



FOOD & BEVERAGE

Fax or Mail to: Gaylord Palms Resort & Convention Center
 Attn: Affiliates Coordinator
 6000 W. Osceola Parkway
 Kissimmee, Florida 34746
 (407) 586-2271 Fax (407) 586-2299

Ordering Instructions:

1. Fill out this form completely, including Credit Card Authorization Form, and fax to Affiliate Coordinator at 407-586-2299.
2. No outside food or beverage is allowed in the exhibit hall without prior permission from a hotel representative
3. All Food and Beverage items listed are subject to a 22% taxable service charge and 7% sales tax. All non-food items are subject to 7% sales tax
4. Food and beverage ordered through the hotel will be supplied with proper service ware and utensils.

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 samples, storage, ice, set-up, rental fees, etc. will apply, however, these items may only be offered from 2-3 ounce sample 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

A LA CARTE		
Item	Cost	Quantity
Ice	\$10.00++ per 10 lbs (30 lb minimum)	
Freshly Brewed Regular and Decaffeinated Superior French Roast Coffee, Select English Pickwick Teas	\$70.00++ per gallon	
Bottled Juices	\$4.50++ each	
Bake Shop Specialties, Preserves, Butter	\$50.00++/Per Dozen	
Bagel Variety, Assorted Regular & Flavored Cream Cheese	\$50.00++/Per Dozen	
Assorted Cereals and Milks	\$5.25++/Each	
Individual Fruit Flavored Yogurt	\$4.25++/Each	
Assorted Granola, Nutri-Grain Bars	\$3.75++/Each	
Individual Bags of Chips, Pretzels, Popcorn	\$3.25++/Each	
Individual Bags of Peanuts and Trail Mix	\$3.00++/Each	
Whole Fresh Fruit	\$3.00++/Each	
Arizona Iced Teas or Powerade	\$4.75++/Each	
Assorted Juices	\$78.00++ per gallon	
Iced Tea/Lemonade	\$65.00++ per gallon	
Soft Drinks	\$4.00++ each	
Sparkling & Non-Carbonated Mineral Waters	\$4.25++ each	
Water Cooler Rental (1st Jug is complimentary)	\$75.00++ per day	
5-Gallon Water Jug	\$75.00++ each	
Fun Size Candy (fun size chocolates in candy bowl)	\$15.00 per bowl of candy	
LABOR		
Item	Cost	Quantity
Labor (Server / Runner/Booth Attendant)	\$125.00+ for 3 hours, \$35.00 each add'l hour	
Chef	\$125.00+ for 3 hours, \$100.00 each add'l hour	
Food Preparation	Please call for quote.	
Waste Disposal	\$25.00+ per day	
Additional Items	Please call for quote	

RECEPTION/SNACK ENHANCEMENTS

Item	Cost	Quantity
Espresso Events Machine and Barista	Call for Quote	
Queso Dip, Chips & Salsa, Sour Cream, Guacamole (Serves 25)	\$225.00	
Spinach & Artichoke Dip, Cubed Breads (Serves 25)	\$175.00	
Onion Dip & Vegetable Dip, Baby Carrots, Celery, Pretzels (Serves 30)	\$250.00	
Imported & Domestic Cheese Platter, Gourmet Crackers (Serves 25)	\$300.00	
Grilled Marinated Vegetable Platter, Sliced Pesto Bread, Garlic Aioli (Serves 20)	\$200.00	
Miniature Pressed Cuban Sandwiches (Serves 30)	\$225.00	
Miniature Gourmet Cheeseburgers, White Cheddar, Caramelized Onion, Brioche (Serves 50)	\$400.00	
Popcorn Machine \$150+ Daily Machine Rental \$125+ Attendant fee	\$60 per Kernel Bag (Serves 30)	
Pretzel Warmer \$150+ Daily Machine Rental \$125+ Attendant fee	Pretzels - \$4 each	
Otis Spunkmeyer Cookie Oven \$150+Daily Machine Rental \$125+ Attendant fee	\$36 per Doz. 1 Oz. Cookies (Min 10 doz order)	
*Haggan Daz Ice Cream Novelties	\$5.25/Each	
Miniature Pastries, Petit Fours, Fruit Tartlettes, Truffles, Mini Cannoli, Cream Puffs	\$52.00/Dz	
Sliced Fruit Display, Key Lime Yogurt Dipping Sauce (Serves 25)	\$225.00	
Jumbo Homemade Cookies, Fudge Brownies, or Butterscotch Blondies	\$50.00/Dz	

RENTAL

All equipment must be returned to the hotel in the condition in which it was received and promptly upon commencement of exhibitor move-out. Once in your possession, you are liable for any damage to or loss of the equipment rented.

Item	Cost	Quantity
Chafing Dishes	\$100.00+ each per day	
Sterno	\$15.00+ each	
3- Gallon Urn	\$75.00 + each per day	
5-Gallon Urn	\$100.00 + each per day	
Heat Lamp	\$125.00+ each per day	
Punch Bowls (Inventory Limited)	\$150.00+ each per day	
Presentation Platter	\$75.00 + each per day	
Glass Serving Bowl	\$25.00 + each per day	
Bus Tub	\$25.00+ each per day	
Cutting Boards	\$35.00+ each per day	
Serving Utensils: Tongs, Spoons	\$10.00+ each per day	

BEVERAGE LIST

Domestic Beer \$5.50	Imported Beer \$6.50	Soft Drinks & Water \$4.00 / \$4.25	Wine by the Bottle \$43.00
(Please indicate # of each) ___ Budweiser ___ Bud Light ___ Michelob Ultra ___ Samuel Adams ___ (Non-Alcoholic)	(please indicate # of each) ___ Amstel Light ___ Corona ___ Heineken	(please indicate # of each) ___ Coke ___ Diet Coke ___ Sprite ___ Dasani Water ___ Perrier	(please indicate # of bottles of each) Kendall Jackson Vinter's Reserve ___ Cabernet Sauvignon ___ Chardonnay ___ Merlot ___ Beringer White Zinfandel ___ Korbel Natural Brut

DATE SERVICE IS REQUIRED: _____ TIME: _____

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CREDIT CARD AUTHORIZATION FORM

Fax or Mail to: Gaylord Palms Resort & Convention Center
Attn: Exhibit Service Representative
3208 Gaylord Way, Kissimmee, Florida 34746
(407) 586-2219 Fax (407) 586-2279
Email to: GPExhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - 14 Days Prior to the First Show Day

Event Name: _____ Event Dates: _____
Company Name: _____ Booth Number: _____
Contact Name: _____ Contact Number: _____

I, _____, the undersigned agree to give Gaylord Palms Resort and Convention Center authorization to charge for the following services: Telecommunications, Long Distance Services, Electrical Service (labor and materials), Compressed Air, Water and Drain, Rigging and Security Services to my credit card. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. **Checks and cash are not accepted.** All credit card payments should include a copy of the front and back of credit card.

I further authorize the following named person(s) to use the below listed credit card to pay of any additional services either in advance or on-site.

Print Name: _____ Signature: _____

Credit Card: Visa MasterCard American Express Discover Diners Club

Credit Card: * _____ Expiration Date: _____
Name of Cardholder (Print) _____
Cardholder's Signature: _____
Billing Address: _____
City: _____ State/Zip: _____
Telephone No.: _____ Fax No.: _____
Email Address: _____