



Embassy Suites by Hilton Albuquerque Hotel and Spa BEO 45,515

Phone (505) 245-7100 • Fax (505) 353-5389

Page: 1 of 1

Banquet Event Order

Printed: 10/10/2018

Account: National Association of State Student Grant & Aid Programs	Event Date: Tuesday, October 16, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Tue, 10/16/18	12:00 PM -5:00 PM	Agave Meeting Room	Meeting	20			
Tue, 10/16/18	12:00 PM -1:00 PM	Agave Meeting Room	Lunch	15			

<p style="text-align: center;">Menu</p> <p>12:00 PM Soup & Salad Buffet Lunch</p> <p style="text-align: center;">Chef's Selection of Soup du Jour</p> <p style="text-align: center;">Classic Tuna Salad & Grilled Chicken Salad</p> <p>Tossed Salad & Caesar Salad with Ranch, Caesar & Balsamic Vinaigrette Dressing Salad Toppings</p> <p>Grilled Cubed Chicken, Sprouts, Tomato Wedges, Cucumber Slices, Shredded Carrots, Olives, Croutons, Grated Parmesan, sliced red onions, pickled beets & Sliced Red Onions, Pickled Beets & Artichoke Hearts</p> <p style="text-align: center;">Traditional & Whole Grain Ciabatta Bread</p> <p style="text-align: center;">Chef's Selection of Desserts Iced Tea & Coffee Service</p> <p style="text-align: center;">15 people @ \$21.95 Per person</p> <p style="text-align: center;">Beverage</p>	<p style="text-align: center;">Room Setup</p> <p>12:00 PM</p> <p style="text-align: center;">Confrence Style Seating for 15 people Water Station</p> <p style="text-align: center;">Audio Visual</p> <p style="text-align: center;">Additional Requirements</p>
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Client's Signature

Date

Hotel Representative's Signature

Date

BEO #: 45515



Embassy Suites by Hilton Albuquerque Hotel and Spa BEO 45,516

Phone (505) 245-7100 • Fax (505) 353-5389

Page: 1 of 2

Banquet Event Order

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Account: National Association of State Student Grant & Aid Programs	Event Date: Tuesday, October 16, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
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	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Tue, 10/16/18	6:00 PM -9:00 PM	La Ventana Room	Reception				50

Menu	Room Setup
<p>6:00 PM Route 66 Reception Package</p> <p>~ Display Station ~</p> <p>Aztec Calendar Display Traditional New Mexico 7 Layer Dip Beef Taquitos Cocktail Tamales Mini Chicken Tostadas ~ Themed Station ~</p> <p>Fajita Bar</p> <p>Meats: Sizzling Beef & Chicken Sautéed with Onions & Peppers Fixins: Soft, Flour Tortillas, Sour Cream, Pico de Gallo, Guacamole & Jalapeño Peppers</p> <p>Taco Bar</p> <p>Meats: Grilled Tilapia, Pork Carnitas & Beef Brisket Fixins: Soft Flour Tortillas, Smoked Paprika Mayonnaise, Pico de Gallo, Lettuce, Chopped Tomatoes, Queso Fresco, Sour Cream, Guacamole & Jalapeño Peppers</p> <p>Tableside Guacamole Station</p> <p>~ Dessert Station ~</p> <p>Green Chile Brittle Chile Chocolate Cake Sopapillas</p> <p>50 people @ \$49.95 Per person</p> <p>heavy appetizer food will up date</p>	<p>6:00 PM</p> <p>Scattered High boys and low boys throughout room Water Station</p>
Beverage	Audio Visual
	Additional Requirements

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Hotel Representative's Signature _____

Date _____

BEO #: 45516



Embassy Suites by Hilton Albuquerque Hotel and Spa BEO 45,516

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Banquet Event Order

Printed: 10/10/2018

Account: National Association of State Student Grant & Aid Programs	Event Date: Tuesday, October 16, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

<p>8:00 AM Cash Full Consumption Bar</p> <p>Super Premium Cocktails @ \$8.50 per cocktail Cordials @ \$9.50 per cocktail Canyon Road Chardonnay, Merlot, Moscato, White Zinfandel, Cabernet Sauvignon @ \$7.00 per glass Imported & Craft Beers: Corona Extra & Corona Light, Dos Equis, Marble (NM Micro Brew) @ \$5.50 per bottle Domestic Beers: Budweiser, Bud Light, Michelob Ultra @ \$4.50 per bottle Soft Drinks and Bottled Water @ \$2.75 each</p> <p>6:00 PM</p> <p>1 Bartender Fee @ \$125.00 Each</p>	
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Banquet Event Order

