



MARCH 2-4, 2026
GAYLORD NATIONAL RESORT & CONVENTION CENTER
OXON HILL, MD.



THE FOOD
INDUSTRY
ASSOCIATION



REQUIRED VENDOR FORM – DUE NO LATER THAN JANUARY 15th, 2026

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ORDERING, DUE DATES & SHIPPING INFORMATION

ALL ORDERS MUST BE PLACED VIA: <https://gaylordnational.boomerecommerce.com>

ALL FOOD SHOW PRODUCT MUST BE SHIPPED DIRECT TO **GES**
 GES WILL BE ACCEPTING SHIPMENTS FROM **FEBRUARY 25, 2026** to **March 02, 2026**

HOTEL WILL DENY DELIVERY OF ANY PRODUCT SHIPPED DIRECT TO THE HOTEL
 PRODUCT WILL BE REJECTED OR REDIRECTED TO GES (PENDING THEIR ONSITE AVAILABILITY) FOR HANDLING
 PRODUCT MUST BE DIRECTED TO GES REFER TO GES TRADESHOWS EXHIBITOR KIT

FOR PRODUCT REQUIRING PREPARATION BY THE HOTEL,
 ITEMS MUST BE RECEIVED/STORED WITH GES NO LATER THAN **MARCH 02, 2026**

ALL VENDORS REQUIRING PREPARATION BY THE HOTEL MUST HAVE CONFIRMED ORDERS PLACED BY **JANUARY 15, 2026.**
 FOOD PREPARATION REQUESTS RECEIVED AFTER THE DEADLINE WILL BE ASSESSED A **\$300++** LATE FEE

ALL ORDER FORMS MUST BE RETURNED TO KYLE FULLER NO LATER THAN **JANUARY 15, 2026** AT kyle.fuller@gaylordhotels.com

ANY ORDERS RECEIVED AFTER **JANUARY 15, 2026**, WILL NOT BE ACCEPTED

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GROUP INFORMATION

Group Information	
Exhibiting Company _____	Booth Number _____
Contact _____	Telephone _____
Street Address _____	Facsimile _____
City, State Zip Code _____	Email _____
On Site Contact _____	On Site Cell # _____

LEVEL OF SERVICE – SELECT ONE

☐ **Basic Level \$600++ per booth:**

- This level of service will be for vendors prepping and cooking in their own booth
- Equipment/Power included:
 - 250 Cocktail plates, 250 disposable forks, up to 3 serving utensils (tong and/or spoon), napkins, frill picks
 - Choice of carving board, heat lamp and chafer – maximum of 3
 - Carving Utensils are not provided by Hotel
 - Electrical: 2,000 watts/20 amps included. Be advised: 1 – 20 amp/2000 Watts, will typically support one heating element. Additional AMP/WATTS that are required will need to be ordered prior to arrival through your exhibitor link. Fees apply.
- For additional equipment or labor needed, please select from the a la carte pricing
- Items requiring carving must be carved during preparation by the hotel or by the exhibitor – hotel does not provide in booth carving staff

☐ **Level 1 Service \$1,900++ per 3 products:**

- Hotel will provide minimum (heat and serve) food handling during the day of food show
- Hotel to provide food prep not to exceed more than 50 lbs total of product
- Equipment/Power included:
 - 250 Cocktail plates, 250 disposable forks, up to 3 serving utensils (tong and/or spoon), napkins, frill picks
 - Choice of carving board, heat lamp and chafer – maximum of 3
 - Carving Utensils are not provided by Hotel
 - Electrical: 2,000 watts/20 amps included. Be advised: 1 – 20 amp/2000 Watts, will typically support one heating element. Additional AMP/WATTS that are required will need to be ordered prior to arrival through your exhibitor link. Fees apply.
- Labor Included:
 - 1 Dedicated banquet star from 11AM-5PM, each additional hour of service will be \$200++ per hour.
 - The dedicated banquet star acts as a runner, set-up/tear-down of banquet equipment and the service of the product
- For additional equipment or labor needed, please select from the a la carte pricing
- Items requiring carving must be carved during preparation by the hotel or by the exhibitor – hotel does not provide in booth carving staff

