	As far as parking, we have 2,600 onsite parking spaces under the Center and attached 8 floor garage. We are happy to offer discounted parking rates to our clients. There are two options when it comes to the cost of parking: 1. Parking Vouchers – If you would like to cover the cost of parking for your attendees, we can coordinate with the parking garage management company (ProPark) to provide vouchers, which will be billed to you. Please note, you will only be billed for the vouchers used. All unused vouchers need to be returned to ensure you are not charged for any that are not used. 2. Discount Coupons – If you would like attendees to pay for their own parking, then we would provide discount coupons. The daily rate for both options are as follows: Up to 5 hours: \$7.00 per vehicle 5-10 hours: \$11.00 per vehicle Over 10 hours: \$13.00 per vehicle
2.4.12 The University will provide a final headcount for an event five (5) days prior to the scheduled event date.	Agree.
2.4.13 Please provide your hours of operation.	24 hours.
Group 2.5: Catering: General Requirements for On-Site and Off-Site Catering needs	
2.5.1 Awarded Caterer(s) must submit sample catering menus and discounted pricing.	I understand

2.5.2 Alcoholic beverages, although required for some events, cannot be directly purchased by the University. The caterer(s) will be advised by the UConn representative if a separate invoice will be required for the alcohol portion of the event. If the caterer(s) is licensed to provide alcohol, they must submit a copy of their liquor license and proof of liquor liability insurance.	I understand
2.5.3 Specifications and responsibilities will be determined by the University representative upon the need. A Statement of Work ("SOW") inclusive of all pertinent information such as approximate number of guests, type of event (buffet, boxed lunch, etc.) will be detailed, rentals of linens, tables, chairs, etc., special dietary requirements, arrival time, set-up time, clean up, service staff, etc. will be provided to the University representative.	I understand
2.5.4 The Statement of Work provided must be inclusive of all costs (transportation, set-up and clean-up for the event, wages, salaries, training, fringe benefits, the cost of food and beverages, supplies, replacement of supplies, etc.).	I understand
2.5.5 A purchase order may be issued to the contracted Caterer(s) for an individual event or a blanket purchase order for services performed during an extended amount of time. A University issued Travel Card may be used for payment as well.	I understand
2.5.6 If applicable, the Caterer(s) shall provide installation of all equipment in compliance with any and all state and local building, electrical and plumbing codes.	I understand
2.5.7 If applicable, the Caterer(s) will occupy, supply and maintain an otherwise equipped kitchen area to prepare food. Space in the University facility will be provided for set-up and plating at no cost to the Caterer for on-site events.	I understand
2.5.8 On-Site only: Caterers must comply with the University's Exclusive Pouring Rights Contract with Coca-Cola. Only Coke products can be served.	I understand

2.5.9 The Caterer/ facility shall prepare and serve food in a professional manner in accordance with health and safety standards of the University's Environmental Health and Safety Department and the State of Connecticut Department of Health, and all other applicable statutes, rules and regulations. Please visit: http://www.ehs.uconn.edu/Biological/biofoodsvcpol.pdf for all guidelines for compliance with UConn's Environmental Health and Safety Office.	I understand
2.5.11 The University will provide a final headcount for an event five (5) days prior to the scheduled event date.	I understand
2.5.12 Please explain how your firm supports the local/regional food providers.	Our menus include products from local farms throughout the state.
2.5.13 Please provide your hours of operation.	24 Hours.
Group 2.6: Menu Requirements for Venue Facility and On-Site Caterer	
2.6.1 Facility/Caterer will provide quality meals and refreshments as determined by the requesting UConn representative dependent upon the event or need.	I understand
2.6.2 Food offerings should include a varied menu with a wide array of healthy options and locally sourced ingredients.	I understand
2.6.3 The menu should change seasonally to provide the best ingredients for local foods.	I understand
Group 2.7: Catering: Price/ Fee Structure - Morning Breaks and Continentals	
2.7.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	I understand
2.7.2 Morning Breaks and Continental Packages are designed to be buffet style with standard delivery service (set ups and returns for cleaning) for up to two hours on single use service ware.	I understand
2.7.3 Continental breakfast (Up to 25 guests) - Assortment of danish and mini muffins, orange juice and iced water, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.	\$18.30 per person
2.7.4 Healthy Fix Continental (Up to 25 guests) - Seasonal fresh fruit salad, granola bars (assorted), individual assorted yogurts, orange juice, iced water, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.	\$25.93 per person

2.7.5 Husky Continental (Up to 25 guests) - Seasonal fresh fruit salad, orange juice and iced water, muffin assortment, mini muffin assortment, cinnamon coffee cake, tea bread assortment, scones assortment, mini plain bagels with regular and light cream cheese, butter, margarine and preserves, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.	\$23.18 per person
2.7.6 Continental a La Carte (Up to 50 guests) - Seasonal fresh fruit salad, seasonal fresh cut fruit platter, assorted individual yogurt, yogurt bar bowls of plain and sweetened vanilla yogurt accompanied by granola, raisins and local honey, assorted granola bars, and substitute bottled juices (Orange, apple and cranberry juice).	Seasonal Fresh Fruit Salad - \$8.54 per person Seasonal Fresh Cut Fruit Platter - \$8.54 per person Assorted Individual Yogurt - \$3.97 per person Yogurt Bar Bowls of Plain and Sweetened Vanilla Yogurt Accompanied by Granola, Raisins, and Local Honey - \$9.76 per person Assorted Granola Bars - \$4.07 per person Bottled Juices - \$5.49 per person
2.7.7 Please advise in regard to gluten free, vegan, and other dietary offerings. If caterer can provide these options, the University will notify caterer of dietary restrictions when the University provides the confirmation of attendees five (5) days in advance of the event.	Additional costs will be incurred for onsite day of special requests.
Group 2.8: Catering: Price/ Fee Structure - Breakfast Buffets	
2.8.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	I understand
2.8.2 Breakfast Sandwich Buffet (Up to 25 guests) - Croissant egg sandwich with cheese, choice of ham or bacon, O'Brien potatoes (V, GF), ketchup, seasonal fresh fruit salad, orange juice, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.	\$29.28 per person
2.8.3 Traditional Breakfast (Up to 25 guests) - Assorted mini scones and mini croissants with butter, margarine, and preserves, seasonal fresh fruit salad, scrambled eggs with fresh herbs (V, GF), choice of crispy bacon or sausage links, O'Brien potatoes (V, GF), ketchup, orange juice, iced water, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.	\$34.16 per person

<p>2.8.4 Quiche or Frittata Buffet (Up to 50 guests) - Seasonal fresh fruit salad, choice of crispy bacon or sausage links, O'Brien potatoes (V, GF). ketchup; Select Two:</p> <p>Traditional Quiche Lorraine; Spinach, Roasted Red Pepper & Feta Quiche (V, GF); Broccoli & Mushroom with Cheese Quiche (V, GF); Zucchini, Diced Tomato & Fresh Basil Frittata (V, GF); Sausage, Red Pepper & Mushroom Frittata (GF); orange juice, iced water, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.</p>	\$43.92 per person
Group 2.9: Catering: Price/ Fee Structure - Brunch Buffets	
2.9.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	I understand
2.9.2 Brunch includes orange juice, lemonade, sweetened iced tea, locally roasted Omar coffee, decaffeinated coffee and hot water with assorted tea packets and local honey.	I understand
2.9.3 Breakfast Pastry & Breads (Up to 50 guests) - Select Three: Danish assortment, mini muffins assortment, cinnamon coffee cake, tea bread assortment, mini scones, mini croissants with butter, margarine and preserves, artisan rolls with butter and margarine, biscuits with butter and margarine, focaccia, mini plain bagels with regular and light cream cheese, butter, margarine and preserves.	\$46.36 per person for the entire brunch buffet package
2.9.4 Salads & Sides (Up to 25 guests) - Select Three: Seasonal fresh fruit salad, traditional Caesar salad, mixed green salad with croutons, Italian and ranch dressings (V, GF), grape tomato, fresh mozzarella, and fresh basil with balsamic vinaigrette (V, GF), crispy bacon and sausage links, O'Brien potatoes (V, GF), ketchup and scalloped potatoes (V).	\$46.36 per person for the entire brunch buffet package

