

# EXHIBITOR BOOTH ORDER FORM



Due Date: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 On Site Contact: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 On Site Cell: \_\_\_\_\_

## SPECIALTY ITEMS



California Quivers (infused water / specialty cocktail)



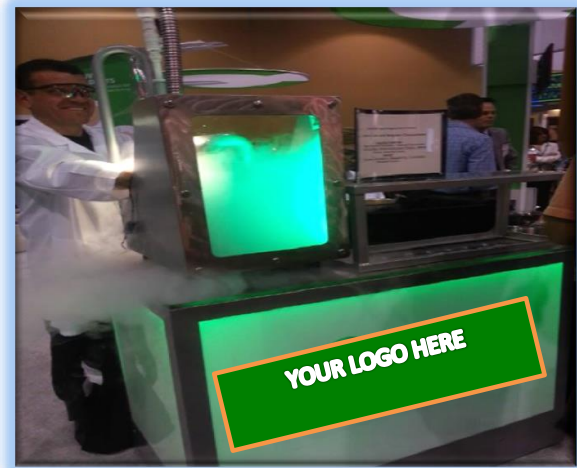
Coffee Barista Station



Freshly Popped Popcorn



Candy Jar Display



Liquid Nitrogen Station - Smoothies, Gelato, Popcorn

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Delivery Schedule (Specific Times Required)					
Show Dates	Show Times	Delivery Time (\$50++ Delivery)	Refresh of Product Delivery Time	Amount of Refreshed Product (\$50++ Delivery)	Pick-Up Time from Booth

Additional Delivery Instructions: \_\_\_\_\_

Product Display (check one):

Utilize Existing Booth Display for Food/Beverage     
  Hotel Table/Linen Required

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax	TOTAL
Freshly Brewed Regular Coffee	\$ 104.00		gal	\$0.00	\$0.00	\$0.00	\$0.00
Freshly Brewed Decaffeinated Coffee	\$ 104.00		gal	\$0.00	\$0.00	\$0.00	\$0.00
White Lion Tea Selection	\$ 104.00		gal	\$0.00	\$0.00	\$0.00	\$0.00
Soft Drinks	\$ 6.50		each	\$0.00	\$0.00	\$0.00	\$0.00
Still Bottled Waters	\$ 6.50		each	\$0.00	\$0.00	\$0.00	\$0.00
Bake Shop Specialties, Preserves, Butter	\$ 68.00		dzn	\$0.00	\$0.00	\$0.00	\$0.00
Freshly Baked Cookies or Brownies	\$ 68.00		dzn	\$0.00	\$0.00	\$0.00	\$0.00
Assorted Mini Cupcakes	\$ 68.00		dzn	\$0.00	\$0.00	\$0.00	\$0.00
Haagen-Dazs Ice Cream Bars	\$ 7.00		each	\$0.00	\$0.00	\$0.00	\$0.00
Popcorn Cart* (each bag pops approx. 100 bags)	\$ 500.00		bag	\$0.00	\$0.00	\$0.00	\$0.00
Candy Jar Display (approx. 100 portions)	\$ 600.00		each	\$0.00	\$0.00	\$0.00	\$0.00
5-Gallon Water Bubbler (Power Required)	\$ 250.00		each	\$0.00	\$0.00	\$0.00	\$0.00
5-Gallon Water Bubbler Refill	\$ 75.00		each	\$0.00	\$0.00	\$0.00	\$0.00
CQ Mango Mint Pineapple	\$ 225.00		container	\$0.00	\$0.00	\$0.00	\$0.00
CQ Strawberry Basil	\$ 225.00		container	\$0.00	\$0.00	\$0.00	\$0.00
CQ Lemon Cucumber	\$ 225.00		container	\$0.00	\$0.00	\$0.00	\$0.00
CQ Black Raspberry Acai Jalapeno	\$ 225.00		container	\$0.00	\$0.00	\$0.00	\$0.00

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	9% sales tax	TOTAL
Domestic & Import Beer	\$10.00		drink	\$0.00	\$0.00	\$0.00	\$0.00
Craft Beer	\$11.50		drink	\$0.00	\$0.00	\$0.00	\$0.00
Deluxe Cocktails	\$12.50		drink	\$0.00	\$0.00	\$0.00	\$0.00
Deluxe Wine - White	\$14.00		drink	\$0.00	\$0.00	\$0.00	\$0.00
Deluxe Wine - Red	\$14.00		drink	\$0.00	\$0.00	\$0.00	\$0.00