Printed: 10/10/2018

Account: National Association of State Student Grant & Aid Programs	Event Date: Wednesday, October 17, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct #: NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Wed, 10 /17/18	8:00 AM -5:00 PM	Sierra Ballroom III	Meeting	50			
Wed, 10 /17/18	10:00 AM -10:30 AM	Sierra Ballroom III	AM Break	50			
Wed, 10 /17/18	2:30 PM -3:00 PM	Sierra Ballroom III	PM Break	50			

Menu	Room Setup
<p>10:00 AM Continuous Beverage Service-All Day Me</p> <p>8:00AM TO 5:00PM pm Bottled Water & Assorted Soft Drinks Starbuck's Coffee (Regular & Decaf) Specialty Tea Selections</p> <p>10:00 AM AM Break - All Day Meeting Package</p> <p>Assortment of Breakfast Breads & Scones</p> <p>Refresh Starbuck's Coffee & Tazo Tea Assorted Coca Cola Products & Bottled Water 50 people @ \$9.00 Per person</p> <p>2:30 PM Life's Lemons Break</p> <p>Lemon Bars & Lemon Cookies Lemonade, 50 people @ \$8.00 Per person</p>	<p>8:00 AM</p> <p>Classroom Style Seating Water at each table setting Candy dishes</p>
Beverage	Audio Visual
	<p>8:00 AM</p> <p>1 Wireless Handheld Microphone @ \$125.00 Each Podium @ \$40.00 each 1 BASIC 6' to 8' Screen Presentation Pkg (Includes Screen, Cart, Power and up to 1hr of Tech Assistance) @ \$195.00 Package 1 PROJECTOR HDMI 5000LUM(PKG RATE: CAN ONLY BE ADDED TO A SCREEN PACKAGE-NOT A LA CARTE) @ \$250.00 1 Sound Patch for Music or Video Audio (includes cable and 2ch mixer) @ \$45.00 each</p>
	Additional Requirements

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Hotel Representative's Signature _____ Date _____
BEO #: 45517



Embassy Suites by Hilton Albuquerque Hotel and Spa BEO 45,519

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Banquet Event Order

Printed: 10/10/2018

Account: National Association of State Student Grant & Aid Programs	Event Date: Wednesday, October 17, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Wed, 10/17/18	12:00 PM -1:00 PM	Sierra Ballroom II	Lunch				50

<p style="text-align: center;">Menu</p> <hr/> <p>12:00 PM Plated Lunch Menu - Category 2</p> <p>Chicken Enchiladas with Green Chile Sauce, Beans & Rice Served with Fresh Tortillas Family Style Service Cookies & Brownies Iced Tea & Coffee Service 50 people @ \$21.95 Per person</p> <p style="text-align: center;">Beverage</p> <hr/>	<p style="text-align: center;">Room Setup</p> <hr/> <p>12:00 PM</p> <p style="text-align: center;">Rounds Of 8 Banquets choice of linen and centerpiece</p> <p style="text-align: center;">Audio Visual</p> <hr/> <p style="text-align: center;">Additional Requirements</p> <hr/>
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Client's Signature

Date

Hotel Representative's Signature

Date

BEO #: 45519



Embassy Suites by Hilton Albuquerque Hotel and Spa BEO 45,520

Phone (505) 245-7100 • Fax (505) 353-5389

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Banquet Event Order

Printed: 10/10/2018

Account: National Association of State Student Grant & Aid Programs	Event Date: Thursday, October 18, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Thu, 10/18/18	8:00 AM -5:00 PM	Sierra Ballroom III	Meeting	50			
Thu, 10/18/18	10:00 AM -10:30 AM	Sierra Ballroom III	AM Break	50			
Thu, 10/18/18	2:30 PM -3:00 PM	Sierra Ballroom III	PM Break	50			

Menu

8:00 AM Continuous Beverage Service-All Day Me

8:00am – 5:00 pm
Bottled Water & Assorted Soft Drinks
Starbucks Coffee (Regular & Decaf)
Specialty Tea Selections

10:00 AM Spa Botanica Break

Seasonal Dried Fruits & Nuts: Sliced Apples,
Apricots, Cranberries, Almonds, Walnuts & Cashews
Fruit & Berry Kabobs with Mint Honey Yogurt Dipping Sauce
Arnold Palmers & Fresh Brewed Iced Tea