2.9.5 Entrees (Up to 50 guests) - Select Three: Scrambled eggs (V, GF), Traditional quiche Lorraine, zucchini, diced tomato and fresh basil frittata (V, GF), jumbo waffles or French toast with mixed berries and warm maple syrup, penne pasta sautéed with sun-dried tomatoes, spinach, garlic and extra virgin olive oil (V, GF) (Parmesan cheese, crushed pepper), stuffed shells with marinara or Florentine sauce (V) (parmesan cheese, crushed pepper), chicken broccoli and ziti in a garlic cream sauce, chicken cacciatore (GF), lemon pepper chicken (GF), sausage, peppers, and onions (GF), and Florentine stuffed sole.	\$46.36 per person for the entire brunch buffet package
2.10.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	I understand
2.10.2 Pricing includes Chef/Servers	I understand
2.10.3 Omelet Station (Up to 50 guests) - Uniformed chefs will prepare omelets to order. Fillings include: Bacon, ham, assorted cheeses, peppers, onions mushrooms, tomatoes and broccoli.	\$17.08 per person + \$125.00 per hour fee for Chef Attendant
2.10.4 Chef Carved Pit Ham (GF) (Up to 50 guests) - Uniformed chefs will carve to order your glazed ham accompanied by honey dijon & horseradish mustard with petit rolls.	\$15.86 per person + \$125.00 per hour fee for Chef Attendant
2.10.5 Chef Carved Turkey (GF) (Up to 50 guests) - Uniformed chefs will carve to order roasted turkey accompanied by cranberry orange relish, cranberry aioli and honey dijon and horseradish mustard with petit rolls.	\$10.98 per person + \$125.00 per hour fee for Chef Attendant
2.10.6 Chef Carved Beef Sirloin (GF) (Up to 50 guests) - Uniformed chefs will carve to order beef sirloin accompanied by horseradish aioli and horseradish mustard with petit rolls.	\$23.18 per person + \$125.00 per hour fee for Chef Attendant
2.10.7 Belgian Waffle Station (Up to 50 guests) - Uniformed chefs will prepare Belgian waffles-to-order, toppings accompanied by mixed berries, whipped cream and warm local maple syrup.	\$15.25 per person + \$125.00 per hour fee for Chef Attendant
2.10.8 Frittatas (GF) (Up to 50 guests) - Potato, Caramelized Onion & Gruyere (V, GF), Zucchini, Diced Tomato & Fresh Basil (V, GF), Sausage, Red Pepper & Mushroom (GF).	\$15.86 per person

2.10.9 Quiche (Up to 50 guests) - Traditional Lorraine, Spinach, Roasted Red Pepper & Feta (V), Broccoli & Mushroom with Cheese (V).	\$15.86 per person
2.10.10 Yogurt Bar (V, GF) (Up to 50 guests) - Bowls of plain and sweetened vanilla yogurt accompanied by granola, raisins and local honey.	\$9.76 per person
2.10.11 Cereal (Up to 50 guests) - Assorted Individual Cold Cereals Served with Low-fat & Nonfat Milk.	\$4.27 per person
2.10.12 Fruit Skewers (Up to 50 guests) - Assortment of Seasonal Fresh Fruit on a six-inch skewer.	\$9.76 per person
Group 2.11: Catering: Price/ Fee Structure - Sandwiches	
2.11.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	[I understand]
2.11.2 Pricing includes delivery service.	I understand
2.11.3 Classic Boxed Lunch (Up to 50 guests) - Hard (Kaiser) roll sandwich with original kettle chips, apple, large chocolate chip cookie. Condiments, Coke, Diet Coke, Sprite and UConn Natural Spring Water; with assortment of: Turkey, American cheese, lettuce and tomato, roast beef, Swiss cheese, lettuce and tomato, ham, Swiss cheese, lettuce and tomato, albacore tuna salad, lettuce and tomato, vegetarian with lettuce, tomato, alfalfa sprouts, cucumber, shredded carrot, red pepper, hummus, Swiss and American cheese (V).	\$42.70 per person *Please note the Connecticut Convention Center is exclusive to Pepsi and all Pepsi products
2.11.4 Wrapped Boxed Lunch (Up to 50 guests) - Wrap sandwich with original kettle chips, apple, large chocolate chip cookie. Condiments, Coke, Diet Coke, Sprite and UConn Natural Spring Water; with assortment of: Turkey with tarragon mayonnaise, roast beef with horseradish mayonnaise, ham with honey dijon mustard, albacore tuna salad, vegetable with hummus (V).	\$42.70 per person *Please note the Connecticut Convention Center is exclusive to Pepsi and all Pepsi products
Group 2.12: Catering: Price/ Fee Structure - Deli Sandwich Buffet	
2.12.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	I understand

2.12.2 Includes single use service ware, serving utensils, linen covered buffet and beverage station of Natural Spring Water, Coke, Diet Coke and Sprite (delivery, set up and return for cleanup).	I understand
2.12.3 Deli Sandwich Buffet (Up to 25 guests) - Roast beef, turkey, ham and albacore tuna salad (GF); American and Swiss cheese (GF), assorted sliced breads white and whole wheat Kaiser rolls, sliced red onion, lettuce, tomato, condiments, pickle spears, individual assortment of kettle chips, cookies and mini brownies, choice of: red bliss potato (V, GF) or pasta salad (V). Or:	\$43.92 per person *Please note the Connecticut Convention Center is exclusive to Pepsi and all Pepsi products
2.12.4 Light Deli Sandwich Buffet (Up to 25 guests) - Albacore tuna (GF), egg (V, GF), seafood and chicken salads (GF), cottage cheese (V, GF), lettuce, tomato, sliced red onions, sliced cucumbers, assorted sliced breads, white and whole wheat pitas, pickle spears, individual assortment of kettle chips, cookies and mini brownies, choice of: whole fresh fruit or pasta salad (V).	\$43.92 per person *Please note the Connecticut Convention Center is exclusive to Pepsi and all Pepsi products
Group 2.13: Catering: Price/ Fee Structure - Dinner	
2.13.1 Please Note: These are standard catering requests however the University is interested in variety and other options. If you cannot complete the pricing requested, please submit your catering menu with a discounted structure offered to the University for consideration.	I understand
2.13.2 Served meals must include standard house linen for the guest tables, china, flatware, glassware, dinner roll and artisan bread assortment with butter and margarine, salad, entrée with chef's pairing of vegetable and starch, house dessert, iced water, coffee, decaffeinated coffee and hot water with assorted tea packets, sweeteners, half & half, lemon wedges, honey and service staff for up to 3 hours.	I understand
2.13.3 Select One Salad (Up to 100 guests) - Traditional Caesar salad, mixed greens salad tossed with vinaigrette and croutons (V), mesclun greens, candied pecans and dried cranberries tossed in balsamic vinaigrette (V, GF).	Included in pricing below.