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax	TOTAL
*Attendant / Bartender (first 2 hours)	\$225.00		each	\$0.00	\$0.00	\$0.00	\$0.00
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00		each	\$0.00	\$0.00	\$0.00	\$0.00

**(Ask your Catering Representative When this is Required)**

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax	TOTAL
Delivery Fee(s)	\$50.00			\$0.00	\$0.00	\$0.00	\$0.00
WRITE - IN:				\$0.00	\$0.00	\$0.00	\$0.00
WRITE - IN:				\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

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CATERING GUIDELINES	
<b>ORDER FORM DUE DATE</b>	On or before the Due Date listed at the top of this form. Orders received thereafter are subject to a late fee of \$100++.
<b>PRICES</b>	All prices are subject to change. Current pricing will be confirmed 90 days prior to the event.
<b>SERVICE CHARGES &amp; TAX</b>	ALL pricing is subject to 25% service charge plus applicable federal, state, and municipal taxes. Service charge is also subject to applicable federal, state and municipal taxes.
<b>GUARANTEES</b>	<p>Expected attendance (guarantee) is required three business days prior to the event date by 9am. The guarantee number may not be reduced and is the minimum per person that will be charged. If a guarantee is not received by the required date, the expected number on the banquet event order will default to be the guarantee on the BEO.</p> <p>Preparation for food and beverage functions will be based on the guarantee number. If the guarantee number increases within two (2) days of the event, the increased number may be subject to food availability and substituted with an alternate menu option.</p>

FOOD AND BEVERAGE RESTRICTIONS	
	<p>Food and Beverage pricing for the Event will be based on current Gaylord National menu pricing at the time of the event date.</p> <p>All events are subject to the procedures of the Facilities Guidelines, which may be provided per the group's request. This agreement is binding to all parties associated with and attending the contracted event.</p> <p>The hotel will assess a fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested of the hotel within 24 hours of the actual event. The starting fee for "pop-up" events is \$95.00 (up to 25 guests), and will increase with the number of guests and complexity of event.</p> <p>Food and Beverage detailed on the Banquet Event Orders (BEO's) as requested by the Client are to be distributed to Gaylord National operating departments no later than 12 days in advance of each event date. All BEO's are to be signed and returned by the Client to the Catering Department prior to that time. Attendance numbers increasing or decreasing more than 10% at the time of signature will incur an additional 20% up charge per menu item listed on the BEO.</p> <p>Any additional food ordered on the night of the event, if available, will be subject to an additional 25% labor fee plus the usual service charge and tax. Due to other events taking place, it is possible that additional food may not be available.</p> <p>Gaylord National Resort &amp; Convention Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel does not assume responsibility for personal property and equipment brought into the meeting and banquet areas.</p> <p>No outside food or beverage shall be permitted in the Hotel</p>

Explanation of Onsite Booth Delivery Fees	
<b>Delivery of Product:</b>	<p>Gaylord National is the only authorized and licensed unit able to provide food and beverage services in exhibit and meeting space. Gaylord National reserves the right to confiscate any/or charge fees for any food or beverage brought into the exhibit hall or meeting room areas without prior authorization by a catering representative</p> <p>All product is charged as ordered and product is delivered on disposable service ware (Unless chaffer is required)</p> <p>In compliance of the hotels class B alcohol license, all alcoholic beverages must be accompanied by a certified employee of the hotel. A Bartender must accompany the items and service the guests in the booth. In the event an Attendant/Bartender is requested, delivery fees are waived</p>

PAYMENT POLICY / MASTER ACCOUNT	
<b>PRE-PAYMENT</b>	For all other Group master accounts; no Terms are given. One-Hundred Percent (100%) of the events estimated charges are due 5-7 business days prior to the first scheduled event and is payable by check, money order or will be charged to the credit card on file. Pre-Payment will be based on pre-arranged events orders to include food and beverage, audio visual, IT, electrical, etc.

MISCELLANEOUS	
<b>ELECTRICAL</b>	Any electrical needs required should be pre-arranged and will be charged to the master account. All electrical needs are the responsibility of the exhibiting company and must be ordered through the exhibitor kit.
<b>CANCELLATION POLICY</b>	<p>Please refer to your Banquet Event Order contract. All deposits will be applied to the balance due:</p> <p>12-7 Days prior to Event = 50% of F&amp;B Ordered to be charged to Client</p> <p>6-4 Days prior to Event = 75% of F&amp;B Ordered tot be charged to Client</p> <p>3-0 Days prior to Event = 100% of F&amp;B Ordered to be charged to Client</p>

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