



**Premier Annual Breakthroughs Conference**  
**June 20-22, 2023**  
 VENDOR PACKET

**REQUIRED VENDOR FORMS**

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**Form Submission Deadline: May 20, 2023**

**Shipping Information**

<b>ALL ITEMS <u>NOT</u> BEING PREPPED BY HOTEL</b>	<b>GES</b> <b>Paige Annee</b> <b>+1.317.502.4447</b> <b>pannee@ges.com</b>	<b>Direct Shipment to Exhibit Site</b> c/o GES Premier Breakthroughs Annual Conference & Exhibition Exhibiting Company Name Booth # Gaylord Opryland Resort and Convention Center 2815 Opryland Dr Nashville, TN 37214-1200 United States of America	Product Accepted: 6/19/23 TO 6/20/23
<b>ALL ITEMS BEING PREPPED BY HOTEL</b>	Kori Williams Sr. Event Manager <a href="mailto:email@gaylordhotels.com">email@gaylordhotels.com</a> (615) 458-1755	Gaylord Opryland Resort 2800 Opryland Drive - <i>Shipping/Receiving Dock</i> <i>Attention: Kristian Weldon</i> Premier Annual Breakthroughs Conference Nashville, TN 37214	Product Accepted: 06/13/23 TO 06/16/23

<b>NON-PARISHABLE ITEMS NOT BEING HANDLED BY DECORATOR</b>	<p>FedEx (615)416-5615</p>	<p>Gaylord Opryland Resort 2800 Opryland Drive <i>FedEx</i> Premier Annual Breakthroughs Conference Nashville, TN 37214</p>	<p>Product Accepted: 06/14/23 TO 06/19/23</p>
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### Food Preparation Service Rules & Regulations

- Items dispensed are limited to products manufactured; repressed or processed by the exhibiting firm.
- All sample information MUST receive approval and confirmation form Gaylord Opryland. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.
- All items are limited to sample size portions. Below are maximum sample size quantities.
- Non-Alcoholic Beverages are limited to maximum of 3 oz samples.
- Alcoholic Beverages are limited to a maximum of 1 oz samples. Exhibitors cannot bring in alcohol products on their own to sample per Tennessee State Law.
- Food Items limited to “bite size” (3 oz. or less).
- The Gaylord Opryland liquor license requires all alcoholic beverages can only be dispensed by an Opryland Alcoholic Beverage Commission (TABC) certified bartender and must be hired from the hotel. If you will be serving alcoholic beverages in your exhibit booth, you are required by the Hotel to complete the Bartender Request Form. Each bartender is \$250.00+ (Rate covers 3 hours of service)
- Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, soda, bar service, etc.) MUST be purchased through Gaylord Opryland.
- Food and beverage MAY NOT BE SOLD on the premises.
- All utensils, plates, cups, etc. that are provided at the exhibit booths must be disposable.
- If you require food preparation, all items must be prepared by Gaylord Opryland Chefs/Staff. Chef’s Labor fees will be determined by the amount of preparation required for the product. Additional details are in this packet for costs.
- Any products received by Gaylord Opryland will be applicable to a 26% Service Charge and 9.25% State Sales Tax.
- Exhibitors are permitted to use the following appliances at their exhibit booth for food preparation:
  - Microwave Oven
  - Coffee Maker
  - Crock Pots
  - Air Fryer
  - Electric Convention Oven, Electric Range, Skillet, Griddle & Grill
- Exhibitors may use the following equipment to hold food:
  - Heat Lamps
  - Chaffing Dishes
- No food preparation of any kind is allowed in exhibit space with the following equipment:
  - Gas or Propane
  - Deep Fryers
  - Roasting
  - Pressure Cookers
  - Open Flame

In signing below, I understand and agree to the terms and condition above.

