



Sheraton Suites Wilmington

422 Delaware Avenue
Wilmington, Delaware 19801

The Sheraton Suites Wilmington is the Best Value for Business or Leisure Travel

Ideal for both business and leisure activities, the Sheraton Suites Wilmington is situated in the heart of downtown Wilmington. Close to major Fortune 500 companies, the Grand Opera House, the Wilmington Riverfront and world-class museums in the Brandywine Valley.

The Sheraton Suites Wilmington features:

- 223 spacious, newly renovated, two-room suites
- Club guest suites with added features such as Hewlett Packard printer/copier/fax, two 2-line speakerphones with voice mail, free local calls, oversized desk with Executive chair. Continental breakfast and evening hors d'oeuvres served in our exclusive Club Lounge.
- Superior conference facilities with 11 meeting rooms to handle Corporate and Social Catering Events for up to 300 people
- Indoor pool and sauna
- State-of-the-art Fitness Center
- Basil Restaurant and Bar
- Secured Covered Parking
- 24-hour Gift Shop
- Easy access to Interstate 95, just 20 minutes from Philadelphia International Airport
- Amtrak train station less than 1 mile from hotel
- Part of Starwood Hotels & Resorts Worldwide, Inc., which has a portfolio of over 700 hotels and resorts around the globe (Sheraton, Westin, Four Points by Sheraton, St. Regis, W Hotels and the Luxury Collection)
- Starwood Preferred Guest Program, the top Guest Frequency Program in the country
- Starwood Preferred Planner Program (Meeting Planner Frequency Program)

Exceptional comfort, value and style are the hallmarks of the Sheraton Suites Wilmington.

Each of our 223 guest suites feature:

- Bedroom with bath/dressing area
- Separate living room with queen sized pull out sofa
- Wet bar with refrigerator, microwave, coffee maker and complimentary bottled water
- Iron, ironing board and hair dryer
- Desk with ample lighting and work space
- Two televisions with remote control, Showtime, Nintendo and Pay-Per-View movies
- Two telephones with voice mail
- Complimentary USA Today weekday newspaper delivered to your door

Please contact the Sales and Catering Office at 302-576-8009 for more information.
For reservations, please call 800-325-3535 or visit our website at www.sheraton.com/suiteswilmington

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Conference Center Package

Thank you for inquiring about the Conference Center at the Sheraton Suites Wilmington. This information packet will help familiarize you with the benefits of our services.

What sets us apart from other facilities?

Our Account Executive

Specially trained Sales Teams are paired with you to assist in every facet of your event, providing you with a partner ready to accommodate your needs and objectives.

Conference Center

Our Conference Center provides the perfect atmosphere for a successful event!

An attentive staff is always close by to assist you with any request.

An "Essentials Kit" containing a stapler, staple remover, flip chart markers, paper clips, scotch tape, name tags, post it notes, and calculator is placed in each meeting room. Two flip charts, screen and choice of either an overhead projector or a 25" Monitor.

(DVD or VCR available at additional charge)

Food & Beverage

Our package provides a creative full day's food and beverage for all attendees including Deluxe Continental Breakfast, Mid-Morning Break, Lunch Buffet, Themed Afternoon Break and an All-Day Continuous Beverage Break.

If you have any questions, please call the Sales & Catering Office directly at 302-576-8009 for your personal representative to begin working with you on your next project.

All menu selections are enclosed to help you begin planning your next meeting or special event.

Thank you again for allowing us the opportunity in getting you acquainted with our facility and we look forward to working with you!

\$59.95 per person

A 22% service charge will be applied to all Conference Center Services.

A minimum of 25 guests is required.

Prices are subject to change without notice.

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Deluxe Continental Breakfast

Fresh Daily Variety of Danish, Muffins, Bagels, Butter, Preserves and Flavored Cream Cheeses
Plain and Fruit Yogurt with Crunchy Granola Topping
Seasonal Fresh Fruit
Assorted Cereals with Whole, Skim and 2% Milk
Assorted Juices to Include Orange, Apple, Cranberry and Grapefruit
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea
Beverage Station

Mid-Morning Break

Beverage Station

Freshly Brewed Coffee, Decaffeinated Coffee, Iced Coffee, Hot Tea, Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Regular and Flavored Snapple Iced Tea and Assorted Fruit Juices

Buffet Lunch

Menu Selections vary daily. Please select one.

