



## 2023 Hospitality General Information & Participation Guidelines January 31, 2023

- Convention Hospitality will be hosted in the Annapolis Bar & Grill and the Reception Area at the Main Entrance on Friday May 5 and Saturday May 6 from 8:30PM → Midnight. The DJ and Dancing will be held in the Queen Anne Ballroom. See also the diagram on the MD State Web Page: [Crowne Plaza K of C Convention Floor Plan](#).
- There will be (2) hospitality evening themes
  - May 5 – Cinco de Mayo
  - May 6 – Kentucky Derby/Horse Racing
- All Hot Food will be served at a buffet by the Crowne Plaza staff in the Annapolis Bar & Grill. Signs will acknowledge those sponsoring the food on the buffet.
- All alcoholic beverages will be served by the Crowne Plaza staff in the Annapolis Bar & Grill or at “event bars” in the Hospitality area. (4) “event bars” will be available to serve custom cocktails, promote/decorate for the hospitality evening themes, and to promote your specific group, district, council, etc. A bartender fee of **\$200** will be assessed per evening.
- Drink tickets will be available for advance purchase
  - Standard Bar Offerings will be available for **\$9**
  - Specialty Drink Offerings will be available for **\$12**
  - Colored tickets will be used to differentiate the drink offering
- (10) tables/Kiosks will be available during Hospitality Hours in the hospitality area at **no charge** on a first-come basis in the Reception Area at the Main Entrance. A table/Kiosk may be used to promote/decorate for the hospitality evening themes, and to promote your specific group, district, council, etc.
  - Guidelines/information for tables/kiosks:
    - A 6'x (18") table will be provided with a tablecloth and (2) chairs. This will be assigned for 5/5→6 and it is expected it will be staffed both evenings
    - No power will be provided/available
    - No hot food or alcohol will be permitted. Small packages food items (chips, cookies, etc.) and small non-alcoholic drinks may be offered
    - No banners or posters will be permitted on walls. Free-standing banners or signs are recommended
- Requests for a table/Kiosk and all questions regarding hospitality should be directed to the Convention Team at: [convention@kofc-md.org](mailto:convention@kofc-md.org).

**Hospitality Planning and Q&A Zoom Meeting**  
**Time: Feb 16, 2023 07:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

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