



NAME OF GROUP: _____
NAME OF CONFERENCE: _____

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 completely, including payment information, and fax to 817-778-3289, **Attn: Affiliate Coordinator.**
 Or mail to: Affiliate Coordinator, Gaylord Texan Resort and Convention Center on Lake Grapevine, 1501 Gaylord Trail, Grapevine, TX 76051.
- **If you are requesting more than one delivery per day, please complete a separate form for each day/time period.**

Date of Delivery: _____

Times of Delivery: **Starting Time:** _____ **Ending Time:** _____

Name of Booth: _____ **Booth Number:** _____

Ordering Contact: _____ **Ordering Contact Phone:** _____

On Site Contact: _____ **On Site Cell Phone:** _____

ITEM	COST	QUANTITY
Beverages		
Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas	\$70.00++ per gallon	
Bottled Juices (apple, cranberry, orange and grapefruit)	\$5.00++ each	
Soft Drinks (Coke, Diet Coke, Sprite and Dr. Pepper)	\$4.50++ each	
Bottled Waters	\$4.50++ each	
Iced Tea/Lemonade	\$68.00++ per gallon	
Alcoholic Beverages (Bartender required) inclusive of tax		
Domestic Beer: Bud, Bud Light, Miller Light, Coors, Coors Light	\$6.25+ each (12 minimum)	
Imported Beer: Heineken, Corona, Amstel Light	\$7.25+ each (12 minimum)	
Wine: House Chardonnay & House Cabernet	\$42.00 + bottle	

NAME OF CONFERENCE: _____

Food		
Pastries		
Bagels with Cream Cheese and Preserves	\$51.00 ++ dozen (1 dozen minimum)	
Bakery Goods Including: Croissants, Muffins, Danish and Breakfast Breads with Appropriate Condiments	\$51.00 ++ dozen (1 dozen minimum)	
Brownies (assorted, by the dozen only)	\$51.00 ++ dozen (1 dozen minimum)	
Cookies (assorted, by the dozen only)	\$51.00 ++ 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 \$300.00 ++ large	
Display of Fresh Vegetables with Herb Dip (small for 10 people, large for 25 people)	\$90.00 ++ small \$225.00 ++ large	
International Cheese Display with Berries, Crackers and Artisan Breads (small for 10 people, large for 25 people)	\$175.00 ++ small \$375.00 ++ large	
Assorted Deli Sandwiches (Ham, Turkey and Roast Beef) Please indicate your selection.	\$144.00 ++ dozen (1 dozen minimum)	
Hoagies and Wraps (Vegetarian, BBQ Brisket and Turkey). Please indicate your selection.	\$144.00 ++ dozen (1 dozen minimum)	
Seasonal Whole Fruit. Please indicate your quantity.	\$4.00 ++ each	
Snacks		
Mixed Nuts (bulk, 5 lb minimum)	\$35.00 ++ pound	
Pretzels (bulk, 5 lb minimum)	\$35.00 ++ pound	
Breakfast, Power and Granola Bars	\$4.25 ++ each	
Potato Chips, Popcorn and Pretzels (individual bags). Please indicate your selection.	\$4.00++ each	
Peanuts (bulk, in the shell, 5 lb minimum)	\$35.00 ++ pound	
Potato Chips (bulk, 5 lb minimum)	\$25.00 ++ pound	
Ice Cream Bars (assorted)	\$5.25 ++ each	
Candy Bars (assorted)	\$4.00 ++ each	
Soft Pretzels (jumbo, with spicy mustard)	\$54.00 ++ dozen (1 dozen minimum)	
Miscellaneous		
Ice	\$120.00 ++ per 20 lbs. plus \$25.00 ++ delivery per day	
Espresso/Cappuccino Machine (Attendant Required)	\$250.00++ per day	
Espresso/Cappuccino Cups Consumed	\$5.00++ each cup	
Popcorn Machine (Attendant Required)	\$250.00 ++ per day	
Popcorn by the bag (60 bag minimum)	\$4.00++ per bag	
Margarita Frozen Machine(2 flavors)- 160 drinks minimum (Bartender Required)	\$1520.00+ (160 drinks)	
Attendant/Bartender (Please specify times)	\$100.00 ++ 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	
Additional Items	Please call	
Disposal of Trash	Please call	

All Food and Beverage items listed are subject to a 22% 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.

THIS FORM IS FOR CATERING ORDERS ONLY. DO NOT SEND WITH BOOTH UTILITIES ORDER.

CREDIT CARD AUTHORIZATION FORM

We accept American Express, MasterCard, Visa, Discover and Diner credit cards

Name of Booth: _____ Event Dates: _____
Booth Number: _____
Hotel Contact: _____ Group Code: _____
(Must be filled in by hotel contact)

In affiliation with: _____
(Please note the name of the convention you are attending)

I approve use of this credit card for all charges noted below:

_____ Food and Beverage, applicable taxes and gratuities.
_____ Other

Cardholder's Name: _____
E-mail Address: _____
Company Name: _____

Cardholder's Billing Address: _____
Street _____
City _____ State _____ Zip _____

Cardholder's Phone Number: _____ Fax Number: _____

Credit Card Number: _____ Exp Date: _____

Cardholder's Signature: _____ Date: _____

**Please include photocopy of card (front and back)
And the Card Holder's Drivers License or Corporate ID
Gaylord Texan Resort & Convention Center
1501 Gaylord Trail
Grapevine, Texas 76051**

Fax : 817-778-3289

An Estimate of Charges will be posted to this Credit Card (10) days prior to the arrival date.

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 can not 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 2-4 oz. Sample Size Cups. The hotel reserves the right to provide these beverages and will determine a fee or ask vendors to remove the product from the booth.

Please print or type:

NAME OF CONVENTION: _____

EXHIBITOR COMPANY NAME: _____ BOOTH #: _____

Company Billing Address: _____

Contact Name: _____ Title: _____

Phone: _____ E-mail: _____ Fax: _____

Describe any special F&B related booth needs: (i.e. food products being served, cooked, displayed or stored)

**YOU MUST ALSO FILL OUT THE HEATING/COOKING PERMIT AND RETURN TO HOTEL IF COOKING/HEATING IS TAKING PLACE.*

Please List Dates & Times of Service Needed

Payment in full must be rendered before the beginning of the show

1. Please see the Credit Card Authorization Form attached for Credit Card Payment Options.
2. If Paying by Check or Money Order, remit to: Gaylord Texan Resort & Convention Center
 - a. All Checks must be received by accounting at least 10 days prior to first major event.
3. Please contact your Catering Manager for information on setting up Direct Billing through our Credit Department.
4. All banquet event orders must be processed and signed 10 days prior to event taking place.

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