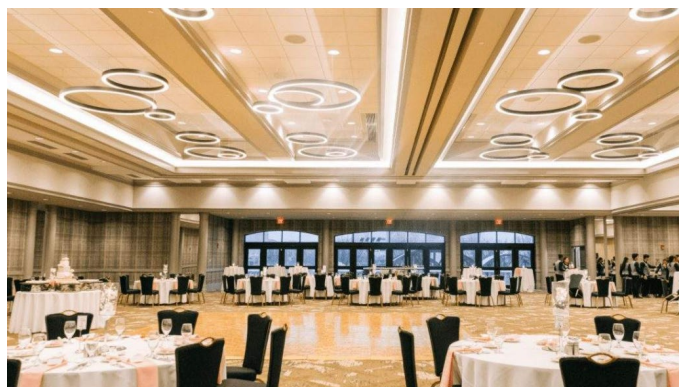
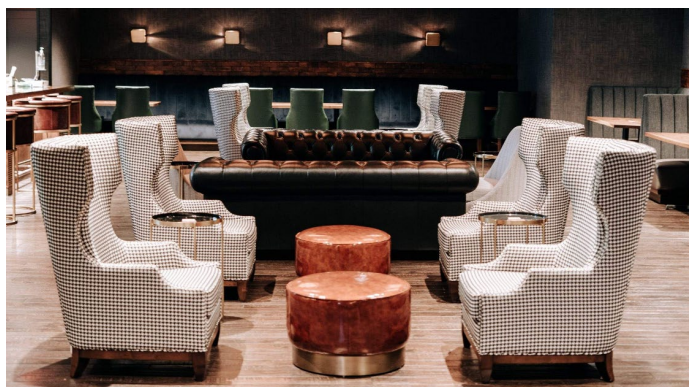




The
GALT HOUSE®

Legendary • HOTEL • *Louisville*®



Event Planning Guide

TABLE OF CONTENTS

| | |
|---|--------|
| PLANNING GUIDE SEQUENCE | 1 |
| FUNCTION SPACE & BANQUET INFORMATION | |
| Meeting Room Set-up | 2 |
| Signs & Banners | 2 |
| FOOD & BEVERAGE | |
| Menu Selections Final Guarantee | 3 |
| Special Dietary Requirements | 3 |
| SERVICES & FEES | 4 |
| AUDIO VISUAL | 5 |
| EVENT INFORMATION DELIVERIES | |
| Shipping & Receiving Packages | 7 |
| HOTEL RESERVATIONS GUEST ROOMS | 8 |
| Reservations | |
| Check-In Check-out | |
| Guest Room Cancellations & No-Show Policy | |
| HOTEL DINING INFORMATION | 9 - 10 |
| AMENITIES | 11 |
| PARKING PREFERRED VENDORS | |
| Hotel Parking | 12 |
| Charter Bus – Arrivals & Departures | 12 |
| Transportation & Miscellaneous Vendors | 13 |



PLANNING GUIDE SEQUENCE

EVENT PLANNING GUIDELINE:

Nine months prior to the event date, an Event Services Manager (ESM) will be assigned to work with the group's point of contact. Once assigned, an introduction from the Event Services Manager will be sent by email or phone call. If information is needed prior to your event being assigned, the Associate Director of Event Services can provide any vital information needed for your planning purposes. The Event Services Manager will introduce the group's point of contact to the Reservations Coordinator (if applicable) and the Audio-Visual Specialist/Technician.

Events without Guest Rooms

| From the Date of Arrival | Group's Point of Contact To-Do List |
|--------------------------|---|
| 4 months | Send the tentative event agenda to the ESM |
| 2 months | Send the final event agenda to the ESM – Confirm Registration Dates |
| 6 weeks | Confirm the AV requirements with Audio-Visual Salesperson |
| 4 weeks | Confirm the menu selections |
| 3 weeks | The ESM will email the "Banquet Event Orders" for your review & signatures. <i>*If your event orders are not signed and returned, we cannot move forward with your event.</i> |
| 5 business days | Provide the ESM with the final guest count guarantee. <i>*If your final guest count numbers are not provided then the final number on the signed event orders will be your guarantee.</i> |

