Main Street Suite / Exhibit Booth Catering Request Form

Access LIVE February 1-4, 2027| Gaylord Texan

Use this form to order food, equipment, mixers, garnishes, glassware, ice, and catering.
The options provided below are not comprehensive and are the items most frequently requested. Items not listed on this form can be arranged with your event manager. Please contact Gaylord Texan with questions or to inquire about additional items.

DEADLINE DATE: JANUARY 19, 2027

ORDERS AFTER JANUARY 19, 2027, PRICING INCREASES TO RUSH PRICING.

***CONTACT**: Please direct all questions and return completed forms to:*

Rhonda Quinones
Rquinones@gaylordhotels.com
817-205-8103

Once your order is submitted, a Gaylord Event Manager will be assigned to your account and will serve as your primary point of contact moving forward.

1. Exhibitor Contact Information

Company Name:

Booth # / Main Street Suite Location:

Planning Contact Name:

Planning Contact Phone:

Planning Contact Email:

On-site Contact Name:

On-site Contact Cell Phone:

On-site Contact Email:

Mailing Address:

City, State, Zip Code, Country:

2.Billing Information & Procedure

Prepayment via credit/debit card:

- Invoice can be issued with estimate charges.
- Full payment of estimated charges are due upon signing of the event order contract.
- Final payment for any additional charges will apply 10 days prior to first event.
- Any remaining balance will be applied to credit card on file once event concludes.
- Guests can cancel up to 30 days prior to their first event with no penalty and a refund will process after the event concludes. Within 30 days 100% of the estimated charges including sales tax will be assessed.

3. Hotel Food & Beverage Policy:

- No outside food may be brought into the hotel facility. Additional equipment, food and beverage items available upon request.
- An 8.25% sales tax will be included on food, beverage & labor & rental Items. A 26% gratuity will be included on all Items food, beverage & rental Items. There will be a $50 delivery fee, per order per day.
- Gaylord Texan is responsible for all purchased hotel food/beverage items and hotel equipment rental items. Freeman is responsible for all booth/suite cleaning including trash and empty bottle removal.

4. Catering, Ice, Glassware & Equipment Order *(Please Indicate Below)*

*Standard price until January 19, 2027. *Rush pricing begins January 20, 2027.*
Prices shown are each/per day unless otherwise noted.
Additional $50 delivery fee, per order per day plus 8.25% sales tax & 26% gratuity will be added on all orders.

For the Gaylord Texan to better service your Booth or Suite, please list F&B and/or Equipment order quantity and delivery date and time below.

EQUIPMENT & BEVERAGE SUPPLIES					
INDICATE DELIVERY TIME & QUANTITY BELOW FOR EACH ITEM			**ITEM DESCRIPTION**	**STANDARD PRICE** *Until January 19*	***RUSH PRICE**** *After January 19*
MON, Feb 1 Set-Up Day Time:_____	**TUE, Feb 2** Exhibits Open Time:_____	**WED, Feb 3** Exhibits Open Time:_____			
Equipment Packages					
			(24) Universal Wine Glasses W/ Stem	$75	*$150*
			(24) Champagne Flutes	$75	*$150*
			(24) 12oz Stemless Highball Glasses	$75	*$150*
			(24) 12oz Stemless Rocks Glasses	$75	*$150*
			(24) Stemless Martini Glasses	$75	*$150*
			(24) Snifters	$75	*$150*
			20lbs. Ice, 3 Disposable Dump Buckets (Doubled), & 100 Glasses of your choice:	$400	*$800*
Glassware (*Minimum rental: 12 glasses. Prices are per glass)*					
			Universal Wine Glasses W/ Stem	$3.50	*$6.50*
			Champagne Flute	$3.50	*$6.50*
			12oz Stemless Highball/Rocks Glass	$3.50	*$6.50*
			Stemless Martini Glass	$3.50	*$6.50*
			Snifter	$3.50	*$6.50*
Other Beverage Supplies					
			(200) Beverage Napkins	$25	*$50*
			(50) 9oz Beverage Cups	$15	*$30*
			(50) 2oz Sample Cups	$15	*$30*
			(500) Stir Sticks	$50	*$100*
			(500) Paper Straws	$50	*$100*
			(500) Garnish Skewers	$50	*$100*
			Disposable Dump Bucket (Doubled)	$15	*$30*
			Oval Bus Tray	$15	*$30*
			Bus Tubs (12x14)	$15	*$30*
			Water Pitcher	$10	*$20*
			Tongs / Serving Spoon	$8	*$16*
			Trash Cans (33 Gal)	$30	*$60*
			Single Plastic Cork Wine Opener	$10	*$20*