Trolley Square Deli Buffet

Chef's Selected Homemade Soup
Potato Salad
Carrot and Raisin Slaw
Pasta Salad
Selection of Premium Deli Meats and Cheeses to include:
Sliced Top Round Roast Beef, Hickory Smoked Ham, Herb Roasted Turkey Breast,
American, Imported Swiss and Provolone Cheeses
Sliced Roma Tomatoes, Bermuda Onions, Dill Pickles and Olives Displayed on Bibb Lettuce
White, Rye, Wheat and Pumpernickel Rolls with Mayonnaise, Mustards
Chef's Selection of Cakes
Beverage Station

Delaware Avenue Buffet

Chef's Selected Homemade Soup
Tossed Garden Salad with Two Dressings
Sliced Roast Beef Prepared with a Carbonade Sauce
Grilled Breast of Chicken Marinated with Lemon and Herbs
Broccoli Au Gratin
Rice Pilaf
Assorted Breads and Rolls
Chef's Selection of Cakes
Beverage Station

The Italian Market Buffet

Enjoy a Bowl of Minestrone Soup

Antipasto Salad

Tri-Colored Cheese Tortellini with Diced Tomatoes, Sliced Mushrooms, Diced Peppers,
Minced Garlic, Herbs & Freshly Grated Parmesan Cheese Topped with a Creamy Alfredo Sauce

Chicken Scampi Topped with Lemon, Fresh Basil, Oregano and White Wine Butter Sauce

Authentic Sweet and Hot Italian Sausage with Red, Green and Yellow Peppers

Chef's Choice of Seasonal Vegetable

Fresh Baked Garlic Bread

Tiramisu

Beverage Station

The Philadelphia Buffet

Chef's Homemade Chili

Grilled Vegetable Salad with Greens, Tomatoes, Herbs, Olives and Cheese

Philadelphia Cheese Steaks - Pan Seared Beef and Chicken, Served with Sautéed Onions,
Peppers and Melted Cheese with Hearth Baked Steak Roll

Southern Philly Pulled-Pork Sandwich - Slow Roasted Pork Shoulder Dry Rub Seasoned with
Paprika, Dark Brown Sugar, Vinegar & Coarse Salt, with Roast Peppers and Provolone Cheese

Seasoned Steakhouse French Fries

Sliced Kaiser Rolls, Mustard and Mayonnaise

Chef's Selection of Cakes

Beverage Station

Rockford Park Buffet

Chef's Selection of Homemade Soup

Tossed Salad with Selection of Two Dressings

Grilled Chilean Sea Bass Topped with Madera Butter Sauce Garnished with Fried Fennel

Baked Chicken Topped with Cognac and Chanterelle Mushroom Demi Grace

Sour Cream and Chive Whipped Potatoes

Chef's Selection Seasonal Vegetable

Assorted Desserts

Beverage Station

Taste of the Nation Buffet

New England Clam Chowder

Cobb Salad

Southwestern Turkey Club Wraps

Atlantic Seared Salmon with Sherry Cream Sauce

Grilled Flank Steak with Gorgonzola

Herb Roasted Yukon Gold Potatoes

Glazed Carrots

Chef's Selection of Cakes

Beverage Station

Themed Afternoon Break

Menu Selections vary daily. Please select one.

The Bake Shop

Freshly Baked Assorted Cookies to include: Chocolate Chip, Oatmeal Raisin, Sugar, Peanut Butter and Macadamia Nut accompanied by Brownies and Blondies
Accompanied by the Beverage Station

Root Beer Float

Stewarts Root Beer, Vanilla Ice Cream, Whipped Cream
Maraschino Cherries, Franks en Croute with condiments
Accompanied by the Beverage Station

The Blue Rocks

Fresh Popcorn and Roasted Peanuts, Italian Ice and New York Style Soft Pretzels with Mustard, Individual Bags of Assorted Chips and Cracker Jacks
Accompanied by the Beverage Station

South of the Border

Tri-Colored Tortilla Chips and Nacho Chips served with Mild Picante Salsa, Fruit Salsa, Guacamole and Onion Dip, Warm Nacho Cheese, Green Onions, Chopped Tomatoes, Black Olives and Sour Cream
Accompanied by the Beverage Station

Chocolate Delight

Assorted Candy Bars, Chocolate Chip Cookies, Chocolate Covered Raisins, Chocolate Covered Pretzels, Oreo Cookies, Peanut M&M's
Accompanied by the Beverage Station

Café' de France

Croissants with Butter and Preserves, Petite Fours, Fresh Baked Scones, European Cheese Display with Water Crackers, Mini Pastries
Accompanied by the Beverage Station