Events with Guest Rooms

| From the Date of Arrival | Group's Point of Contact To Do List |
|--------------------------|---|
| 4 months | Send the tentative event agenda to the ESM |
| 2-3 months | Send the rooming list to the Reservations Coordinator |
| 2 month | Send the final event agenda to the ESM – Confirm Registration Dates |
| 6 weeks | Confirm the AV requirements with Audio-Visual Salesperson |
| 4 weeks | Confirm the menu selections & Submit the Resume Questionnaire |
| 3 weeks | The ESM will email the "Banquet Event Order" for your review & signature. <i>*If your event orders are not signed and returned, we cannot move forward with your event.</i> |
| 1 week | Review the group rooming list sent by the Reservations Coordinator |
| 5 business days | Provide the ESM with the final guest count guarantee. <i>*If your final guest count numbers are not provided, the final number on the signed event orders will be your guarantee.</i> |

FUNCTION & BANQUET

MEETING ROOM SET-UP

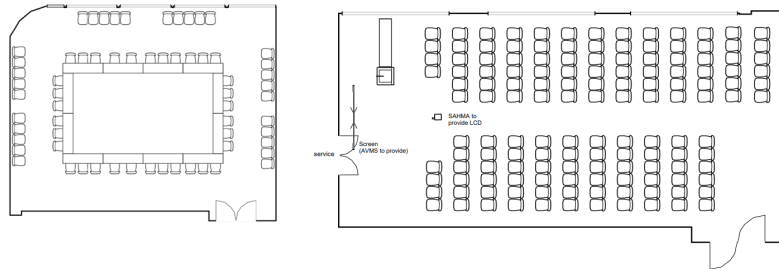
Standard Set-up

- Water Bubblers with disposable drinking cups
- WiFi internet of 10 mb/s w-LAN bandwidth is available throughout the meeting spaces. A dedicated connection with guaranteed bandwidth via a LAN connection is available for additional cost.

Event - Floor Diagrams

- Your Event Services Manager will assist you with your preferred meeting room set-up and can create floor diagrams for the meeting spaces.
- The coordination of room set-up and floor diagrams are required at least 6 weeks in advance.
- Changes to the floor diagram on the day of your event are subject to a minimum labor charge of \$250.

- Sample Diagrams:



In-house Banquet Tables & Sizes

- 60" and 72" Round Tables
- 6ft X18" Classroom Tables
- 8ft X 30" Rectangular Tables

In-House Linens

- Black 120" x 52"
- White 120" x 52"
- Black Napkins
- Black 85" x 85"
- White 85" x 85"
- White Napkins

**Floor Length Round Linens are available upon request with an additional cost

SIGNS & BANNERS

- Installations of all signs and banners can only be done by the Hotel Engineering Department.
- The number of banners, and their exact measurements must be received five (5) days prior to the start of the event.
- Contact your ESM for an installation estimate.
- Signs and banners must be received at least 72 hours prior to the start of the event.

FOOD & BEVERAGE

MENU SELECTIONS

- Menu selections are due four (4) weeks prior to the start of the meeting or event.
- All food & beverages served in either function spaces and/or hospitality suites must be provided by the hotel. Outside food & beverages are not permitted.

FINAL GUEST COUNT GUARANTEE

- A tentative guest count for catering is due at the time of menu confirmation. Your final guest count guarantees for catered events will need to be submitted to the Catering Department five (5) business days prior to the start of your first event.
- If the final guarantee is not provided, the hotel will base seating and meal counts on the agreed number of guests in the contract.
- Increases to the guaranteed number within (3) business days are based on approval & availability. Last-minute additions will incur a fee.

SPECIAL DIETARY REQUIREMENTS

- Meals for guests with special dietary needs must be ordered two (2) weeks in advance. We can accommodate Vegetarian, Vegan, and Gluten Free options. Kosher and Halal meals require a minimum notice of 21 days.
- The final guest count guarantee for special meals is due five (5) business days before the event date, along with the majority guest count.



SERVICES & FEES - MISCELLANEOUS

SERVICES

| Service Item | Price | Unit of Measure |
|--|----------|-------------------------------------|
| Server to pass appetizers | \$75.00 | per server per hour |
| Bartender - (4) Hours Minimum 1 per 75 guests | \$400.00 | per bartender - (4) hours |
| Bartender - Additional Hours | \$75.00 | per bartender - per additional hour |
| Bar Cashier - (4) Hours Minimum 1 per 75 guests | \$350.00 | per cashier - (4) hours |
| Bar Cashier Additional Hours | \$75.00 | per cashier - per additional hour |
| Attendant - (2) Hours 1 per 75 guests | \$200.00 | per station |
| Coat Check Attendant per 75 guests | \$75.00 | per attendant per hour |
| Exhibitor Delivery Fee | \$150.00 | per delivery |
| Personalized Items distributed at the Front Desk | \$5.00 | per item |
| Non-Personalized Items distributed at the Front Desk | \$2.00 | per item |
| Guest Room Drop | \$10.00 | per guest room |
| Meeting Room Re-Key | \$75.00 | per meeting room |

