



**American Podiatric Medical Association
Annual Conference
July 2025**

All Food & Beverage Booth Requests Are Due Within 2 Weeks Of Delivery

Orders received within 72 working hours of the requested delivery date will be assessed a \$150.00 pop up fee and booth delivery fee.

Please fill out this form completely and fax to **817-778-3289, Attn: Rhonda Quinones** or email Rquinones@gaylordhotels.com. You can also mail it to: Rhonda Quinones, Event Management Department, Gaylord Texan Resort and Convention Center, 1501 Gaylord Trail, Grapevine, TX 76051.

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.
- 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 26% taxable service charge and 8.25% sales tax.
- Is the person paying this order a Marriott Rewards Member? ____ Yes ____ No

BEVERAGES		
ITEM	COST	QUANTITY
Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas	\$145 per gallon	
Assorted Bottled Juices	\$7 each	
Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist)	\$8 each	
Bottled Waters	\$8 each	
Iced Tea	\$145 per gallon	
Domestic Beer: Bud, Bud Light, Miller Light, Coors Light	\$8 each (12 minimum)	
Imported Beer: Heineken, Corona, Amstel Light	\$9 each (12 minimum)	
Wine: House Chardonnay & House Cabernet	\$65 bottle	
Bartender**REQUIRED For Service***	\$200 each (per 3-hour period)	

FOOD		
ITEM	COST	QUANTITY
Bagels with Cream Cheese and Preserves	\$80 per dozen	
Assorted Breakfast Breads, Muffins and Croissants	\$80 per dozen	
Brownies (by the dozen only)	\$80 per dozen	
Cookies (assorted, by the dozen only)	\$80 per dozen	
Assorted French Macarons	\$85 per dozen	
Assorted Dessert Miniatures	\$80 per dozen	
Display of Fresh Sliced Fruits Served	\$180 small (up to 10 guests) \$375 large (up to 25 guests)	
Display of Fresh Vegetables, Traditional Hummus and Buttermilk Ranch	\$180 small (up to 10 guests) \$375 large (up to 25 guests)	
Charcuterie Board, Array of Cheeses and Meats, Chef's Assorted Condiments, Housemade Breads	\$400 small (up to 10 guests) \$827 large (up to 25 guests)	
Assorted Deli Sandwiches (Ham, Turkey and Roast Beef) Please indicate your selection.	\$180 dozen (1 dozen minimum)	
Wraps (Vegetarian, Chicken Salad) Please indicate your selection.	\$180 dozen (1 dozen minimum)	
Seasonal Whole Fruit. Please indicate your quantity.	\$4 each	
Mixed Nuts (bulk, 5 lb minimum)	\$35 pound	
Bar Mix (bulk, 5 lb minimum)	\$35 pound	
Pretzels or Potato Chips (bulk, 5 lb minimum)	\$25 pound	
Breakfast, Power and Granola Bars	\$6 each	
Potato Chips, Popcorn and Pretzels (individual bags).	\$6 each	
Haagan-Dazs Ice Cream Bars	\$7.25 each (Freezer Cart Rental Available at \$250 For Large Orders)	
Candy Bars (assorted)	\$5 each	
Soft Warm Pretzels, IPA Cheese Sauce	\$80 per dozen	
Popcorn Machine (Attendant Required*\$275++)	\$250 per day equipment rental Popcorn \$7 per bag (60 bag minimum)	

Miscellaneous		
ITEM	COST	QUANTITY
Ice	\$120 per 20 lbs.	
Bus Tub Rental	\$20 each day	
Chafing Dish Rental	\$75 each day	
Heat Lamp Rental	\$50 each day	
Sterno	\$9each	
Punch Bowl Rental	\$75 each per day	
Cutting Board Rental	\$50 each per day	
Disposable 6 inch plate	\$20per 50	
Disposable 8 oz. bowls	\$20 per 50	
Plastic Forks	\$50 per 1000	
Plastic Spoons	\$50 per 1000	
Plastic Knives	\$50 per 1000	
Cocktail Napkins	\$20 per 250	
Styrofoam Cups 12 oz.	\$40 per 100	
Coffee Stirrers	\$20 per 1000	
Frill Toothpicks	\$10 per 250	
Pc. Creamers	\$75 per 500 (500 minimum order)	
Pc. Sugar/Equal/Sweet and Low/Splenda	\$100 per 500 (500 minimum order)	
Serving Utensils Rental	\$10 each per day	

Full Menus Available Upon Request

All items listed are subject to a 26% taxable service charge and 8.25% sales tax.
F&B BOOTH DELIVERY - \$50++ per delivery

Food and beverage ordered through the hotel will be supplied with proper service ware 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: In compliance with the Texas Alcohol Beverage Commission, the Gaylord Texan requires that only those individuals 21 years of age or older can order or consume any alcoholic beverages. It is against hotel policy to bring any outside alcohol onto the premises.

Exhibit Hall Food Show Information

Hotel Culinary Team to Prepare Your Product

Hotel will cook your product based on a specific recipe with your donated ingredients and combined with hotel provided ingredients if required. The cost for this service will be based on retail pricing for a comparable hotel menu item or an adjusted price considering donated items. A formal quote will be provided once full details of needs are shared with the Catering Manager.

Note* The price quoted will include storage of item(s), receiving of product at specified hotel purchasing dock, booth delivery, equipment to serve item(s), cocktail napkins, plates and utensils. Additional fees will apply for items received and handled by FedEx.

Storage in Coolers or Freezers Overnight \$250+ per pallet - Or - \$15+ per box

A fee of \$50++ per delivery will apply to deliver product to and from cooler to exhibit hall.

The cooler hours to retrieve product is 6:00am to 4:30pm Mon-Fri, 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

Fee of \$100++ per hour/ Minimum of 3 hours

Hotel culinary team to supervise the kitchens and be there to assist you with all 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, etc. fees 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)

****YOU MUST ALSO FILL OUT THE HEATING/COOKING PERMIT AND RETURN TO HOTEL IF COOKING/HEATING IS TAKING PLACE IN YOUR BOOTH. THE PERMIT MUST THEN BE APPROVED BY THE FIRE MARSHAL. Note: Fryers or equipment with grease laden vapors will not be approved.***

Please List Dates & Times of Service Needed