Applicant Signature

Date

## FOOD PREPARATION WAIVER AND INDEMNIFICATION AGREEMENT

### HOTEL POLICY

It is the Hotel's policy to allow food tradeshow to take place on the Hotel's premises. The Hotel recognizes that, in connection with food tradeshow, food tradeshow vendors will purchase food from sources other than the Hotel. Food tradeshow vendors may also want to use the Hotel's kitchen facilities to prepare and serve food during the tradeshow to the tradeshow guests. Improper handling of food may lead to food poisoning or other health hazards. Therefore, the Hotel may only allow a food tradeshow vendor to participate in a food tradeshow at the Hotel, if such food tradeshow vendor acknowledges by its signature below, its agreement to accept responsibility and abide by the terms set forth in this Agreement.

### INDEMNIFICATION

Vendor agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food from sources other than the Hotel, the preparation of food by persons other than Hotel employees, or the service of food to Hotel patrons by persons other than Hotel employees.

### INSURANCE

Vendor shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than **\$1,000,000 (\$1 Million)** each occurrence. Please provide a Certificate of Insurance (COI) for your booth. When attaining the COI from your carrier please note the following verbiage requests:

In the Description of Operations section of the COI – where it lists the additionally insured:

- Additional Insured: Marriott International, Inc., Marriott Hotel Services, Inc., Gaylord Opryland Resort & Convention Center, Ryman Hospitalities and any other parties at interest. Reference Hotel: Gaylord Hotels., Nashville, TN
- Waiver of subrogation in favor of Marriott International, Inc., Marriott Hotel Services, Inc., Gaylord Opryland Resort & Convention Center, Ryman Hospitalities and any other parties at interest.
- The limits requested of the policy as a minimum per contract are:
  1. Including and not limited to commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence.

Please make the certificate holder:

- Gaylord Opryland  
Kori Williams  
2800 Opryland Drive  
Nashville, TN 37214

### OPERATION OF KITCHEN FACILITIES

Vendor agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel staff. If the Hotel determines that Vendor or its employees or agents are using the facilities in a dangerous manner, Hotel may immediately revoke Vendor's privileges to use the kitchen facilities. In the event Vendor or its employees or agents damage any of the kitchen equipment, Vendor agrees to promptly pay for all costs and expenses associated with the repair or replacement of the damaged kitchen equipment.

### VENDOR'S ACKNOWLEDGMENT

Vendor's signature below indicates that Vendor has read and understood this Agreement and agrees to its contents. Vendor also acknowledges that the person signing on behalf of Vendor is authorized to bind Vendor to the terms of this Agreement.

**VENDOR:**

Company/Organization: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Booth Food Preparation Order Form

### Exhibitor Contact Information

Ordering Contact Name	Title	Phone Number	Email Address
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

### Order Information

Exhibit Hall	Booth Number	Date	Time

### Shipping Information (Only applicable for items Hotel is prepping)

Distributor / Broker Name	Phone Number
Shipping Manifest	
Fed Ex / UPS Shipments:	
Hotel Product Handling and Storage Fee of \$150.00 plus tax <b>PLUS</b> applicable fees from FedEx. Please contact the hotel for Fed Ex pricing, if needed. All tracking numbers must be forwarded to the Senior Event Manager by <b>06/14/2022</b>	

### Product Information \*Use Product # That Will Appear On Box\*

List the product(s) and quantities being shipped for hotel to prepare.	
1.	Quantity (lbs):
2.	Quantity (lbs):
3.	Quantity (lbs):
4.	Quantity (lbs):
5.	Quantity (lbs):

## Cooking / Preparation Instructions

All orders that require Culinary Preparation MUST include cooking / preparation instructions. These should include specific cooking and serving instructions (chafing dish, carving board, etc.). Instructions can be submitted with the order forms. Instructions sent in with your product shipment will not be accepted.

**\*Please note orders WILL NOT be processed without this information.**

## Explanation of Preparation and Onsite Delivery Fees

Upon review of Recipe and Prep instructions, Chef reserves right to increase quote based on level of culinary involvement and the volume of product being prepared.

### Basic Preparation - \$200++ per hour – Two Hour Minimum

- Items where no Recipe is required. Includes items that have simple preparation such as warming, frying, baking and basic plating of pre-prepared food items.
- Preparation instructions are required for Basic Preparation products and must be submitted with the order.