RENTAL ITEMS

| Service Item | Price | Unit of Measure |
|---|---------|--------------------------------|
| Banquet Chairs - for guest rooms/suites | \$5.00 | per chair |
| Banquet Tables - for guest rooms/suites - 6ft x 18" - 8ft x 30" | \$10.00 | per table |
| Easel | \$10.00 | per easel per event |
| Exhibitor Package - 1 Rectangular Table - 2 Chairs - Trash Can | \$75.00 | per package |
| Hand Sanitation Stations | \$75.00 | per station per event |
| Pads, Pens & Mints @ place setting | \$5.00 | per person |
| Podium | \$75.00 | per podium |
| Dance Floor - 3ft x 3ft square sections | \$10.00 | per section |
| Mini Fridge | \$75.00 | each |
| Flags | \$25.00 | each |
| Risers Stage (includes skirting, railing & stairs) | \$75.00 | per section |
| Bar Stools | \$25.00 | per stool |
| Specialty Colored Linen Napkins | \$2.00 | per napkin - minimum order 100 |

AUDIO VISUAL

Pinnacle is the preferred & in-house audio-visual service provider at the Galt House Hotel. Contact information will be provided by the hotel's Event Service Manager. AVMS is the exclusive provider of internet & electrical and rigging services.

Third-Party Audio-Visual Supplier

- Clients may elect to bring in a third-party supplier of audio-visual services, upon approval of the hotel. A one-time fee of \$1500 plus applicable service charge and taxes will apply.
- Pinnacle will oversee AV load-in and load-out, subject to a 4-hour minimum. Additional charges will be applicable based on hourly rates.
- The hotel has no storage facilities for audio visual equipment or empty cases. This is the responsibility of the vendor/group.
- An outside production or audio-visual company can be utilized under the following circumstances:
 - A certificate of insurance is on file – a minimum of \$2,000,000 is required.
 - A signed copy of the Outside Vendor Agreement is on file with the hotel
 - All local and federal codes and Hotel regulations are followed
 - All rigging must be coordinated through Pinnacle
- All third-party audio-visual employees must be dressed appropriately
- During load-in and load-out of AV equipment, a representative from AVMS must be present.

Requirements (45) days prior to the event date:

- The AV supplier form & guidelines must be signed
- All electrical requirements must be requested. A fee will be imposed for all the electrical needs to operate the vendor's equipment.
- A copy of the insurance / indemnification documents must be submitted to the hotel

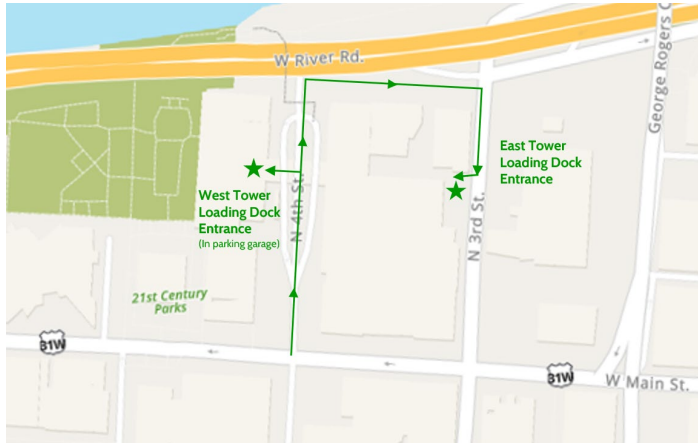
To maintain the integrity of our in-house equipment, Pinnacle will require advance notification for use of the hotel's in-house audio system. Additional charges will be assessed per meeting room.

EVENT INFORMATION

LOADING DOCK – LOCATIONS:

Please note:

The loading dock for the West Tower is in the parking garage, ceiling height is limited.



STORAGE

Any crates and/or equipment brought into the hotel must be removed. Storage is not allowed in any public areas, service areas, or on and around loading docks.

This policy is strictly enforced by the hotel and the Fire Marshall.

SIGNAGE

To maintain the ambience of the hotel, all signs must be professionally printed; no handwritten signs are allowed.