<p>2.13.4 Select One Entrée (Up to 100 guests) - Poultry: Pan-seared breast of chicken with citrus-olive relish (GF), orange picatta chicken. Beef: Roast sirloin with burgundy wine sauce (GF), teriyaki strip steak (GF). Seafood: Orange soy glazed salmon (GF), baked stuffed sole florentine. Vegetarian: Striped ravioli with sundried tomato pesto (V), boursin cheese & spinach stuffed portabella (V, GF).</p>	<p>Pan-seared breast of chicken with citrus-olive relish (GF) - \$52.46 per person, orange picatta chicken - \$52.46 per person Beef: Roast sirloin with burgundy wine sauce (GF) - \$73.2 per person, teriyaki strip steak (GF) - \$73.2 per person Seafood: Orange soy glazed salmon (GF) - \$53.68 per person, baked stuffed sole florentine - \$57.34 per person Vegetarian: Striped ravioli with sundried tomato pesto (V) - \$51.24 per person, boursin cheese & spinach stuffed portabella (V, GF) - \$51.24 per person</p>
<p>2.13.5 Select One Dessert (Up to 100 guests) - Angel food cake with berries, peachy lemon cake with whipped topping, chocolate mousse cake with chocolate drizzle, New York cheesecake with strawberries.</p>	<p>Included in pricing above.</p>

The State of Connecticut Terms and Conditions located at this link will govern all purchases against this contract. They are located at this link: [Terms-and-Conditions](#)

Purchasing Contact:

Kristin Allen

Category Manager

Email: kristin.allen@uconn.edu

connecticut convention center catering menu



GUIDELINES



CATERING GUIDELINES

PRICING:

Pricing is subject to change and will be confirmed three (3) months prior to your event. All catering quotes are based on per person pricing unless otherwise noted.

DEPOSIT/ATTENDANCE GUARANTEE:

All catered functions require an initial deposit equal to 20% of the contracted food and beverage minimum. In addition, a 45% food and beverage payment on the estimated number of people attending will be required sixty (60) days prior to your event and a 35% food and beverage payment on the estimated number of people attending will be required thirty (30) days prior to your event. The remaining balance is required three (3) business days prior to the day of the event.

In order for us to provide you with the highest quality service, we require a final attendance guarantee no less than five (5) business days prior to your event. Your event will be billed based on this final attendance guarantee or the actual number of guests served, whichever is greater. Consumption and remaining expenses are to be paid immediately upon the conclusion of your event.

MEETING ROOM DINING POLICY:

The room must initially be set with round tables of 10. All attendees must vacate the room and allow our staff to re-set for the meal function (please anticipate a turnaround time of at least 90 minutes to reset any of the Center's meeting space. The amount of time required will be determined solely by the Catering Department, based on the level of service needed for each event). Following the meal, our staff must have ample time to clean the room prior the meeting's commencement. Modifying the above guidelines will result in additional labor charges as determined by the Catering Department.

The Center's pricing and service levels are based on rounds of 10.

TAX AND SERVICE CHARGES:

All catered functions will have a 22% service charge and 7.35% sales tax added to the total bill.

TAX EXEMPTION:

Per the State of Connecticut, all qualifying organizations are required to provide valid tax exemption certificates/documents to the Connecticut Convention Center. Please refer to the Connecticut Department of Revenue website for further information on tax exemption eligibility and requirements: www.ctgov/drs.

MENU GUIDELINES

As part of our commitment to your event and its success, we have designed the following menu guidelines to assist you in the event planning process. Our Catering Professionals will be glad to assist you in selecting the appropriate menu items and arrangements to ensure a successful function. Banquet menus, room arrangements, floor plans (which must be approved by the Catering Department) and other details pertaining to your event should be submitted to the Catering Department a minimum of 30 days prior to your arrival date.

GUARANTEED MINIMUMS:

All items ordered must serve the minimum guaranteed number of guests. In order to protect the service and quality of your event, we do not accept orders for items that serve less than your total guaranteed minimum in attendance.

CATERING FEES:

To ensure food quality, breaks, stations and buffet pricing is based on 90 minutes. Additional charges may be incurred for extending hours of service.

SPLIT MENU FOR PLATED LUNCHEON OR DINNER:

All plated meals have a minimum requirement of 50 guests. A split option of two Entrées is available for groups with a minimum of 50 guests. A split option of three Entrées is available for groups with a minimum of 200 guests.

SUPPLEMENTAL STAFFING:

Breakfast and Lunch service are based on 4-5 hours: 2-hour set up, 1.5-hour service period and 1-hour clean up. Dinner service is based on 5-hours inclusive of 2-hour service period. Reception service is based on 4-hours inclusive of 2-hour service period. Unless indicated otherwise, charges for the staffing of your function are included in our menu prices. For plated Breakfast, Lunch and Dinners this allocation is based upon 1 to 25 staff to guest ratio on tables of 10 guests. For buffets, allocated staffing levels are based upon 1 to 35 staff to guest ratio. A bartender is required on all host and cash bars. As a general rule, we recommend one bartender per 100 guests. There is a 4-hour minimum for each bartender at a cost of \$150.00 per bartender. Additional wait staff is available at \$27.00 per hour with a 4-hour minimum.

MEAL TICKETS:

Meal tickets are required for all buffets and menus serving 2 or 3 Entrée options. Meal tickets are exclusively provided by the Center.

Notice: Thoroughly cooking meats, poultry, shellfish, or eggs reduces the risk of foodborne illness, especially if one has certain medical conditions.



BREAKS

| anytime breaks

minimum 25 guests

delightfully chocolate 20

chocolate fudge brownies, chocolate chip cookies, chocolate covered strawberries, assorted chocolate candy bars, chocolate truffles

assorted bottled soft drinks and bottled water

healthy calorie counter 15.25

sliced fresh seasonal fruit and berries, assorted yogurts, granola bars, protein bars

assorted bottled juice and bottled water

going nuts with granola 16.50

make your own granola

toasted coconut, toasted almonds, toasted walnuts, sunflower seeds, flax seeds, dried cranberries, chocolate chips and golden raisins

assorted bottled juice and bottled water

theater 17

freshly popped popcorn served in a traditional popcorn machine

jumbo soft pretzels, individually packed chips & pretzels, assorted candy bars

assorted bottled soft drinks and bottled water

old fashion sweets 16.50

rugalach, cake donuts, whoopie pies and macaroons

cartons of whole milk and chocolate milk

bottled water

mediterranean sampler 18

garlic hummus, white bean, rosemary, and olive oil dip, tabbouleh, and spiced eggplant puree, toasted pita chips, flatbread, baby carrots

assorted bottled soft drinks and bottled water





BREAKS

| all day breaks

minimum 25 guests

connecticut daily 29.50/*30

morning

chilled orange and cranberry juices
sliced fresh seasonal fruit and berries
muffins and chef selection of pastries
breakfast breads and croissants
butter and preserves
freshly brewed coffee, decaffeinated coffee and fine quality teas

mid-morning

freshly brewed coffee, decaffeinated coffee and fine quality teas

afternoon

sliced fresh seasonal fruits and berries
assorted jumbo cookies, fudge brownies & blondies
freshly brewed coffee, decaffeinated coffee and fine quality teas,
assorted bottled soft drinks and bottled water

adriaen's landing 26/*26.50

morning

chilled orange and cranberry juices
muffins and chef selection of pastries
butter and preserves
freshly brewed coffee, decaffeinated coffee and fine quality teas

mid-morning

freshly brewed coffee, decaffeinated coffee and fine quality teas

afternoon

assorted jumbo cookies & fudge brownies
freshly brewed coffee, decaffeinated coffee and fine quality teas,
assorted bottled soft drinks and bottled water

* To go cups available at additional cost





BREAKFAST

| plated

minimum 25 guests

All plated breakfasts include: chilled orange juice, baskets of our pastry chef's breakfast specialties, freshly brewed coffee, decaffeinated coffee and fine quality teas.