Company Signature Break

Exclusively Designed Break for your Company with a Lavish Array of Healthy, Sweet and Chocolate Elements to Satisfy every Palate
Please ask your Sales Representative for more details

Team Building Event

Especially Prepared for your group

“Iron Chef “

- Introduction and welcome by our Executive Sou Chef and Banquet Server
- Small biography on Sou Chef’s culinary background
- Explanation of the evening meal and why specific ingredients were selected
- Free flow of clients pre-selected beverages and specialty drinks throughout the event
- A signature drink will be created exclusively for your event
- Client provided aprons and Chef’s hats distributed
- Group is divided into small groups which prepare each others meal from salad to dessert
- Executive Sou Chef demonstrates then assist participants in meal preparation
- Once prepared, participants toast and dine together
- Your company senior lead may use microphone to announce ‘play by play’ coverage, ask questions of the participants, etc.
- Three to Four Hours of a great time getting to know your colleagues

Sample Menu:

Chicken Corn Chowder Soup

Micro Green Salad with Marinated Mushrooms, Grape Tomatoes,
White Balsamic Vinegar, Prosciutto finished with Fried Parmesan Cheese

Beef Medallions Wrapped with Goat Cheese and Roasted Pepper
Topped with Port Wine Reduction

Boneless Chicken Breast Stuffed with Crabmeat
in a Roasted Red Pepper Sauce

Local Baby Carrots

Fresh Jumbo Asparagus

Mini Crème Brulee

Fresh Fruit Parfait with Granola, Berries and
Chocolate Mousse Finished with Mint Garnish

Price: \$62.00 per person for a memorable experience

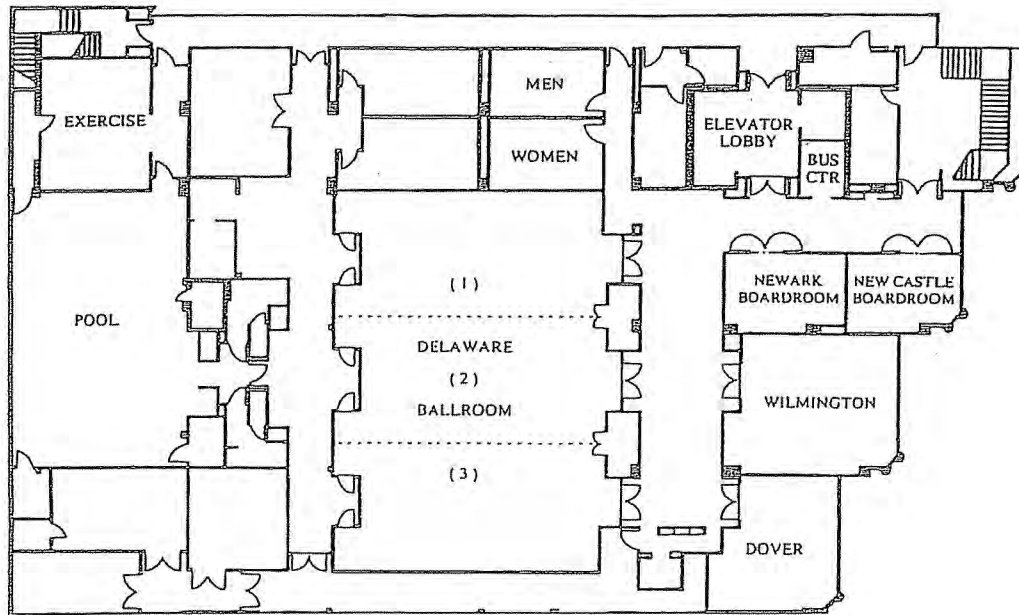
Beverages will be priced at an additional cost, based on final decisions

A 22% service charge will be automatically added the total bill.
Prices are subject to change without notice



Sheraton Suites
WILMINGTON
DELAWARE

MEETINGS AND CELEBRATIONS, MADE TO ORDER



Meeting Room	Dimensions (L x W)	Square Footage	Capacity							Height
			Theater	Schoolroom	Conference	U-Shape	Reception	Banquet		
Delaware Ballroom	62' 6" x 42' 5"	2,655	240	120	N/A	N/A	300	210	13 ft	
Delaware I	20' 10" x 42' 5"	885	70	36	24	28	80	60	13 ft	
Delaware II	21' x 42' 5"	892	70	36	24	28	80	60	13 ft	
Delaware III	20' 8" x 42' 5"	878	70	36	24	28	80	60	13 ft	
Wilmington	21' 7" x 25' 9"	554	40	24	28	25	45	40	13 ft	
Dover	21' 11" x 20' 9"	455	25	14	20	12	30	20	13 ft	
New Castle Boardroom	17' 8" x 12' 3"	216	N/A	N/A	10	N/A	N/A	N/A	13 ft	
Newark Boardroom	19' 11" x 12' 8"	252	N/A	N/A	10	N/A	N/A	N/A	13 ft	

