



EXHIBITOR FOOD FORM – DUE 9/14/17

REQUIRED FOR ALL VENDORS EXHIBITING FOOD IN BOOTHS

Return this form to Christa Boatman – Christa.Boatman@hyatt.com

Exhibiting Company Name: _____ Booth # _____
On-Site Contact Name: _____ Cell Phone: _____
On-Site Email Address: _____

Brief Description of Product being served: _____

Due to recent clarification in Fire Marshall Regulations no frying will be allowed in booth.

Items shipped to Hotel will be subject to a \$10.00 fee per box.

Will you be shipping frozen product to the hotel? ☐ YES How many boxes _____ ☐ NO

Will you be shipping refrigerated product to the hotel? ☐ YES How many boxes _____ ☐ NO

Will you be hand carrying any food product into the hotel? ☐ YES ☐ NO

Total # of Boxes _____ x \$10 = Total Box Fee: _____

Please note requested time of delivery for boxes (only during installation times): _____

Multiple box deliveries will incur a \$25.00 delivery fee per trip.

How is your product being prepared?

_____ **Food product requires no advance preparation.**

_____ **Product to be prepared in booth during Installation/Show times.** (Remember to order electrical if needed)

How? _____

Will the Hotel need to provide any food for your final product? ☐ YES ☐ NO

If yes, please list. You will receive an email quote for additional product.

_____ **Hotel to prepare product.** (This is required for all fried foods) **PLEASE INCLUDE PHOTOS AND RECIPES**

\$150.00 Kitchen Prep Labor per 2 hours of preparation time. Please estimate total labor hours _____

What is being shipped to hotel? _____ Thaw times required on frozen product: _____

Will the kitchen need to provide any other ingredients for the recipe? ☐ YES ☐ NO

If yes, please list. You will receive an email quote for additional product.

All food prepared by kitchen will be served in aluminum pans to booth at specified delivery times.

Additional serving pieces and utensils can be ordered through the Exhibitor Kitchen Equipment Form.

Note quantity of product to be delivered at 20 minutes before 1st show _____

Note any additional deliveries during show: Qty: _____ @ Time: _____ Qty: _____ @ Time: _____

A \$25 Delivery Fee will be charged for each delivery time. # of Deliveries _____ x \$25 = Total Fee: _____

_____ **I would like to prepare my product using Hotel Kitchen Equipment.**

Contact to work in Kitchen: _____ Cell: _____

Kitchen Equipment Needed: _____

Preferred Times to work in Kitchen: _____

Use of kitchen equipment is subject to a fee. You will receive an email quote for cost and availability.

****ORDERS WILL NOT BE CONSIDERED COMPLETE WITHOUT EXHIBITOR BILLING FORM****



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EXHIBITOR BILLING FORM – DUE 9/14/17

Return this form to Christa Boatman – Christa.Boatman@hyatt.com

Exhibiting Company Name: _____

Booth # _____

Billing Contact Name: _____

Work Phone: _____

Billing Email Address: _____

Cell Phone: _____

Pre-Authorized Charge Form

Step 1: Please complete and sign the authorization below and return.

Step 2: We will contact you for the full credit card number via phone to complete your payment process.

This authorization only covers Exhibitor Food Charges, Kitchen Equipment and Perishable Shipping Cost.

Initial Charges will be processed for payment 7 business days in advance of event date.

A receipt will be emailed to the provided Billing Contact.

All AV, Engineering and GES charges will be handled separately.

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ OTHER (SPECIFY) _____

NAME ON CARD: _____

CREDIT CARD NUMBER (LAST 4 DIGITS ONLY): _____

EXPIRATION DATE: _____

I authorize all charges related to Exhibitor Food and Kitchen Equipment to be settled through this Credit Card.

I understand that the final amount may change based on onsite needs or revisions made to exhibitor forms.

Signed: _____

Date: _____



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EXHIBITOR KITCHEN EQUIPMENT FORM

Return this form to Christa Boatman – Christa.Boatman@hyatt.com - DUE 9/14/17

Exhibiting Company Name: _____ Booth # _____

On-Site Contact Name: _____ Cell Phone: _____

QTY	Item Description	Price	AFTER 9/14/17	Deposit	Total
	Carving Set (Knife and Prongs)	\$ 14.00	\$ 19.05	\$ 100.00	
	Serving Spoon () Large () Small	\$ 11.00	\$ 15.00		
	Large Tongs () 12" () 8"	\$ 16.00	\$ 21.75	\$ 100.00	
	Ceramic Bowls () 12" () 8" need sizing	\$ 74.00	\$ 100.05		
	Large Stainless Steel Bowls	\$ 46.00	\$ 62.25		
	Glass Serving Bowls	\$ 46.00	\$ 62.75		
	Large Silver Trays (Size)	\$120.00	\$ 163.50	\$ 500.00	
	Small Silver Trays (Size)	\$ 91.00	\$ 121.65	\$ 500.00	
	Silver Chaffing Dish () Round () Rectangle	\$191.00	\$ 258.00	\$ 500.00	
	1 Gallon Silver Urn	\$101.00	\$ 136.50	\$ 250.00	
	3 Gallon Silver Urn	\$191.00	\$ 258.00	\$ 250.00	
	12" Bus Tubs with Liners	\$ 91.00	\$ 121.65		
	Ozarka Dispenser	\$261.00	\$ 352.50		
	Ozarka 5 Gallon Jug of Water	\$ 84.00	\$ 113.55		
	25lb Bag of Ice	\$ 30.00	\$ 40.65		
	Plastic Salad Plates (100)	\$ 28.00	\$ 37.95		
	Plastic 2oz Cups (100)	\$ 15.00	\$ 21.75		
	(100) Plastic () Forks () Spoons () Knives	\$ 16.40	\$ 22.29		
	Frill Picks (1000)	\$ 9.80	\$ 13.38		
	Stir Sticks (1000)	\$ 9.80	\$ 13.38		
	Paper Cocktail Napkins (500)	\$ 12.00	\$ 16.35		
	Sterno	\$ 4.90	\$ 6.77		
	(50) Sweetener Packets () Equal () Sugar () Splenda	\$ 5.50	\$ 7.58		
	(1) Gallon of Milk	\$ 7.00	\$ 9.60		
	2 oz () Salt () Pepper	\$ 4.00	\$ 5.55		

Items to be picked up at Hyatt Service Booth during Installation Times.

Orders received after 9/14/17 will be charged cost

On site orders subject to availability.

Deposits will be required on some equipment items.

All deposits are charged in advance and will be refunded upon return of equipment.

Subtotal:	
24% Service Charge:	
8.25% Tax:	
Total:	

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