charter oak market price

farm fresh scrambled eggs atop rosti potatoes
served with filet mignon and sweet bell pepper brochette

the sanderson 22

maximum 100 guests
farm fresh scrambled eggs with monterey jack cheese, onions, and peppers wrapped in a flour tortilla topped with salsa
served with breakfast potatoes and mild chorizo sausage

capitol hill 19.50

vanilla bean cinnamon french toast and warmed vermont maple syrup
smoked canadian bacon

traditional eggs benedict 28

maximum 100 guests
farm fresh poached egg
canadian bacon and english muffin
finished with hollandaise sauce
served with breakfast potatoes

healthy hartford 23

scrambled egg beaters
egg beater cinnamon french toast and warmed maple syrup
turkey sausage or turkey bacon

wadsworth 21

farm fresh scrambled eggs
gf sliced potatoes with peppers and onions
choice of hickory smoked bacon, country sausage or ham

plated breakfast enhancement

seasonal fruit martini 6 (each)





BREAKFAST

| buffet

minimum 100 guests

columbus boulevard buffet 34

chilled orange and cranberry juices

sliced fresh seasonal fruits and berries

granola and assorted fruit flavored yogurts

individual cereals with whole milk, skim milk, granola, and bananas
with gf options

new york style assorted bagels with cream cheese, low fat cream cheese,
vegetable cream cheese, butter & preserves

display of smoked salmon to include: sliced beefsteak tomatoes, bermuda
onions, capers and lemons

farm fresh scrambled eggs gf

hickory smoked bacon gf

country sausage gf

slices potatoes with peppers and onions gf

vanilla bean cinnamon french toast with warm vermont maple syrup

assorted breads for toasting

pastry chef's selection of muffins and pastries

freshly brewed coffee, decaffeinated coffee and fine quality teas





BREAKFAST

| buffet & enhancements

minimum 50 guests

The specialty selections listed can accompany any of our breakfast buffets. Additional selections can be individually created for your event and priced accordingly. Please inquire with your catering professional for detailed assistance.

the bushnell 30

chilled orange and cranberry juices

sliced fresh seasonal fruits and berries

pastry chef's selection of muffins and pastries

butter and preserves

assorted fruit flavored yogurts

individual cereals with whole milk, skim milk, granola and bananas with gf options

farm fresh scrambled eggs gf

hickory smoked bacon gf

country sausage gf

sliced potatoes with peppers and onions gf

freshly brewed coffee, decaffeinated coffee and fine quality teas

buffet enhancements

old fashion oatmeal 6.50 (per person)

accompanied by cinnamon, dried cranberries, golden raisins
toasted almonds and brown sugar

carved herbed rack of lamb market price* (per person)

deluxe omelet station 14* (per person)

mimosa fountain 8 (per person)

turkey bacon 9 (per person)

turkey sausage 9 (per person)

* requires an additional charge per uniformed chef attendant.
the food & beverage department is solely responsible for determining the number of attendants required.





BREAKFAST

| continental breakfast

minimum 25 guests

mark twain 19/*19.50

chilled orange and cranberry juices

sliced fresh seasonal fruits and berries

new york style bagels, cream cheese, low fat cream cheese, butter and preserves
smoked salmon spread and vegetable scallion spread

pastry chef's display of muffins and pastries

freshly brewed coffee, decaffeinated coffee and fine quality teas

riverfront 15/*15.50

chilled orange and cranberry juices

pastry chef's specialties muffins and pastries

freshly brewed coffee, decaffeinated coffee and fine quality teas

harriet beecher stowe 17.50/*18

chilled orange and cranberry juices

sliced fresh seasonal fruits and berries

pastry chef's specialties muffins and pastries
butter and preserves

freshly brewed coffee, decaffeinated coffee and fine quality teas

continental breakfast enhancements

fresh fruit kabobs 8 each

minimum order 100/ maximum order 500

assorted quiche bites 38 per dozen

minimum order 3 dozen

premium juice experience 48 per gallon

mango juice, pomegranate juice & carrot juice
minimum order 3 gallons of each

*to go cups available at additional cost



FUN ENHANCEMENTS

*please note all coffee and/or juice orders have a minimum requirement of 3 gallons each per every 90 minutes

- *freshly brewed coffee, decaffeinated coffee and fine quality teas 48 (per gallon)
- freshly brewed coffee, decaffeinated coffee and fine quality teas 6 (per person)
- minimum 10 people / 2 hour service time / must be ordered for full guarantee
- *iced tea, fruit punch or lemonade 27 (per gallon)
- bottled soft drinks 3.50 (each)
- energy drinks 5 (each)
- mango or strawberry banana fruit smoothies 6.50 (each) minimum order 25
- new york style bagels and cream cheese 42 (per dozen)
- assorted muffins 38 (per dozen)
- dannon fruit flavored yogurt 3.25 (each)
- fresh fruit kabobs 8 (each) minimum 100/maximum 500
- lemon bars 34 (per dozen)
- breakfast sandwiches 7 (each) minimum 6 doz/ maximum 40 doz
- individual cereals with bananas 3.50 (each)
- individual bags of chips, pretzels, popcorn, trail mix, cracker jack 2.50 (each)
- miniature petite fours 30 (per dozen)
- jumbo soft pretzels 60.00 (per dozen)
- cinnamon sugar pretzel bites 5 (per person) minimum order 25
- special k protein bars 44 (per dozen)
- assorted ice cream novelties 36 (per dozen) minimum 10 dozen
- *orange, tomato, grapefruit or cranberry juice 32 (per gallon)
- assorted bottled juices 4.50 (each)
- bottled spring water 3.50 (each)
- milk or chocolate milk cartons 2.50 (each)
- assorted pastries 40 (per dozen)
- croissants 40 (per dozen)
- strawberry shortcake parfait 8 (each) minimum 3 dozen/ maximum 40 dozen
- whole seasonal fruit 2.50 (per piece)
- jumbo chocolate chip or oatmeal raisin cookies 32 (per dozen)
- fudge brownies or blondies 36 (per dozen)
- assorted miniature italian pastries 40 (per dozen)
- mini cupcakes 44 (per dozen) minimum 3 dozen
- candy bars 38 (per dozen)
- granola bars 40 (per dozen)
- gourmet nut mix 36 (per lb) minimum 5 lb
- haagen-dazs ice cream bars 60 (per dozen) minimum 10 dozen





LUNCHEON

| plated luncheon

minimum 50 guests

Plated lunch to include one salad selection, one entrée selection complemented with chef's choice, seasonal vegetable and starch, and one dessert selection. Lunch service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional for pricing. Soup available at additional cost.

Choice of two entrées with minimum of 50 guests

Choice of three entrées with minimum of 200 guests

salads

balsamic house salad available gf

baby greens with roma tomatoes, bermuda onions, cucumbers, rustic croutons & balsamic vinaigrette

parmesan house salad

crisp romaine and radicchio with roasted tomatoes, parmesan croutons & pecorino parmesan peppercorn dressing

entrées

shrimp scampi 36 gf

jumbo gulf shrimp simmered with garlic, basil and white wine sauce

roasted french chicken breast 34 gf

oven roasted, herbed, semi-boneless chicken breast, cremini mushrooms, tomato and bacon ragout

chicken picatta 30

egg battered boneless chicken breast simmered in pinot grigio, capers and herbs with a lemon beurre blanc

baked codfish 30

butter crumb and roasted tomato crusted codfish with sweet pepper coulis

chicken and shrimp 38

herb marinated chicken breast with rich chicken au jus and sautéed jumbo gulf shrimp with lemon parsley butter

chimichurri marinated grilled chicken breast 34 gf

marinated boneless breast topped with fresh tomato salsa

north atlantic salmon 32 gf

pan roasted fillet of salmon with aged balsamic bermuda onion marmalade and chardonnay butter sauce

parmesan crusted chicken breast 32

with lemon butter

center cut pork loin 31.50 gf

with garlic rosemary au jus

mediterranean grilled vegetable ravioli 28 v

with planet based sausage and pomodoro sauce

seared polenta cake 28 v

with grilled and roasted vegetables layered with vegan mozzarella and herb infused extra virgin olive oil

desserts

new york style cheesecake

tiramisu with cocoa powder and chocolate drizzle

triple layer decadent chocolate cake with raspberry sauce gf



LUNCHEON

| chilled plated luncheon

minimum 25 guests

Plated lunch to include one cold entree selection and one dessert selection. Lunch service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional for pricing. Soup available at additional cost.