Your Anticipated Basic Products:

### Advanced Preparation - \$300++ per hour – Two Hour Minimum

- Simple Recipe and Preparation are required for items.
- Includes items that require additional preparation and cooking time / expertise.
- Vendor must provide all ingredients to follow recipe. Any additional products required will be charged at retail price.
- Recipe and Preparation instructions are required to be submitted for Advanced products and must be submitted with the order.

Your Anticipated Advanced Items:

## Food Show Delivery Schedule

Please submit a separate schedule if more detailed.

Date	Delivery Time to Booth	Amount of Product	Pick Up Time from Booth
1.			
2.			
3.			
4.			
5.			

## Fees

<b><u>Delivery Fees</u></b>	<ul style="list-style-type: none"> <li>• \$50.00 plus tax per delivery</li> </ul>
<b><u>Late Fees</u></b>	<ul style="list-style-type: none"> <li>• Orders received after the form submission deadline will be subject to a late processing fee of <b>\$250.00</b>.</li> <li>• Orders received less than 3 business days prior will be considered on-site orders and subject to a processing fee of <b>\$500.00</b>.</li> </ul>
<b><u>Service Charge &amp; Tax</u></b>	<ul style="list-style-type: none"> <li>• Taxable service charge is currently 26%; state sales tax is currently 9.25%.</li> </ul>

### Exhibitor Contact Information

Ordering Contact Name	Title	Phone Number	Email Address
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

### Order Information

Exhibit Hall Day/Date	Booth Number	

### Food Show Delivery Schedule

Item	Cost	Delivery Date	Delivery Time	Pick Up Time	Quantity Needed
Ice – 25 lbs	\$35.00 ++ each				
Bus Tub (rental)	\$20.00 + each per day				
Chafing Dish (rental) w/ Fuel	\$125.00 + each per day				
Heat Lamp (rental)	\$100.00 + each per day				
Sterno	\$10.00 + each				
Punch Bowls (rental)*	\$100.00 + each per day				
Cutting Boards (rental)	\$50.00 + each per day				
Disposable 6in Plates	\$30.00 + per 50				
Disposable 8oz Bowls	\$30.00 + per 50				
Plastic Forks	\$100.00 + per 1000				
Plastic Spoons	\$100.00 + per 1000				
Plastic Knives	\$100.00 + per 1000				
Cocktail Napkins	\$50.00 + per 250				
Styrofoam Cups 12oz	\$30.00 + per 100				
Coffee Stirrers	\$20.00 + per 1000				
Frill Toothpicks	\$15.00 + per 100				
Pc. Creamers	\$100.00 + per 500 (500 min.)				
Pc. Sugar/Equal/Sweet n Low	\$100.00 + per 500 (500 min.)				
Serving Utensils (rental) (Tongs/Spoons)	\$10.00 + each per day				
Dedicated Booth Attendant**	\$150.00 + per 3 hr min. \$50.00 + ea. addt'l 30 mins.				
Attendant & Carvers	\$250.00 + per 3 hr min. \$50.00 + ea. addt'l 30 mins.				

\* Inventory of this item is limited and orders will be filled on a first come, first serve basis.

\*\* Booth attendant fees are for providing service in the booth, delivery fees for each delivery will still apply.

++ subject to taxable service charge is currently 26%; state sales tax is currently 9.25%.

+ subject to state sales tax is currently 9.25%.

A booth delivery fee of \$50.00++ will apply if items ordered are NOT in addition to a "Food Prep/Delivery" form order.

**BILLING INFORMATION & OPTIONS:****1) COMPANY CHECK**

A company check made to the order of: "Gaylord Opryland" will be accepted as a method of payment. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. The Catering Manager will provide this estimate. The check must be received no less than (5) five business days prior to the event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

**2) CREDIT CARD AUTHORIZATION FORM**

The hotel will send a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

**\*\*\*No Terms Given\*\*\***

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Tennessee Tax exempt form. To comply with government policies, the Hotel must receive a copy of one of the above-mentioned forms and payment must be from the tax-exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

<b>From:</b>	Kori Williams
	Sr. Event Manager
<b>Phone:</b>	(615) 458-1755
<b>E-Mail:</b>	Kori.williams@gaylordhotels.com