



**IEEE Electronic Components & Technology Conference
Wednesday, May 28th – Friday, May 30th**

ALL ORDERS DUE BY WEDNESDAY, MAY 14th

Please fill out this form completely and email to:
karlee.maloney@gaylordhotels.com

NOTE: If you are requesting more than one delivery per day, please complete a separate form for each day/time period.

Orders received within 72 hours of the requested delivery date will be assessed a \$100.00 pop up fee, per delivery.

CONTACT INFORMATION

Company	
Booth #	
First & Last Name	
Street Address	
Phone Number	
Email	
Onsite POC (if different)	
Onsite Phone Number (if different)	

- NO OUTSIDE FOOD & BEVERAGE IS PERMITTED
- 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.

Date of Service:

Time of Booth Delivery:

BEVERAGES		
ITEM	COST	QUANTITY
Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas	\$155 per gallon	
Assorted Bottled Juices	\$8.00 each	
Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist)	\$8.00 each	
Bottled Waters	\$8.00 each	
Iced Tea/Lemonade/Fruit Juices	\$145 per gallon	
Fruit Infused Water	\$125 per gallon	
Domestic Beer	\$8 each (12 minimum)	
Imported Beer	\$9 each (12 minimum)	
Craft Beer	\$12 each (12 minimum)	
Hard Seltzer	\$10 each (12 minimum)	
House Chardonnay Wine	\$60 per bottle	
House Cabernet Wine	\$60 per bottle	
Bartender**REQUIRED For Service***	\$275 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	
Chocolate Ganache Frosted Brownies	\$80 per dozen	
Cookies (Chocolate Chip, Snickerdoodle, Oatmeal Raisin and White Chocolate Cranberry Cookies)	\$80 per dozen	
Assorted Dessert Miniatures	\$80 per dozen	
Display of Fresh Sliced Fruits Served	\$160 small (serves 10) \$400 large (serves 25)	
Display of Fresh Vegetables, Traditional Hummus and Buttermilk Ranch	\$160 small (serves 10) \$400 large (serves 25)	
Charcuterie Board, Array of Cheeses and Meats, Chef's Assorted Condiments, House Made Breads	\$280 small (serves 10) \$700 large (serves 25)	
Seasonal Whole Fruits (Please indicate quantity)	\$6 each	
Mixed Nuts or Bar Mix (bulk, 5 lb minimum)	\$40 pound	
Energy and Granola Bars	\$6.50 each	
Individual Bags of Chips, Popcorn and Pretzels	\$6 each	
Ice Cream Bars (assorted)	\$7.25 each	
Candy Bars (assorted)	\$6 each	

Miscellaneous		
ITEM	COST	QUANTITY
Ice	\$120 per 20 lbs.	
Popcorn Machine (Attendant Required)	\$250.00 ++ per day rental/ Attendant \$275.00++	
Popcorn by the bag (60 bag minimum)	\$5.00++ per bag	

All items listed are subject to a 26% taxable service charge and 8.25% sales tax.

BOOTH DELIVERY - \$50 per delivery

Food and beverage ordered through the hotel will be supplied with proper serviceware and utensils.

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.