Choice of two entrées with minimum of 50 guests

Choice of three entrées with minimum of 200 guests

cold entrées

asian chicken salad 25

hoisin barbecued chicken atop field greens with snow peas, sweet bell peppers, scallions, baby corn and straw mushrooms, plum vinaigrette and crispy wonton noodles

chicken caesar salad 23.50

prepared the traditional way with grilled basil chicken

shrimp caesar salad 30

with marinated chilled jumbo gulf shrimp

southwestern chicken salad 26.50 gf

cilantro and lime marinated grilled chicken breast with sweet corn, tomato, and black bean relish with a BBQ ranch dressing and crisp tortilla strips

balsamic glazed chicken breast 26.50

garlic & basil grilled chicken, radicchio, romaine and frisee greens, fresh mozzarella and plum tomato bruschetta, pecorino parmesan croutons with balsamic vinaigrette

desserts

new york style cheesecake

tiramisu with cocoa powder and chocolate drizzle

triple layer decadent chocolate cake with raspberry sauce gf



LUNCHEON

| luncheon buffet

minimum 50 guests

Lunch buffet to include fresh baked assorted rolls and butter, chef's selection of seasonal vegetable and appropriate starch, and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied

Price includes choice of two entrées

Additional per person charge applicable for three entrée choices

rising star buffet 38

new england clam chowder or chicken gumbo

garden salad with cucumbers, grape tomatoes, and bermuda onions
balsamic, ranch, and italian dressing

shredded brussels sprout salad gf
with caesar dressing, toasted walnuts and shaved parmesan cheese

mediterranean couscous salad vegan
with diced tomatoes, cucumbers, black olives, oregano and lemon olive oil

farfalle pasta salad vegan

entrées

oven roasted north atlantic salmon gf
with citrus butter sauce and shaved fennel and balsamic drizzle

chicken longwood
egg battered boneless breast of chicken with shiitake mushroom basil cream sauce

blackened block island swordfish gf
with vanilla bean bourbon sauce and sweet pepper confetti

traditional pot roast
with mushroom gravy

penne pasta
with grilled chicken, spinach, roasted peppers, virgin olive oil, basil and toasted garlic

herb broiled nantucket cod
with fire roasted pepper cream sauce and balsamic drizzle

grilled french chicken breast gf
with tomato artichoke ragout

oven roasted basa filet gf
with sautéed kale and tomato olive relish

dessert

pastry chef's selection of assorted cakes and tortes



LUNCHEON

| deli buffet

minimum 50 guests

Deli buffet to include selection of assorted breads, freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied.

front street deli 33.50

soup du jour

mixed field greens

with carrot, onion and tomato
served with italian, parmesan peppercorn and apple cider vinaigrette

red bliss potato salad with chives

confetti cole slaw

hummus gf

marinated mushrooms

balsamic fusilli pasta primavera salad

albacore tuna salad gf

sliced deli meats to include all natural oven roasted turkey (gf)

imported ham (gf) and rare roast beef (gf)

swiss, american, pepper jack and provolone cheeses

beefsteak tomatoes, lettuce and pickles

mustard and mayonnaise

dessert

pastry chef's jumbo cookies, fudge brownies and blondies

enhancements

grilled vegetable wraps 45 (per dozen minimum 5 dozen)





RECEPTION

| displays

Pricing based on 100 servings per display

antipasto display 950

assortment of italian salamis, cured meats and cheeses, marinated mozzarella cheese, grilled vegetables, olives, artichokes, sliced italian and flavored foccacia breads

bruschetta display 700

imported plum tomatoes with garlic, virgin olive oil and basil
creamy spinach artichoke dip
eggplant caponata, olive tapenade
garlic rubbed crostini and pita chips

mediterranean sampler 750

garlic hummus,
white bean, rosemary and olive oil dip
tabbouleh with spiced eggplant puree
toasted pita chips, flatbread and baby carrots

sushi display market price

spicy tuna maki, salmon maki, california rolls and assorted sashimi
soy sauce and pickled ginger

asian noodle display 900

soba noodles with crispy duck and hoisin
rice noodles with crisp vegetables and spicy orange sauce
ginger seared ahi tuna with lo mein noodles and scallions

seasonal vegetable display 450

with honey dijon, gorgonzola and onion dips

grilled vegetable display 550

selection of balsamic marinated grilled vegetables

international cheese display 800

a selection of imported and domestic cheeses with gourmet cracker assortment and sliced french bread

fruit display 450

seasonal sliced fresh fruits and berries with strawberry dip

build your own raw bar display

Seafood displays are presented on ice with lemon, zesty cocktail sauce and a cilantro remoulade. All chilled seafood prices are based on 100 pieces.

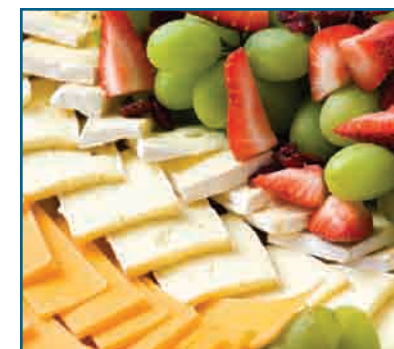
local blue point oysters on the 1/2 shell 400

littleneck clams on the 1/2 shell 400

chilled jumbo gulf shrimp 600

chilled alaskan snow crab claws market price

chilled lobster tail market price





RECEPTION

| carving station

All selections require a uniformed chef attendant. Additional fee applied

The food and beverage department is solely responsible for determining the number of attendants required.

roasted tenderloin of beef 350

(serves 15-20)

creamy horseradish, whole grain mustard, scallion aioli, mini rolls

montreal spiced prime rib of beef 400

(serves 30)

au jus, whole grain mustard, creamy horseradish, mini rolls

top round of beef 250

(serves 25-30)

au jus, whole grain mustard, creamy horseradish, mini rolls

oven roasted turkey breast 200

(serves 30)

mayonnaise, honey mustard, cranberry relish, mini rolls

potato crusted salmon side of fillet 175

(serves 10-15)

served with dill mayonnaise, mini rolls

pork loin 200

(serves 20-25 people)

rosemary and sage rubbed pork rib-eye with natural juices, mini rolls

london broil 225

(serves 15)

served with A-1 sauce, mayonnaise and beef au jus, mini rolls





RECEPTION

| cold & hot hors d'oeuvres

minimum required order 50 pieces per selection

cold hors d'oeuvres

smoked salmon on potato cake 3.5
with chive creme fraiche

mozzarella skewer 3.5
fresh mozzarella with artichoke, sundried tomato with basil
and virgin olive oil

lime marinated shrimp 3.5
on crisp flour tortilla with tomato and cilantro

oven roasted grape tomatoes 3.50
with basil cream cheese on banana bread

avocado and vegetable california roll 3.5
with wasabi and pickled ginger

ahi tuna wonton crisp 4
with chile aioli and green onions

beef carpaccio black bread crostini 3.50
with creamy horseradish

salmon lomi lomi 3.5
fresh cold water salmon marinated with tomato, cilantro,
hot pepper and lime juice served on a spoon