☐ **Level 2 Service \$2,600++ per 3 products:**

Marriott International Proprietary Information

Client Initials _____

- Hotel will provide food prep not to exceed more than 75 lbs total of product
- Hotel will prepare, plate and present the product to exhibitor specifications
 - Ingredients provided by the hotel will be charged at cost
- Equipment/Power included:
 - 250 Cocktail plates, 250 disposable forks, up to 3 serving utensils (tong and/or spoon), napkins, frill picks
 - Choice of carving board, heat lamp and chafer – maximum of 3
 - Carving Utensils are not provided by Hotel
 - Electrical: 2,000 watts/20 amps included. Be advised: 1 – 20 amp/2000 Watts, will typically support one heat element. Additional AMP/WATTS that are required will need to be ordered prior arrival through your exhibitor link. Fees may apply.
- Labor Included:
 - 1 Dedicated banquet star from 11AM-5PM, each additional hour of service will be \$200++ per hour.
 - The dedicated banquet star acts as a runner, set-up/tear-down of banquet equipment and the service of the product
- For additional equipment or labor needed, please select from the a la carte pricing
- Items requiring carving must be carved during preparation by the hotel or by the exhibitor – hotel does not provide in booth carving staff

☐ **Level 3 Service \$2,850++ per 3 products:**

- Hotel will provide food prep not to exceed more than 150 lbs total of product
- Hotel will prepare, plate and present the product to exhibitor specifications
 - Ingredients provided by the hotel will be charged at cost
- Equipment/Power included:
 - 250 Cocktail plates, 250 disposable forks, up to 3 serving utensils (tong and/or spoon), napkins, frill picks
 - Choice of carving board, heat lamp and chafer – maximum of 3
 - Carving Utensils are not provided by Hotel
 - Electrical: 2,000 watts/20 amps included. Be advised: 1 – 20 amp/2000 Watts, will typically support one heat element. Additional AMP/WATTS that are required will need to be ordered prior arrival through your exhibitor link. Fees may apply.
- Labor Included:
 - 1 Dedicated banquet star from 11AM-5PM, each additional hour of service will be \$200++ per hour.
 - The dedicated banquet star acts as a runner, set-up/tear-down of banquet equipment and the service of the product
- For additional equipment or labor needed, please select from the a la carte pricing
- Items requiring carving must be carved during preparation by the hotel or by the exhibitor – hotel does not provide in booth carving staff

PRODUCT INFORMATION – DETAIL PRODUCT BEING PREPARED BY HOTEL

For easy identification and to ensure product is accounted for, please list each product, product quantity and product # being shipping to GES for hotel preparation. The Hotel will be retrieving all items from GES for preparation on **Tuesday, March 3 at 9am.**

	Product Description	# Boxes	# Pounds Total (determines level of service pricing)
Product #1			
Product #2			
Product #3			

****Please provide detailed step by step cooking and serving instructions****

Upon receipt of your information an event order will be created confirming your booth needs. Should you require time to discuss your specifications with a Chef, your Event Manager will work with you to identify a date & time, 2 weeks prior to arrival to schedule a call. The completed event order will be the information used during the scheduled call.

Will you need a scheduled time to review your order: ☐ YES ☐ NO

FOOD SHOW 11:45PM-5PM - DELIVERY TIME(S)

	Delivery Times	Product	Amount	Equipment Needed (Chaffer, Heat Lamp, Carving Board) (maximum of 3 total items)
Product 1	11:15am			
Product 2	11:15am			
Product 3	11:15am			
Product 1	12:45pm			
Product 2	12:45pm			
Product 3	12:45pm			
Product 1	2:45pm			
Product 2	2:45pm			
Product 3	2:45pm			

- Hotel reserves the right to deny additional items in excess of levels of service offered dependent on overall booth requests
- Approval of additional items will be granted after January 15, 2026

CERTIFICATE OF INSURANCE – REQUIRED FOR ALL BOOTHS SERVING FOOD

All booths providing food and beverage samples require a COI. Hotel reserves the right to prevent food and beverage service offerings in a booth if a COI is not on file.