Large signs and banners placed inside the hotel's public areas or outside the hotel must be provided by Millennium Events. www.milleventsky.com

(click on image below for link to website)



- Easels can only be used in carpeted areas.
- Signage is prohibited in the main lobby without prior approval.
- Banners/signage to be hung from the ceiling must be handled by in-house staff. (See page 2)

EVENT INFORMATION | PACKAGES



SHIPPING AND RECEIVING

The Galt House Hotel partners with The UPS Store for exhibit package deliveries.

Conference materials will be accepted by the hotel no more than three days prior to arrival. The packages may not be delivered earlier than three (3) business days prior to the start of the event. Storage Fees of \$5.00 per day | per package will be assessed for all packages arriving earlier than three (3) business days.

- Porterage Fees will apply for the transportation of packages to the event space.
- To ensure proper tracking delivery to the event, the address label needs to include the following:

LABELS FOR CONVENTION MATERIAL PACKAGES

THE UPS STORE
 325 W. Main St. Suite #150
 Louisville, KY 40202

ATTN: Exhibitor < Guest Name >
HOLD FOR: < Event Name / Arrival Date >

LABELS FOR CONVENTION MATERIAL FREIGHT 150 lbs +

THE UPS STORE
 122 3rd Street
 Louisville, KY 40202

ATTN: < Group Contact >
 < Exhibitor Name – Guest Name >
HOLD FOR: < Event Name / Arrival Date >

| PACKAGE RECEIVING – The UPS Store | | |
|--|--------------|---------|
| Small Packages | 1 – 10 lbs | \$10.00 |
| Medium Packages | 11 – 21 lbs | \$15.00 |
| | 22 – 30 lbs | \$20.00 |
| | 31 – 45 lbs | \$25.00 |
| Large Packages | 46 – 60 lbs | \$30.00 |
| | 61 – 100 lbs | \$50.00 |
| | 101 -150 lbs | \$75.00 |
| Normal delivery consists of any standard package through carriers such as UPS, FedEx, DHL & Amazon | | |

| FREIGHTLINER RECEIVING – The UPS Store | | |
|--|--------------|---------|
| Small Packages | 1 – 10 lbs | \$10.00 |
| Medium Packages | 11 – 21 lbs | \$15.00 |
| | 22 – 30 lbs | \$20.00 |
| | 31 – 45 lbs | \$25.00 |
| Large Packages | 46 – 60 lbs | \$30.00 |
| | 61 – 100 lbs | \$50.00 |
| | 101 -150 lbs | \$75.00 |
| Normal delivery consists of any standard package through carriers such as UPS, FedEx, DHL & Amazon | | |

RESERVATIONS | GUEST ROOMS

RESERVATIONS

- Please call (888) 838-8306 for individual reservations
- Individual and group reservations may be made via web booking link. Reservations Coordinators will send instructions and the link via email to the group contact.
- Special personalized web pages can also be created for group reservations. Please contact your Event Services Manager for more information.

Guest Room Check-in Time: 3:00 PM | Check-out Time: 11:00 AM

Early Check-in Request:

- We are happy to accommodate requests for early check-in based on availability. Please contact your Event Services Manager. Additional fees may apply.

Early Departure Fee:

- Should a guest check-out prior to their scheduled departure, an early departure fee equal to the rate of one night's room & tax will be incurred.
- Guests will have the opportunity to review and confirm their departure date at check-in. During check-in, guests may alter their departure date without penalty.

Late Check-out Requests:

- The requests for late check-out are based on availability. Please contact the front desk directly to discuss availability and any associated fees.

Guest Amenities :

- We offer a list of simple-to-order amenities that you can send your guests while at the Galt House. Your Event Manager can forward you a menu to select the best option for your VIP's. All orders must be requested 10 business days prior to guest arrival to ensure availability.

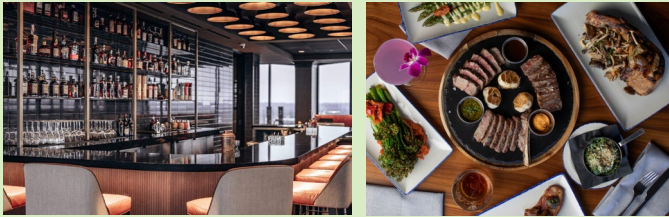
GUEST ROOM CANCELLATION & NO-SHOW POLICY

- Individual guest room reservations must be cancelled at least 48 hours prior to arrival to avoid first night's room & tax penalty. See your contract for further clarification.
- No-Show reservations will be subject to one night's room & tax penalty. Subsequent nights within the reservation will be cancelled without penalty.