vegetable crudites in a cup 5.25 v
with hummus

hot hors d'oeuvres

duck beggars purse 3.5
with apricot preserves and brandy

coney island frank 3.50
with sauerkraut, mustard and ketchup

sesame crusted chicken skewer 3.25
with sweet chili mango sauce

braised short rib empanada 4
with manchego cheese and siracha aioli

crispy crab rangoon 3
with scallions and duck sauce

vegetable spring roll 3
with duck sauce and hot mustard

beef bourguignon 3.5
served in a puff pastry

maine lobster cobbler 4

lemongrass chicken potsticker 3.5
with ponzu sauce

sea scallops wrapped in smoked bacon 3.5

coconut butterflied fried shrimp 4
with honey ginger sauce

pastrami spring roll 3.5
with spicy mustard

teriyaki glazed beef skewers 3.50

vegetable samosa 3.5
with sweet and sour tamarind dip

shrimp casino 4

fig and goat cheese on focaccia crisp 3.50

mini stuffed potato skins 3.50 gf

grilled baby lamb chop 6
with harissa demi



PLATED DINNER

| appetizers & soups

minimum 50 guests

Three course plated dinner to include one salad selection, one entrée selection complemented with chef's choice seasonal vegetable and starch, and one dessert selection per person. Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées with minimum of 50 guests
Choice of three entrées with minimum of 200 guests

appetizers

shrimp cocktail 15

(additional charge applicable)

jumbo gulf shrimp with jicama lime salad. zesty cocktail sauce and lemon

jumbo lump crab cake market price

(additional charge applicable)

fresh jumbo lump crabmeat seasoned with sweet peppers and chive celeriac salad and saffron cream sauce

fresh mozzarella & beefsteak tomatoes caprese 10

fresh basil, extra virgin olive oil & balsamic reduction

prosciutto di parma and melon 14

seasonal melon wrapped with prosciutto di parma

eggplant rollatine 10

sliced eggplant wrapped around herbed ricotta, mozzarella & parmesan cheeses
baked and served with imported plum tomato sauce

soups

(maximum 200 guests)

lobster bisque 7

(additional charge applicable)

new england clam chowder 6

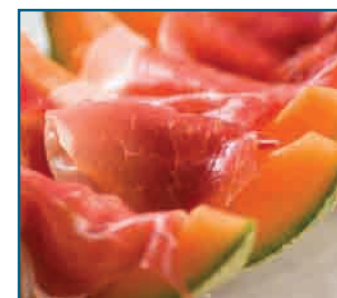
cream of wild mushroom 5

minestrone 5

roasted chicken corn chowder 5

seafood and chicken gumbo 6

three onion soup with sherry 5





PLATED DINNER

| salads

minimum 50 guests

Three course plated dinner to include choice of one salad selection, one entrée selection complemented with chef's choice, seasonal vegetable and starch, and one dessert selection per person. Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées with minimum of 50 guests
Choice of three entrées with minimum of 200 guests

salads

balsamic and apple ^{gf}

baby field greens tossed with gorgonzola cheese, granny smith apples, caramelized walnuts, and balsamic reduction

beet salad

mesclun mixed greens, bermuda onions, sweet beets, crisp phyllo sheets, herbed goat cheese and roasted garlic with red wine vinaigrette

mediterranean salad

mixed greens with roasted tomatoes, black olives, cucumbers, feta cheese and mini toasted pita chips with champagne vinaigrette

wedge salad ^{gf}

crisp iceberg, diced tomatoes, smoked bacon and blue cheese with blue cheese dressing



PLATED DINNER

| entrées

minimum 50 guests

Three course plated dinner to include choice of one a salad selection, one entrée selection complemented with chefs choice, seasonal vegetable and starch, and one dessert selection per person. Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées with minimum of 50 guests
Choice of three entrées with minimum of 200 guests

entrées

chicken scarborough 44 gf

bone-in chicken breast roasted with garlic served with an artichoke, prosciutto, rosemary, sage and thyme ragout

stuffed chicken breast 43 gf

slow roasted with eggplant, prosciutto and muenster cheese with a madeira demi glace

prime rib of pork 48 gf

garlic & rosemary scented roasted rib chop served with a pork au jus

filet & shrimp 74 gf

grilled filet with jumbo gulf shrimp simmered in white wine with lemon, garlic and capers

new york sirloin 60 gf

broiled angus 12 oz. sirloin steak with a brandy peppercorn sauce

boneless breast of chicken 43 gf

baked with fresh mozzarella, basil and stuffed with roasted tomatoes with garlic lemon butter sauce

parmesan crusted chicken breast 42

with white wine butter sauce

spinach, mushroom and feta stuffed chicken 43 gf

with herb cream sauce

roasted prime rib of beef market price gf

slow roasted montreal seasoned certified angus prime rib with natural beef au jus

chilean sea bass market price

oven roasted with soy sauce and ginger lime butter

stuffed shrimp 46

jumbo gulf shrimp, stuffed with maryland lump crab and lemon herb butter sauce

chicken piccata 42

egg battered boneless chicken breast simmered in pinot grigio wine with parsley, and lemon capers

north atlantic salmon 44 gf

broiled fillet with aged balsamic onion marmalade and citrus butter sauce

nantucket cod 42

butter crumb and pesto encrusted cod fillet with sun dried tomato aioli

grilled vegetable risotto 42 v

with fresh herbs and grilled vegan italian sausage



desserts

- individual marble chocolate cheesecake
- individual raspberry swirl cheesecake
- espresso brulee tart
- red berry opera gf
- chocolate dome gf
- rich chocolate saboyon filled with raspberry coulis

PLATED DINNER

| desserts

minimum 50 guests

Three course plated dinner to include choice of one salad selection, one entrée selection complemented with chef's choice, seasonal vegetable and starch, and one dessert selection per person. Dinner service includes bread basket and butter service, freshly brewed coffee, decaffeinated coffee and fine quality teas. To select additional courses, please inquire with your catering professional.

Choice of two entrées with minimum of 50 guests

Choice of three entrées with minimum of 200 guests





DINNER

| dinner buffet

minimum 100 guests

Dinner buffet to include fresh baked assorted rolls and butter, chef's selection of seasonal vegetable and appropriate starch, and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied.

Price includes choice of three entrées

Additional per person charge applicable for four entrée choices.

the waterford 65

salads

mixed garden greens with carrots, onion, apple cider vinaigrette, and parmesan peppercorn dressing

beef steak tomatoes and bermuda onion salad

asparagus and steak salad

cucumber and dill salad

hot entrees

dijonnaise chicken

boneless chicken breast sautéed with dijon mustard and toasted garlic spinach

orecchetti pasta

baked with ricotta, marinara, mozzarella and asiago cheese

honey glazed north atlantic salmon

champagne lemon butter and spaghetti vegetables

pan seared red snapper

with saffron tomato broth, shaved fennel and caramelized vidalia onions

oven roasted, tomato encrusted new england cod

with sautéed broccoli rapini

egg battered breast of chicken

with a shiitake mushroom and basil cream sauce

spinach topped chicken breast

with tomato concasse, red onions, parmesan cheese and garlic butter

desserts

extravagant display of our pastry chef's specialties including miniature italian pastries, petite fours, assorted cakes, and truffles

petite filet mignon

with gorgonzola cheese and roasted peppers in a barolo wine sauce

cheese tortellini

with bacon, peas, and black pepper in a creamy parmesan alfredo sauce

penne pasta

with sweet italian sausage broccoli rabe, fire roasted peppers with garlic and virgin olive oil

spinach and ricotta ravioli

with oven roasted grape tomatoes and pecorino cheese in tomato cream sauce

boneless roasted pork loin

with caramelized shallots and rosemary served with whipped ginger sweet potatoes.



DINNER

| dinner buffet

minimum 100 guests

Dinner buffet to include fresh baked assorted dinner rolls and butter and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied.