Please provide a COI for your booth and upload it to Boomer. When attaining the COI from your carrier please note the following verbiage:

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

Please allow for flexibility in the designated delivery times of up to 30 minutes pre/15 minutes post
 1. Additional insured: Marriott International, Inc., Marriott Hotel Services, Inc., Gaylord National Resort & Convention Center, Ryman
 Reference equipment package inclusions. Equipment requested in addition will be charged at prevailing rates.
 Hospitales and any other parties at interest. Reference Hotel: Gaylord Hotels, National Harbor, MD

Booths requiring preparation of food items in excess of 3 will be charged \$350++ per item
 2. Waiver of subrogation in favor of Marriott International, Inc., Marriott Hotel Services, Inc., Gaylord National Resort & Convention
 Center, Ryman Hospitales 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 \$1.0 million per occurrence.

Please make the certificate holder:

Gaylord National
 Kyle Fuller
 201 Waterfront Street
 National Harbor, MD 20745

FOOD WAIVER & INDEMNIFICATION – REQUIRED FOR ALL BOOTHS SERVING FOOD

Food Waiver and Indemnification Agreement

(To be signed by Vendors Providing ANY food whether prepared or packaged)

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. 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.

WAIVER

The undersigned food tradeshow vender ("Vendor") agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by Vendor or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, 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.

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 **[\$1.0 MILLION IS REQUIRED AMOUNT]** each occurrence. Vendor shall provide the Hotel with a certificate of insurance evidencing such coverage and naming the Hotel Manager and the Hotel owner as additional insureds prior to the food tradeshow.

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.

Name/Group Representative (Print)	
Title	
Company	
Date	
Signature	

EQUIPMENT/LABOR/OTHER – ITEM(S) ORDERED THROUGH BOOMER

Item	Cost	Quantity Requested
Singular product preparation by Hotel (In addition to a level service ordered or a singular item requiring	\$325++ up to 16lbs \$558++ up to 25lbs	
Does not include equipment, disposable serving ware or attendant		
Hotel Provided Ingredients	At \$Cost – Send list of items required to your event planning contact	
5 Gallon Water Bubbler	\$250++	
Ice	\$40.00++ per 10 Lbs	
Disposable 2oz. Solo sample cups	\$30++ per 50	
Disposable 6 inch plates	\$30.00++ per 50	
Disposable 8 oz. bowls	\$30.00++ per 50	
Plastic Forks	\$75.00++ per 1000	
Plastic Spoons	\$75.00++ per 1000	
Plastic Knives	\$75.00++ per 1000	
Cocktail Napkins	\$50.00++ per 250	
Styrofoam Cups 12 oz.	\$30.00++ per 100	
Coffee Stirrers	\$20.00++ per 1000	
Frill Toothpicks	\$10.00++ per 250	
Pc. Creamers	\$100.00++ per 500, 500 minimum order	
Heat Lamp	\$100++ per heat lamp per day (power ordered through exhibitor kit)	
Cutting Board	\$50++ per board	
Chaffer	\$100++ per chaffer (Comes with Chaffer insert)	
Booth Delivery (For booths not ordering a level of service package)	\$50.00++ fee for each delivery	
Attendant (Hours in addition to level of service package or ordered a la carte)	\$200++ up to 2 hours	
Attendant/Bartender	\$600.00++ up to 6 hours	
Dishwashing Needs (Dishwashing stations are not provided)	\$300++ per instance	
Hotel does not provide service/carving knives or carvers		

HOTEL RULES & REGULATIONS – FOOD SHOW

- Outside food and beverage is not permitted without prior approval from Gaylord National
- Food and beverage provided by exhibitors are not to be more than **2oz sample sizes**
 - Items provided more than a 2oz sample size are subject to a 26% service charge; plus, additional fees
- All items listed on the order form are subject to, currently a 26% taxable service charge and 6% sales tax on food and 9% beverage tax on alcohol
- Each exhibitor is responsible for storage of their food and beverage items through their drayage company **GES**
 - The Hotel does not provide standard storage of product to be re-used/re-displayed on the following day
- There are no used oil refuse tanks on property available for use by the exhibitor – see PG County policy prohibiting oil/fat frying
- Residual oil used for pan frying must be cloth cleaned and safely disposed of within the exhibitor's trash
- The hotel reserves the right to ask vendors to remove products from their booth without the above information completed
- All alcohol must be purchased through Gaylord National and serviced by a TIPS trained Gaylord National bartender
- Gaylord National, per Union contract, will not clean individual booths. Contact the Decorator for any cleaning needs
- Show Management will be providing washing stations.
- Hotel will not provide staging for food competitions or demonstrations in event space

