

**NAME OF CONFERENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orders received within 72 hours of the requested delivery date will be assessed a $100.00 pop up fee, per delivery.**

Please fill out this form and email to **Angela Gremaud, Senior Catering Event Manager** at agremaud@gaylordhotels.com. If additional information is needed, please contact her at 817-778-3242 during normal business hours

**NOTE: If you are requesting more than one delivery per day, please complete a separate form for each day/time period.**

**CONTACT INFORMATION**

Booth Name: Booth #:

First Name: Last Name:

Street Address:

City: State: Zip Code:

Phone: Mobile: Email:

On-Site Contact: Mobile:

* Once order has been received a banquet event order will be created and sent to the client for review and signature to confirm. There is a $50 booth delivery fee for each delivery
* A link to submit a credit card for payment will be sent to client once confirmed.
* 100% of all estimated charges will be due 10 days prior to arrival.
* All items listed are subject to a 25% taxable service charge and 8.25% sales tax.
* All pricing is subject to change.

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| **ITEM** | **COST** | **QUANTITY** |
| **Beverages** |
| Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas | $65.00++ per ½ gallon$130++ per gallon |  |
| Bottled Juices (apple, cranberry, orange and grapefruit) | $7.00++ each  |  |
| Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist) | $7.00++ each  |  |
| Bottled Waters | $7.00++ each  |  |
| Iced Tea/Lemonade | $130.00++ per gallon |  |
| **Alcoholic Beverages (Bartender required) inclusive of tax** |
| Domestic Beer: Bud, Bud Light, Miller Light, Coors, Coors Light  | $8.00++ each (12 minimum) |  |
| Imported Beer: Heineken, Corona, Amstel Light  | $9.00++ each (12 minimum) |  |
| Wine: House Chardonnay & House Cabernet  | $65.00 ++ bottle |  |

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| **Food** |
| ***Pastries*** |
| Bagels with Cream Cheese and Preserves | $75.00 ++ dozen (1 dozen minimum) |  |
| Bakery Goods Including: Croissants, Muffins, Danish and Breakfast Breads with Appropriate Condiments | $75.00 ++ dozen (1 dozen minimum) |  |
| Brownies (by the dozen only) | $75.00 ++ dozen (1 dozen minimum) |  |
| Cookies (assorted, by the dozen only) | $75.00 ++ dozen (1 dozen minimum) |  |
| ***Cold Items*** |
| Display of Fresh Sliced Fruits Served with Vanilla Blackberry Yogurt (small for 10 people, large for 25 people | $150.00 ++ small$375.00 ++ large |  |
| Display of Fresh Vegetables with Herb Dip (small for 10 people, large for 25 people) | $150.00 ++ small$375.00 ++ large |  |
| International Cheese Display with Dried Fruits, Nuts, House made Breads (small for 10 people, large for 25 people) | $220.00 ++ small$550.00 ++ large |  |
| Assorted Deli Sandwiches (Ham, Turkey and Roast Beef) Please indicate your selection. | $150.00 ++ dozen (1 dozen minimum) |  |
| Wraps (Vegetarian, Chicken Salad). Please indicate your selection. | $150.00 ++ dozen (1 dozen minimum) |  |
| Seasonal Whole Fruit. Please indicate your quantity. | $5.00 ++ each  |  |
| ***Snacks*** |
| Mixed Nuts (bulk, 5 lb minimum) | $40.00 ++ pound |  |
| Bar Mix (bulk, 5 lb minimum) | $35.00 ++ pound |  |
| Pretzels (bulk, 5 lb minimum) | $30.00 ++ pound |  |
| Potato Chips (bulk, 5 lb minimum) | $30.00 ++ pound |  |
| Breakfast, Power and Granola Bars | $5.00 ++ each |  |
| Potato Chips, Popcorn and Pretzels (individual bags). Please indicate your selection. | $5.00++ each |  |
| Ice Cream Bars (assorted) | $7.25 ++ each |  |
| Candy Bars (assorted) | $5.00 ++ each |  |
| Soft Warm Pretzels, Smoked Gouda Sauce | $75.00 ++ dozen (1 dozen minimum) |  |
| ***Miscellaneous*** |
| Ice | $120.00 ++ per 20 lbs. plus $25.00 ++ delivery per day |  |
| Popcorn Machine (Attendant Required) | $250.00 ++ per day rental/ Attendant $175.00++ |  |
| Popcorn by the bag (60 bag minimum) | $5.00++ per bag |  |
| Attendant/Bartender(Please specify times) | $250.00 ++ each per 2 hour minimum $50.00++ each additional hour |  |
| ***Other*** |
| **BOOTH DELIVERY** | **$50.00++ per delivery of non-food items** |  |
| Bus Tub Rental | $20.00++ each day |  |
| Chafing Dish Rental | $75.00++ each day |  |
| Heat Lamp Rental | $50.00++ each day |  |
| Sterno | $9.00++each |  |
| Punch Bowl Rental | $75.00++ each per day |  |
| Cutting Board Rental | $50.00++ each per day |  |
| Disposable 6 inch plate | $20.00++per 50 |  |
| Disposable 8 oz. bowls | $20.00++ per 50 |  |
| Plastic Forks | $50.00++ per 1000 |  |
| Plastic Spoons | $50.00++ per 1000 |  |
| Plastic Knives | $50.00++ per 1000 |  |
| Cocktail Napkins | $20.00++ per 250 |  |
| Styrofoam Cups 12 oz. | $40.00++ per 100 |  |
| Coffee Stirrers | $20.00++ per 1000 |  |
| Frill Toothpicks | $10.00++ per 250 |  |
| Pc. Creamers | $75.00++ per 500 (500 minimum order) |  |
| Pc. Sugar/Equal/Sweet and Low/Splenda | $100.00++ per 500 (500 minimum order) |  |
| Serving Utensils Rental | $10.00++ each per day |  |
| Chef | $300.00++ per 3 hour minimum, $100.00 each additional hour |  |
| Food Preparation | Please call |  |
| Disposal of Trash | Please call |  |