Price includes choice of four entrées

Additional per person charge applicable for five entrée choices.

traditional new england clambake market price

new england clam chowder

mixed field greens

with carrot, onion and tomato. choice of ranch, italian or russian dressing

specialty salads

cucumber and dill salad

plum tomato and basil salad

orechetti pasta and shrimp salad

entrées

broiled lobster tails with garlic, butter & herbs

steamed clams with white wine garlic & butter broth

steamed crab claws with drawn butter

barbecued chicken

barbecued st. louis pork ribs

prince edward island mussels with garlic white wine and tomato broth

starch and vegetable

corn on the cob

baked potato with sour cream & bacon bits

dessert

strawberry shortcake

seasonal fruit medley



DINNER

| dinner buffet

minimum 100 guests

Dinner buffet to include fresh baked assorted rolls and butter, chef's selection of seasonal vegetable and appropriate starch, and freshly brewed coffee, decaffeinated coffee and fine quality teas.

Gluten free bread available by request, additional fees applied.

Price includes choice of three entrées

Additional per person charge applicable for four entrée choices.

little italy buffet 63

antipasto display

sliced pepperoni
salami
prosciutto
aurricchio provolone

marinated mozzarella
pepperoncini
grilled artichokes
plum tomato salad

oil cured olives
pesto tortellini salad
extra virgin olive oil and balsamic vinaigrette
sliced italian and flavored foccacia breads

entrées

cacciatore style chicken breast

with peppers, tomatoes, and fresh italian herbs

orecchetti pasta

with grilled chicken, broccoli rabe, and garlic

veal scaloppini

lemon butter

braised beef short rib

with tomato and mushroom ragout

seafood fra diablo

spicy dish of shrimp, scallops, clams and mussels in a rich tomato broth

veal marsala

with cremini mushrooms and tomatoes in a marsala wine sauce

breast of chicken

with potatoes, sweet peppers, sausage and tomatoes

boneless sauteed breast of chicken

topped with ricotta, plum tomato, and mozzarella cheese with a chianti sauce

oven roasted pork loin

with gorgonzola whipped potatoes and a rosemary garlic sauce

desserts

tiramisu

cannolis

assorted italian pastries



DINNER

| buffet enhancements

The specialty selections listed can accompany any of our dinner buffets. Please inquire with your catering professional for detailed assistance.

* Selections require uniformed chef attendant
Additional fee applied

The food and beverage department is solely responsible for determining the number of attendants required.

*mashed potato bar 16

whipped yukon gold potatoes with toppings of smoked bacon, shredded cheddar cheese, broccoli, caramelized onions, sautéed mushrooms, sour cream, chives and gravy

*mac and cheese station 20

traditional creamy three-cheese with elbow macaroni, rontini tossed with pepper jack and penne with vermont sharp white cheddar. toppings to include smoked bacon, sautéed shrimp, broccoli florets, roasted peppers and chives

fajita station 14

grilled chicken and marinated skirt steak, caramelized sweet bell peppers and vidalia onions, warmed tortillas, shredded lettuce, pepper jack cheese, guacamole, sour cream and pico de gallo

*steak flambe 28

beef filet mignon, fresh cracked peppercorn, cremini mushrooms, dijon mustard and brandy cream

*pasta station 18

penne, cheese tortellini, orecchetti and mini ravioli pastas, pomodoro, alfredo and bolognese sauces, broccoli rabe, mushrooms, sundried tomatoes and chopped clams, grated pecorino parmesan and crushed red pepper, sliced italian and flavored foccacia

champagne fountain 8

sparkling champagne or fruit punch with sliced citrus fruit garnishes

sundae bar 14

vanilla, chocolate and strawberry ice creams, caramel, butterscotch and chocolate sauces, strawberries and crushed pineapple toppings, m&m's, crushed oreos, rainbow sprinkles and whipped cream

*bananas foster 14

sliced bananas with banana liqueur, brandy caramel sauce, cherries jubilee flambéed and served with vanilla bean ice cream

viennese station 16

pastry chef's selection of miniature italian and french pastries, mousses, assorted cakes & tortes, chocolate dipped strawberries, cheesecakes, gourmet blondies and brownies

chocolate fountain 15

flowing tiered fountain with imported warmed milk chocolate convection with fresh seasonal fruits and berries, pretzel rods, marshmallow pound cake, and oreo cookies.



BEVERAGE SERVICE

Premium Brands

Tito's Handmade Vodka, Tanqueray Gin, Johnnie Walker Scotch, Bacardi Rum, Marker's Mark Bourbon, Crown Royal Whisky, Patron Tequila

Call Brands

Tito's Handmade Vodka, Beefeater Gin, Dewar's Scotch, Bacardi Rum, Jack Daniels Whisky, Canadian Club Whisky, Cuervo Gold Tequila

open bar

host pays for each guest on a per hour basis

premium brands

first hour – 18 per person / each additional hour – 8 per person

call brands

first hour – 16 per person / each additional hour – 6 per person

beer & wine only

first hour – 14 per person / each additional hour – 5 per person

bar pricing

premium brand cocktails 12

call brand cocktails 10

selection of canyon road house wines 8

imported beer/craft beer 8.50

domestic beer 7.50

cordials 10

martini up charge 3

soft drinks, bottled spring or sparkling waters 3

assorted bottled juices 3.25

bartender fees

bartender fee is based on 4 hour minimum – 150 dollars /per bartender

the food & beverage department is solely responsible for determining the number of bars required

ask your catering professional for a list of our house wines

connecticut wines and micro-brews are also available at additional cost



Expansive, Sophisticated and Thoughtfully Designed

Totalling 540,000 square feet the Connecticut Convention Center combines ample meeting space – including 140,000 square feet of exhibition space, a 40,000 square foot ballroom and 25,000 square feet of flexible meeting space – with visually stunning touches, creating the ideal backdrop for any event. With so much flexibility you'll have the ability to shape the Center to create the “wow” factor your guests will be talking about for weeks to come.

CONVENTION CENTER AT A GLANCE

540,000

SQ. FT. CONVENTION FACILITY

140,000

SQ. FT. OF EXHIBIT SPACE
DIVISIBLE INTO TWO HALLS

40,000

SQ. FT. BALLROOM DIVISIBLE
INTO THREE ROOMS

25,000

SQ. FT. OF PRE-FUNCTION
SPACE



connecticut
convention center



Exhibit Hall

- » 140,000 square feet of exhibit space divisible into two halls
- » Ceiling height of 32'
- » Booth capacity of 793
- » 15,000 square feet of pre-function space
- » Two show management offices directly outside the exhibit hall with 490 square feet of space each and a ceiling height of 11'4"
- » In floor utility boxes every 30 square feet with hookups for water, air, internet and electrical services
- » LED lighting throughout the hall

Ballroom / Meeting Rooms

- » 40,000 square feet of ballroom space divisible into three rooms
- » Ballroom ceiling height of 30'
- » 10,000 square feet of pre-function space
- » 14 breakout rooms totaling 25,000 square feet and a ceiling height of 15'4"
- » Two executive boardrooms with 650 square feet each and accommodating up to 20 guests

Freight Elevators

- » Two freight elevators (one 12,000 lbs. and one 5,000 lbs.) with access to the ballroom level

Truck Access

- » 20 loading docks with two direct drive-in bays (26.4' x 15.4')

Utilities

- » Full range of electrical services
- » Compressed air
- » Potable and unpotable water
- » Direct TV available for purchase throughout the facility

Telecommunications / IT

- » ISDN, T-1 and other special data circuits
- » Temporary LAN/WAN/VPN networks
- » Two work station areas located in the Cityside and Riverside foyers
- » WiFi available throughout the building for purchase

Audio Visual

- » Complete audio visual production capabilities are available through the in-house provider, Demers AV
- » Rigging is exclusive to the facility

Food Services

- » Culinary services provided by the in-house catering team
- » Two concession stands located at the south end of each exhibit hall
- » Seattle's Best kiosk available at The Landing
- » Portable specialty services
- » Starbucks, L Bar and Vivo Seasonal Trattoria located within the interconnected Marriott Hartford Downtown

Business Services

- » The business center is located on the exhibit hall level and provides:
 - > Snacks
 - > Office supplies
 - > Computers
 - > Copies
 - > Sign printing
 - > Shipping

Miscellaneous Services

- » Two ATMs in the building
- » Local information desk located in the lower lobby
- » Free WiFi at The Landing
- » Digital marketing opportunities available

Parking

- » 2,600 parking spaces available on the connected eight-level covered parking garage
- » Parking is available 24-hours a day seven days a week
- » Three adjacent garages with a total of 1,343 additional parking spaces



Contact Us

100 Columbus Boulevard Hartford, CT 06103
Main: (860) 249-6000 | Sales: (860) 728-2639
ctconventions.com

THE CENTER OF IT ALL

All the Simplicity. All in One Complex.