Sheraton Suites Wilmington has an entire floor of meeting facilities: a 2,655-square foot ballroom, multi-purpose meeting rooms, conference suites and executive boardrooms.

Our attentive, professional staff will help ensure the success of any corporate or social event.



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Audio Visual Rental

Monitors / Cameras

DVD Player with Monitor and Cart	\$175
TV/VCR 27" Monitor and Cart	\$135
VCR with Cart	\$ 90
13" Color Monitor	\$ 45
25" Color Monitor	\$ 75
27" Color Monitor	\$ 75
32" Color Monitor	\$125
VHS Camcorder with Tripod and Cassette	\$150

Projection

6' Screen	\$ 40
7' Screen	\$ 40
8' Screen	\$ 40
Kodak 35 mm Slide Projector, Zoom Lens, Tray & Wired Remote	\$ 50
Wireless Remote for 35 mm Slide Projector	\$ 25
Overhead Projector with Stand	\$ 75
4000 Lumens Overhead Projector with Stand	\$100
Direct View Opaque LCD Projector Pkg. with Screen, P/S, and Cords	\$425
**Above LCD Package with Sound	\$500
Telescoping Audio Visual Stand	\$ 20

Sound Equipment

Handheld Microphone with Cord	\$ 75
Wireless Lavalier Microphone	\$ 75
Wireless Handheld Microphone	\$ 75
Wireless Handheld Microphone with Podium	\$100
4 Channel Mixer	\$ 45
8 Channel Mixer	\$ 75
Portable CD Player and Remote	\$ 75
Direct Box	\$ 50
Speakers	\$ 75

Miscellaneous

Post-It Flip Chart with 4 Markers	\$ 40
A Frame Easel	\$ 10
Whiteboard (30"x36") with 4 Dry Erase Markers	\$ 30
Audio Visual Cart with 3 Outlets	\$ 25
Polycom Speakerphone	\$ 95
DID Line	\$125
Extension Cord with Safety Cord Cover	\$ 10
Power Strip	\$ 10
Power Strip with Phone Plug	\$ 25
Podium	\$ 25
6' X 8' Riser (per section)	\$ 20
High Speed Internet Initial Connection	\$250
High Speed Internet additional Connections	\$ 50
Cyber Café (Up to 50 Connections)	\$500
Laser Printer	\$350

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Please ask for availability of items not listed.

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Driving Directions

From Philadelphia and North: Follow I-95 South into Delaware. Exit at Delaware Avenue (Exit 7b, Route 52). Go to the top of the exit ramp and make a left turn at the traffic light. Follow Delaware Avenue for about one mile. The hotel is on the right.

From Baltimore and South: Follow I-95 North into Delaware. Use the Delaware Avenue Exit (Exit 7, Route 52) At the top of the ramp, go straight for four blocks. Turn Right at the fourth block, which will be Delaware Ave. Follow Delaware Avenue for about one mile. The hotel is on the right.

From the King of Prussia/Valley Forge Area: Use I-476 South (the Blue Route) to I-95 South all the way into Delaware. Exit at Delaware Avenue (Exit 7b, Route 52). Go to the top of the exit ramp and make a left turn at the traffic light. Follow Delaware Avenue for about one mile. The hotel is on the right.

From the New York City Area: Follow the New Jersey Turnpike all the way south to Exit 1 for I-295 South and the Delaware Memorial Bridge. Go over the Delaware Memorial Bridge. Follow I-295 South to I-95 North. Use the Delaware Avenue Exit (Exit 7, Route 52) At the top of the ramp, go straight for four blocks. Turn right at the fourth block, which will be Delaware Ave. Follow Delaware Avenue for about one mile. The hotel is on the right.

From Lancaster County: Follow Route 30 East to Route 202 South. Take 202 South to I-95 South. Follow I-95 to the Delaware Avenue Exit (exit 7b, Route 52) Go to the top of the exit ramp and make a left turn at the traffic light. Follow Delaware Avenue for about one mile. The hotel is on the right.

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