PRINCE GEORGE'S COUNTY RULES & REGULATIONS – FOOD SHOW

- By order of the Prince George's County Fire Department, equipment used for the cooking and warming of food product(s), which employs one or more of the following heating methods, has been strictly prohibited on the show floor:
 - Any Hood Ventilation Required Equipment is prohibited
 - Oil, Fat Frying, or Open Flame is prohibited
 - Propane prohibited
- Electric supported equipment must be fire rated in accordance with the Prince George's County Fire Department & Gaylord National Exhibit Team. Fire Marshal will be onsite to ensure everything is within county regulations.
- Tabletop butane burners with a 12,000 BTU output & fuel are acceptable
- Tabletop electric griddles are acceptable
- For all other equipment, contact your Exhibit Representative that will be assigned to exhibit contact after form is submitted, approval required by Hotel & PG County (determined by dimensions, electrical pull, ventilation and placement). Technical specs required.
- Fire extinguishers are required in each booth that include equipment used for cooking and warming of food product(s). Gaylord National will not provide fire extinguishers. Fire extinguishers are to be ordered through by GES. Exhibitors are Prohibited from cooking with oils and will require a New extinguisher with visible expiration date, model A3A40 B.C. is to be located in the booth within 20 ft of cooking device or closer.
- For events taking place in event space, HOTEL may require polytak for carpet asset protection – fees apply
- A fire watch will be required by GES to manage – safety services fees apply.

HOTEL PLANNING INFORMATION

PAYMENT POLICY

100% PRE-PAY REQUIRED

One-Hundred Percent (100%) of the events estimated charges are due 14 business days prior to the first scheduled event and is payable by credit card only. Pre-Payment will be based on Boomer submissions and any other food, beverage, audio visual, IT, electrical and/or other services requested.

CANCELLATION OF SERVICES

10 days prior to event date, a full refund will be given. After 10 days, the following scale applies

50% of the food and beverage to be charged 8-9 Days prior to event date

75% of the food and beverage to be charged 6-7 Days prior to vent date

100% of the food and beverage to be charged day of event 5 Days prior to event date

BELLSTAND

If clients are driving in with materials or bringing items down from their guestrooms, please note there is a \$25 charge, per cart for Bellman to assist. Per union contract, the Bellman are not permitted to deliver onto the Show Floor. Items will be left outside of the show floor for the guest to bring in on their own.

FEDEX

Storage & handling fees apply for boxes shipped through FedEx. Per union contract, FedEx is not permitted to deliver to the Show Floor. FEDEX does not have cooler/freezer storage.

SHIPPING PROCEDURES

DECORATOR SUPPORTED: GES

Lee Fesby

253-754-2101

ELECTRICAL

Any electrical needs over a 1 – 20amp/2000 watts source that are required should be pre-arranged prior arrival through your Exhibitor Kit/Boomer.

CONTRACTUAL LIABILITY

Gaylord National Resort & Convention Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel does not assume responsibility for personal property and equipment brought into the meeting and banquet areas.

All events are subject to the procedures of the Facilities Guidelines, which may be provided per the group's request. This agreement is binding to all parties associated with and attending the contracted event.

Performance of this agreement is contingent upon the ability of the Hotel management to complete the same and is subject to labor troubles, disputes or strikes, accidents, government (federal, state, or municipal) requisitions, restrictions upon travel, transportation, foods, beverages or supplies, and other causes whether enumerated herein or not, beyond control of management preventing or interfering with performance. In no event shall the Gaylord National Resort & Convention Center be liable for the loss of profit or for other similar or dissimilar collateral or consequential damages whether based on breach of contract, warranty or otherwise.

Signature: _____

Printed Name _____

Company: _____

Date: _____