Limitlessly functional and endlessly customizable the Connecticut Convention Center is the largest convention facility between New York City and Boston. Combining ample meeting space with visually stunning touches, the Center is the ideal backdrop for any event – from intimate upscale gatherings to large trade shows and conventions. Attached to the Marriott Hartford Downtown and situated in the heart of the redeveloped entertainment district Front Street, the Center combines everything you need to make your next event simple and hassle-free.

CONVENTION CENTER AT A GLANCE

540,000
SQ. FT. CONVENTION FACILITY

140,000
SQ. FT. OF EXHIBIT SPACE
DIVISIBLE INTO TWO HALLS

40,000
SQ. FT. BALLROOM DIVISIBLE
INTO THREE ROOMS

25,000
SQ. FT. OF PRE-FUNCTION
SPACE

The Flexibility You Need

Floor Plans and Room Capacities

LEVEL 6: BALLROOMS

	SQUARE FEET	CEILING HEIGHT	BOOTH CAPACITY	BANQUET SEATING	CLASSROOM SEATING	THEATER SEATING
ROOMS	DIMENSIONS	CAPACITIES				
A	11,695	30'	55	480	504	793
B	16,610	30'	82	810	800	1,220
C	11,695	30'	55	480	504	793
AB	28,305	30'	124	1,380	1,322	2,196
ABC	40,000	30'	170	1,860	1,728	3,276

LEVEL 6: MEETING ROOMS

ROOMS			DIMENSIONS		CAPACITIES			
RIVERSIDE	11	21	1,505	15' 4"	-	80	80	142
	12	22	1,415	15' 4"	-	80	80	133
	13	23	1,325	15' 4"	-	80	64	124
	12-13	22-23	2,740	15' 4"	-	160	160	257
	11-12-13	21-22-23	4,245	15' 4"	-	230	240	440
	14	24	1,740	15' 4"	-	100	88	156
	15	25	1,805	15' 4"	-	100	110	156
	16	26	1,805	15' 4"	-	100	110	156
	17	27	1,920	15' 4"	-	110	110	170
	14-15	24-25	3,545	15' 4"	-	200	220	364
	15-16	25-26	3,610	15' 4"	-	200	220	364
	16-17	26-27	3,725	15' 4"	-	200	220	390
	14-15-16	24-25-26	5,350	15' 4"	-	300	330	572
	15-16-17	25-26-27	5,530	15' 4"	-	310	352	598
14-15-16-17	24-25-26-27	7,270	15' 4"	-	410	484	780	
CITYSIDE								

LEVEL 3: EXHIBIT HALLS

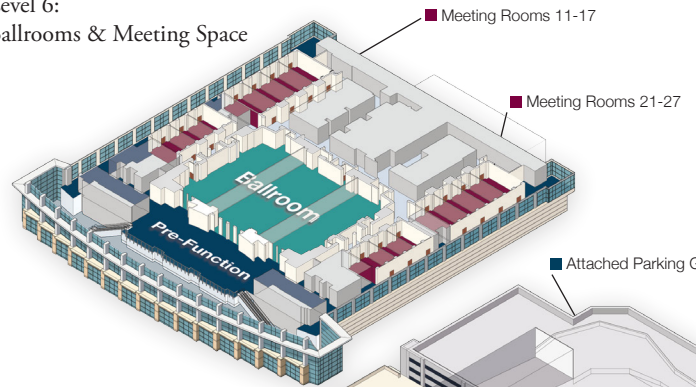
ROOMS	DIMENSIONS	CAPACITIES				
A	80,000	32'	441	5,052	3,789	5,307
B	60,000	32'	346	3,971	2,978	4,210
AB	140,000	32'	793	9,089	6,817	9,571

MARRIOTT HARTFORD

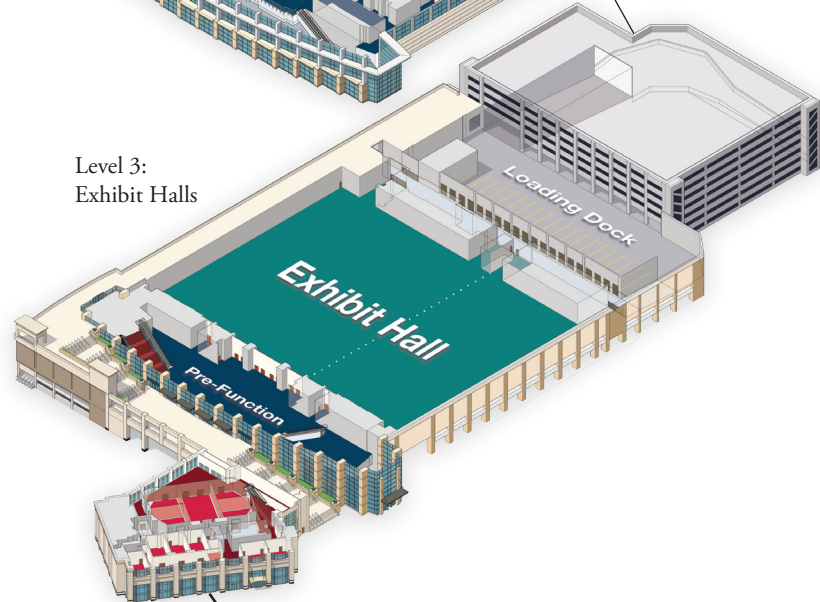
ROOMS	DIMENSIONS	CAPACITIES				
Ballroom Total	8,311	900	-	630	500	900
A, B, D or E	1,480	150	40	90	85	200
AD or DE	2,672	300	-	190	160	300
C	2,940	300	-	240	175	300
ABC or DCE	5,557	600	-	430	330	600
Capital Room	3,024	300	-	240	150	330
1,2 or 2,3	1,869	220	-	160	110	220
1,2 or 3	1,008	100	32	80	55	100
Conference Room 4	459	45	20	20	15	30
Conference Room 5	544	50	20	30	25	40
Conference Room 6	221	15	10	10	10	16
Conference Room 7	540	55	26	30	25	45
Boardroom 416	300	-	8	-	-	-

Please Note: These capacities do not reflect any additional set-up such as audio visual equipment, risers, head tables, buffet tables, etc.

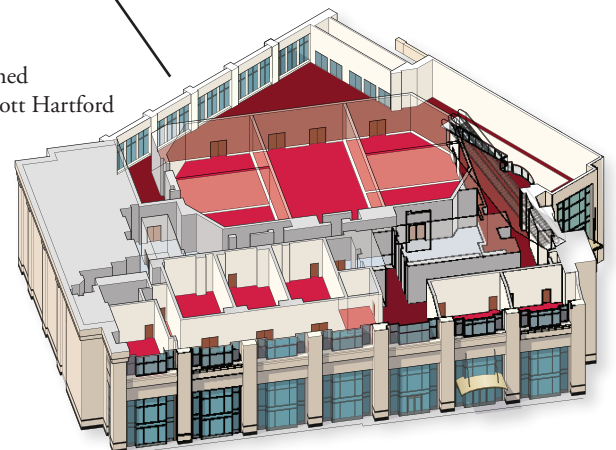
Level 6:
Ballrooms & Meeting Space



Level 3:
Exhibit Halls



Attached
Marriott Hartford



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