Additional Food and Beverage Options Available Upon Request. All Food and Beverage items listed are subject to a 25% taxable service charge and 8.25% sales tax. All non-food items are subject to 8.25% sales tax.

Food and beverage ordered through the hotel will be supplied with proper serviceware and utensils.

Each exhibitor is responsible for storage of their food and beverage items.

The hotel will not provide storage and/or pick up or deliver items.

NOTE: All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. In compliance with the Texas Alcohol Beverage Commission, the Gaylord Texan requires that only those individuals 21 years of age or older are able to order or consume any alcoholic beverages. It is against hotel policy to bring any outside alcohol onto the premises. Pricing will be retail plus service charge and applicable taxes.

All pricing is subject to change.

**Exhibit Hall Food Show Information**

**Hotel Culinary Team to Prepare Your Product**

We can cook your product based on a specific recipe with your donated ingredients. The cost for this would be based on a % of what the hotel would normally charge retail for that kind of item.

A formal quote would depend on what type of product it is, how much labor and time is involved in producing it, etc.

Note\* - When this price is quoted, it would include the storage, receiving of product, the delivery, serving and refreshing of the product and the equipment the product is served in.

**Storage in Coolers or Freezers Overnight**

**$250+ per pallet - Or - $15+ per box. There will be an additional $30++ delivery / runner fee to get the product to and from cooler to exhibit hall.**

The cooler hours to retrieve product is 6:30am to 4:30pm Mon-Fri, and 8:00am – 1:00pm Saturday, unless we schedule security to open the coolers, which is an additional cost. We also ask you to provide a detailed delivery schedule of what is being shipped to the hotel and when. Lastly, the products cannot be shipped to the hotel earlier than 3 days prior to first major event.

**Use of Hotel Kitchens to Prep Your Own Foods**

**This would require a chef fee of $100+ per hour. Minimum of 3 hours.**

The chef would supervise the kitchens and be there to assist you with all of our equipment, utensils, dishwashing areas, etc. Should you need to rent hotel serving equipment such as chaffers, speed racks, serving spoons, tongs, etc. there are additional daily rental fees applied per item. See Food Show Order Form Above.

\*Beverage Note

All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. Pricing will be retail plus service charge and applicable taxes. In cases where a vendor brings in their sample products, then any hotel participation for storage, ice, set-up, rental fees, etc. will apply; however, these items may only be offered from 2-3 oz. Sample Size Cups. The hotel must be advised in advance and reserves the right to provide these beverages and will determine a fee or ask vendors to remove the product from the booth.

Describe any special F&B related booth needs:

(i.e. food products being served, cooked, displayed or stored)

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*\**YOU MUST ALSO FILL OUT THE HEATING/COOKING PERMIT AND RETURN TO HOTEL IF COOKING/HEATING IS TAKING PLACE. THE PERMIT MUST THEN BE APPROVED BY THE FIRE MARSHAL.

*Please List Dates & Times of Service Needed*

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