50 people @ \$16.00 Per person

2:30 PM Mixed Bag Break

Freshly Baked Cookies
Individual Bags of Assorted Chips
Individual Granola and Fruit Bars
Seasonal Whole Fruit & Bananas
Assortment of Coca Cola Products & Bottled Water

50 people @ \$14.00 Per person

Breakfast on their own in atrium

Beverage

Room Setup

8:00 AM

Classroom Style Seating
Water at each place as well as podium
Candy Dish

Audio Visual

8:00 AM

1 Wireless Handheld Microphone @ \$125.00 Each
1 4-Channel Audio Mixer (PKG) @ \$65.00 Each
Podium
@ \$40.00 each
1 PROJECTOR (BASIC 4000LUM.) @ \$250.00 Each
1 BASIC 6' to 8' Screen Presentation Pkg
(Includes Screen, Cart, Power and up to 1hr of Tech Assistance)
@ \$195.00 Package

Additional Requirements

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Hotel Representative's Signature

Date

BEO #: 45520



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Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp

Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Thu, 10/18/18	12:00 PM -1:00 PM	Sierra Ballroom II	Lunch				50

<p style="text-align: center;">Menu</p> <hr/> <p>12:00 PM Plated Lunch Menu - Category 2</p> <p style="padding-left: 40px;">Chicken Parmesan Sandwich Open Faced Kaiser Rolls with Breaded Chicken Breast, Melted Swiss Cheese and Herb Aioli Family Style Service Cookies & Brownies Iced Tea & Coffee Service</p> <p style="padding-left: 40px;">50 people @ \$21.95 Per person</p> <p style="text-align: center;">Beverage</p> <hr/>	<p style="text-align: center;">Room Setup</p> <hr/> <p>12:00 PM</p> <p style="padding-left: 40px;">Rounds of 8 Banquets choice of linen and centerpieces Water Station</p> <p style="text-align: center;">Audio Visual</p> <hr/> <p style="text-align: center;">Additional Requirements</p> <hr/>
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Client's Signature

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Hotel Representative's Signature

Date

BEO #: 45521



Embassy Suites by Hilton Albuquerque Hotel and Spa BEO 45,522

Phone (505) 245-7100 • Fax (505) 353-5389

Page: 1 of 1

Banquet Event Order

Printed: 10/10/2018

Account: National Association of State Student Grant & Aid Programs	Event Date: Friday, October 19, 2018
Post As: National Association of State Student Grant & Aid Programs	Contact: Ms. Rachelle Sharp
Address: P.O. Box 12788 Capital Station Austin, TX 78711	Phone: (360) 753-7872
	Fax:
	On-Site: Ms. Rachelle Sharp
Method of Payment: CREDIT CARD	Catering Manager: Marisol Fraire
Master Acct # : NAS House Account #	Conv. Svc. Manager: Marisol Fraire

Date	Time	Room	Event Name	AGR	GTD	SET	Rental
Fri, 10 /19/18	8:00 AM -12:00 PM	Sierra Ballroom III	Meeting	50			
Fri, 10 /19/18	10:00 AM -11:00 AM	Sierra Ballroom III	Break	50			

<p style="text-align: center;">Menu</p> <p>8:00 AM Continuous Beverage Service-All Day Me</p> <p style="padding-left: 40px;">8:00 Am – 12:00 pm Bottled Water & Assorted Soft Drinks Starbuck's Coffee (Regular & Decaf) Specialty Tea Selections</p> <p>10:00 AM Wellness Break</p> <p style="padding-left: 40px;">Assorted Granola Bars, Fruit Skewers, Assorted Individual Yogurts, Homemade Granola Individual Bottled Juice – Orange, Cranberry & Apple 50 people @ \$16.00 Per person</p> <p style="text-align: center;">Beverage</p>	<p style="text-align: center;">Room Setup</p> <p>8:00 AM</p> <p style="padding-left: 40px;">Classroom style seating Water at each place Candy Dish</p> <p style="text-align: center;">Audio Visual</p> <p>8:00 AM</p> <p style="padding-left: 40px;">1 Wireless Handheld Microphone @ \$125.00 Each 1 Sound Patch for Music or Video Audio (includes cable and 2ch mixer) @ \$45.00 each 1 PROJECTOR (BASIC 4000LUM.) @ \$250.00 Each 1 BASIC 6' to 8' Screen Presentation Pkg (Includes Screen, Cart, Power and up to 1hr of Tech Assistance) @ \$195.00 Package</p> <p style="text-align: center;">Additional Requirements</p>
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BEO #: 45522