DINE | RESTAURANTS

Swizzle

Dinner & Drinks



Swizzle, inspired by a Louisville restaurant in the 1940's, serves up the area's best prime steaks, cool cocktails, and panoramic views.

Location: West Tower 25th Floor
Please visit the website for menus:

Swizzle Menus

Monday - Saturdays
4:30 pm - 11:00 pm



WALKER'S Exchange®

H.H. SCHNIEDERS & SONS, Proprietors
LOUISVILLE, KENTUCKY.



Walker's Exchange is an American Brasserie serving all the substantial's and delicacies of our fair city.

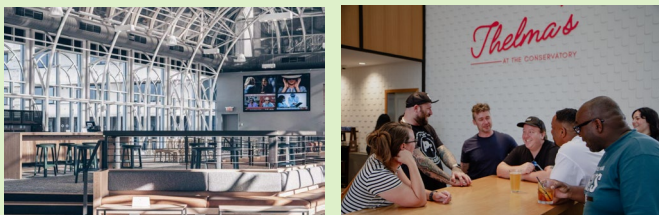
Location: West Tower 2nd Floor
Please visit the website for menus:

Walker's Exchange Menus

Breakfast | 7 days a week | 6:30 am - 10:30 am
Lunch | 7 days a week | 11:00 am - 2:30 pm
Dinner | Monday - Saturday | 5:00 pm - 10:00 pm
Sunday Brunch | 11:00 am - 2:00 pm

Thelma's

AT THE CONSERVATORY



Grab-n-Go has light breakfast & lunch selections. Various beverages options include sodas, espresso, and specialty coffee drinks.

Location: Conservatory 3rd Floor
Daily 6:30 am - 2:00 pm



** Hotel outlet hours are subject to change.

DINE | RESTAURANTS cont'd

JOCKEY *Silks*



Jockey Silks bourbon bar provides a collection of bourbon and whiskey curated by connoisseurs and delicious bites.

Location: West Tower 2nd Floor
Please visit the Swizzle website for menus:

Jockey Silks Menus

Monday - Saturdays
4:30 pm – 11:00 pm

Down One EST. 2012



What tacos can't cure, whiskey will. Down One is one of the hottest stops on the Urban Bourbon Trail

Location: 321 W. Main St. Louisville, KY 40202
Please visit website for menus:

Down One Menus

Monday – Thursday 11:30 am – 11:00 pm
Friday 11:30 am – 12:00 am
Saturday 4:00 pm – 12:00 am

The Veranda



Our menu features bourbons & wines, combined with cheese boards, charcuterie boards, and hummus boards.

Contact your event manager for hours of operation,

AMENITIES



Club 360°

A Fully-Equipped Fitness Center with Waterfront Views

Location: East Tower 18th

Open daily 5:00 am – 11:00 pm
With guest room key

Outdoor Pool

3rd Floor, West Tower

Our outdoor pool is a great place to stay cool when it's hot outside. The pool is open from Memorial Day to Labor Day.



Retail Row at the Galt House

3rd Floor West Tower

Third Floor Trading Post (Spirits shop)
Hey Lady! Koi Gallery
Talbott Fashions

Pelo West Salon & Spa

17th Floor, East Tower

Luxury Salon, Day Spa, and IV Hydration
Tue to Fri: 10 AM – 6 PM
Sat: 8 AM – 5 PM
Sun: 8 AM - 4 PM