FOOD & BEVERAGE (Including Ice):					
INDICATE QUANTITY & DELIVERY TIME BELOW FOR EACH ITEM			**ITEM DESCRIPTION**	**STANDARD PRICE** *Until January 19*	***RUSH PRICE**** *After January 19*
MON, Feb 1 Set-Up Day Time:____	**TUE, Feb 2** Exhibits Open Time:____	**WED, Feb 3** Exhibits Open Time:____			
			Ice (20lb. Minimum - Served in Bus Tubs)	$120 per 20lbs.	*$160 per 20lbs.*
			Lemons: ☐ Whole ☐ Wedges ☐ Wheels	$20 per dozen	*$40 per dozen*
			Limes: ■ Whole ☐ Wedges ☐ Wheels	$20 per dozen	*$40 per dozen*
			Garnishes: ☐ Olives ☐ Pearl Onions ☐ Cherry	$20 per dozen	*$40 per dozen*
			Freshly Brewed ☐ Coffee, ☐ Decaf, or ☐ Hot Water	$160 per gallon	*$300 per gallon*
			Assorted Soft Drinks (Coke Products):_____	$10 each	*$20 each*
			Assorted Bottled Juices: _____	$10 each	*$20 each*
			Bottled Iced Teas	$10 each	*$20 each*
			Gaylord Bottled Water	$10 each	*$20 each*
			Sparkling Water	$10 each	*$17 each*
			Red Bull: ☐ Regular or ☐ Sugar Free	$15 each	*$30 each*
			Infused Waters: ☐ Cucumber-Mint or ☐ Strawberry-Basil	$145 per gallon	*$180 per gallon*
			Fresh Sliced Fruit	$16 per person	*$32 per person*
			Mixed Nuts	$50 per lb.	*$90 per lb.*
			Pretzels per bowl (serves 25)	$45 per bowl	*$85 per bowl*
			Potato Chips per bowl (serves 25)	$150.00 per bowl	*$170.00 per bowl*
			Deluxe Finger Sandwiches	$145.00 per dozen	*$190.00 per dozen*
			Artisan Cheese Display with Lavash (serves 35)	$750.00	*$800.00*
			Fresh Vegetable Crudité & Dip (serves 40)	$650.00	*$700.00*

☐ **YES**, Please have a catering representative contact me for additional menu options.
Please add any additional notes or requests: _____

☐ **NO**, I don't require any food & beverage items.

6. Audio Visual and IT (Power/Internet): Advance pricing available until Tuesday, January 19, 2027

Exhibit Booths: Visit the Gaylord Texan Exhibitor portal for general overview or the specific links below:

☐ **YES**, I have AV/IT needs. Please click on the applicable links below for pricing and ordering.

- Encore
- Exhibit Booth Power
- Exhibit Booth Internet: Wireless or Wired

Main Street Suites: AV and IT for suites is provided by the applicable contact below

☐ **YES**, I have AV/IT needs. Please specify: _____

- **Encore Productions** (AV Equipment & Services – TVs, Projectors, Screens, Sound Systems, Lighting): Please contact Doug Major with Encore at douglas.major@encoreglobal.com or at 1-989-860-5616
- **Gaylord Information Technology (Power & Internet):** IT and Power is provided by Gaylord Texan IT sales. Please contact your Event Manager or *Rquinones@gaylordhotels.com* for all Main Street Suite IT inquiries.

☐ **NO**, I will not have any AV or IT needs

7. Exhibit Booth/Main Street Suite Set Up

Exhibit Booths: Exhibit booths do not include furniture or carpet. Please order carpet/furniture directly through Freeman and décor/activation stations through the preferred décor vendor Hello Texas. Visit accesslive.wswa.org under the Exhibit tab for additional information.

Main Street Suites: Gaylord Texan will provide complimentary standard banquet tables and chairs in your suite with a minimum food and beverage spend of $500 per day. If the daily minimum is not met, a rental fee will apply.

☐ **YES**, I require Gaylord Texan to provide banquet tables and chairs for my Main Street Suite.
Please specify set up needs: _____

☐ **NO**, I do not require Gaylord Texan to provide banquet tables and chairs for my Main Street Suite

8. Exhibit Booth/Main Street Vendors: If you are using a vendor other than the preferred show vendors (Freeman or Hello Texas), you must submit a completed Exhibitor Appointed Contractor (EAC) Form and Certificate of Insurance (COI). Linen vendors are exempt from this requirement. Visit accesslive.wswa.org under the Exhibit tab for forms and additional information.

Please indicate which vendor(s) you will be using for your Exhibit Booth or Main Street Suite:

☐ **Freeman** (Preferred Vendor)

☐ **Hello Texas** (Preferred Décor Vendor)

☐ **Other Vendor(s): EAC and COI is required.** Provide vendor name(s) and contact information below.
Vendor Name: _____
Contact: _____
Email: _____

☐ **Not Applicable**, I will not be using any vendors



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