Signia by Hilton
ORLANDO BONNET CREEK

2027 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 or 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
Resort requests that the following materials are not utilized: double-faced tape, nails, screws, and staples. Glitter, confetti, duct tape and balloons, as well as all wires, strings or foreign materials must have the prior approval of the Convention Manager & Building Manager. If any of these items must be used, please discuss these requirements with the assigned Convention Service Manager. There may be safer and cleaner materials that can be substituted without damage to the facilities. Prior approval is required to affix materials to the walls, floor, or ceilings of rooms. Any damage fees will be the responsibility of the group or sponsoring company and will be charged to the appropriate Group or Subgroup Master Account. Groups/Subgroups must use standardized Hotel signage in hotel public areas.

Outside Vendors
Should you elect to utilize outside contractors on hotel premises during your Event, you must notify us at least ten (10) days in advance of your Event. We may require that your outside contractors sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof of insurance in amounts acceptable to us (amounts and types of insurance to be determined in our sole discretion based on the type of services the outside contractor will be providing and will not be unreasonably withheld or delayed) before the outside contractor will be allowed to provide services on our Hotel premises. The Hotel will provide their insurance requirement template, Certificate of Insurance.

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-hour notice is given.

Valet Parking
The current parking fees are as follows: Valet Parking is $35 plus tax per night. Self-parking is $22.00 plus tax per night.

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 26% service charge and 6.5% sales tax. Service charges are taxable in Florida.

Banquet Menus
Banquet Menus will be forwarded separately. 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.

Late Evening/Overnight Set Up
Labor Charges: Assistance to move boxes to/from Ballrooms after 5pm, any day of the week, is as follows: $40.00 per hour (Four (4) hour minimum). Advanced arrangements are required.

Meal Function Tear Down
Labor Charges: Assistance to move left over products back into the CAGNY Storage is as follows:
$40.00 per hour (Four (4) Hour Minimum). Advanced arrangements are required.

Amenity Deliveries
Amenity Assembly assistance is available for hire: $38.50 per hour (five hour minimum; advance arrangements required). Room Drop Delivery Fee: $5.00 Per Room, Per Night, for up to five (5) items per presenting company. (Additional charges apply for any additional items).

Billing Information
Please complete and return the guest room and charge authorization to the accounting department by Thursday, January 28, 2027, attention: Annic Lewis at annic.lewis@hilton.com.

Shipping & Handling
The hotel will accept shipments no earlier than Monday, February 8, 2027.
Please address all shipments to:
CAGNY/Company Name
c/o Joel Weston
Signia by Hilton Orlando Bonnet Creek
14100 Bonnet Creek Resort Lane
Orlando, FL 32821

IMPORTANT: Please indicate on each label if shipment needs to be FROZEN or REFRIGERATED and whether for CONSUMPTION or DISPLAY.

****PLEASE SEND INVENTORY LISTS FOR ALL SHIPMENTS****

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 of $450.00.

Receiving Dock hours are Monday through Friday, 7:00am – 5:00pm. When shipping by private carrier or for weekend deliveries, please contact Marc Daves at 321.239.5878 or marc.daves@hilton.com to schedule a delivery.

The Hotel will not accept shipments prior to **Monday, February 8, 2027.**