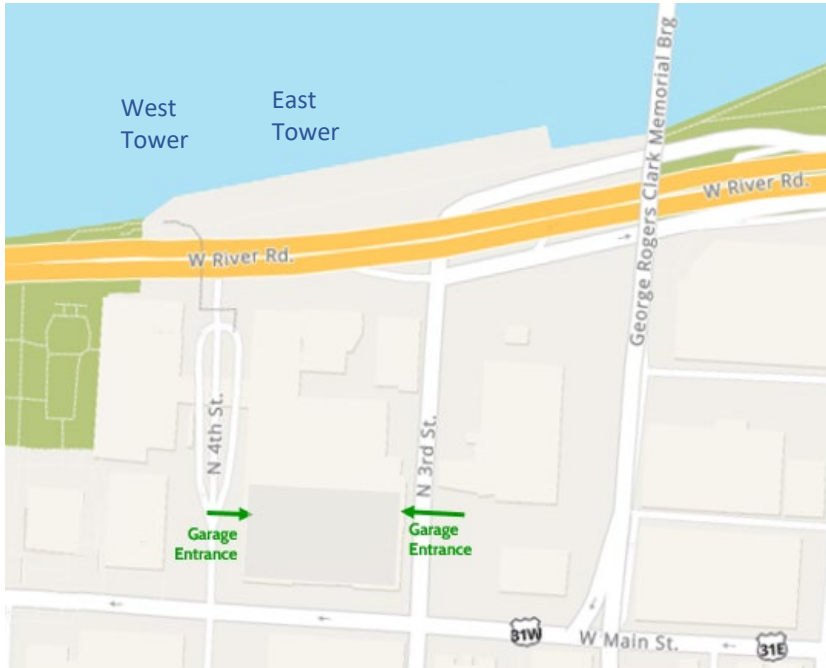


PARKING | TRANSPORTATION

PARKING

The Galt House Hotel - East Tower Parking Garage – Main Entrance on 4th Street

Self-Parking Overnight – \$30.00 | Valet Parking Overnight - \$40.00
 Event Parking is based on length of stay. Please refer to the rate scale below.
 Any questions about this rate, please refer to your contract.



| RATE | TIME PARKED |
|---------|---------------------|
| FREE | 0 - 7 minutes |
| \$2.00 | 7 - 30 minutes |
| \$3.00 | 30 minutes - 1 hour |
| \$5.00 | up to 1.5 hours |
| \$6.00 | up to 2.5 hours |
| \$7.00 | up to 3 hours |
| \$8.00 | up to 3.5 hours |
| \$10.00 | up to 4 hours |
| \$12.00 | up to 4.5 hours |
| \$15.00 | up to 5 hours |
| \$17.00 | up to 5.5 hours |
| \$19.00 | up to 6 hours |
| \$21.00 | up to 6.5 hours |
| \$24.00 | up to 7 hours |
| \$30.00 | over 7 hours |
| \$30.00 | LOST TICKET |

This parking garage does not include in and out privileges.
 Parking rates subject to change.

The parking garage adjacent to the West Tower is City of Louisville public parking.

CHARTER BUS | CHARTER BUS PARKING

Bus Parking | \$75.00 - spaces are limited

To provide a safe arrival and departure all buses must load & unload in approved locations. Please notify your Event Services Manager to coordinate Charter Bus parking, pickup & drop off schedules and location.

TRANSPORTATION VENDORS

Limousine Service

Ambassador Capital Limousine (502) 964-7139
Bluegrass Executive (502) 262-8675

Bus Service

Xtreme Transportation (502) 795-3525
TARC Bus Service (502) 585 1235

Transportation Multi - Service

Miller Transportation (800) 544-2383
Pegasus (502) 458-1862

MISCELLANEOUS VENDORS

Audio Visual

Pinnacle +1 (312) 500-0063

Photo Booth

Magnolia Photo Booth Co. (502) 930-0043

Bakeries & Cakes

Plehn's Bakery (502) 896-4438
Mert's Cakes (502) 244-6200
Sweet Stuff Bakery (812) 948-2507

Event Photographers

Amy Shephard (502) 345-7961
Audrey Cecil (502) 930-0753
Melissa G Photography (502) 974-1335

DJ's

Dance Party Unlimited (502) 225-0236
Masters of Music (502) 266-5351
Party Zone Production (502) 396-3437
Sound Traxx – Jack Miller (502) 552-9368

Rentals – Event Decor

Millennium Events (502) 618-2525
Social Events LLC (502) 583-5007
Fifty Chairs (502) 957-9080
Pizzazzle Events (502) 548-9332
Reliable Rentals | Rent A Tent (502)426-1000

Entertainment - Bands

The Company Band (888) 996-6266
The Downtown Thedowntownband.com
Louisville Crashers TheCrashers.com
KUDMANI (502) 472-3125
This, That & the Other (502) 295-5008

Security Companies

Allied Universal (502) 635-2646
Vigilance Security (502) 338-4589
Securitas Security Services USA (502) 459-0496

Florist

Boston's Floral Couture (502) 618-2415
In Bloom Again (502) 583-3500
Wildflowers Florists (502) 634-0110
Nanz & Kraft Florists (502) 897-6551

Videographers

PANTOJA Antonio@AntonioPantoja.com

Wedding Planners

&Coe (502) 544-6359
ShaFox Events – Ellen Fox (502) 235-7152
Weekend Wedding Warrior (502) 424-4665