

*Gaylord Opryland Resort & Convention Center*

# 2020 EXHIBITOR/SPONSOR CATERING & SERVICES MENU



**GAYLORD  
OPRYLAND®**

RESORT & CONVENTION CENTER

# EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

**In today's economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand out head and shoulders above the crowd to draw in your target audience. Gaylord Opryland's Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.**

- Out Exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager!

## Dietary Legend

- (D) - Contains Dairy
- (G) - Contains Gluten
- (N) - Contains Nuts
- (S) - Contains Shellfish
- (V) - *Vegetarian*
- (VV) - *Vegan*



## CONTACT INFORMATION

| Contact Name         | Title                | Phone Number            | Fax Number |
|----------------------|----------------------|-------------------------|------------|
|                      |                      |                         |            |
| 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 | Phone Number | Fax Number |
|-----------------------|--------------|--------------|------------|
|                       |              |              |            |

**Notes:**

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## STATIONS

| Item   | Max. Avail. | Description   | Price  | Start Time | End Time |
|--|-------------|---|--|------------|----------|
| Coffee Stop Express – Delta Junior   | 1           | Pricing includes 2 Baristas & Electrical Power                            | \$1000++ per hour rental<br>2-Hour Minimum<br>Estimated capability:<br>120-150 drinks / hour         |            |          |
| VIP Latte/ Espresso Machine  | 2           | Pricing includes 1 Attendant & Electrical Power                           | \$350++ per hour rental<br>2-Hour Minimum<br>Estimated capability:<br>45 drinks / hour               |            |          |
| <ul style="list-style-type: none"> <li>• <b>Table Top</b> Ice Cream Freezer</li> <li>• Assorted Ice Cream Novelties</li> </ul> | 4           | Number of Ice Cream Bars must be guaranteed in advance & Electrical Power | Minimum of 25<br>*Bars: \$6.00++ each  |            |          |
| <ul style="list-style-type: none"> <li>• <b>Roll-In</b> Ice Cream Freezer</li> <li>• Assorted Ice Cream Novelties</li> </ul>   | 2           | Number of Ice Cream Bars must be guaranteed in advance & Electrical Power | Minimum of 75<br>*Bars: \$6.00++ each  |            |          |
| Popcorn Machine with Seasonings Table-Top Display  | 3           | Pricing includes 1 Attendant & Electrical Power                           | \$275++ per hour*<br>2-Hour Minimum<br>Estimated capability:<br>100 bags / hour<br>*\$3.25++ per bag |            |          |

*\*Supplies are additional  
++ Service Charge (25%) and Tax (9.25%) are additional*

\*Custom/Theme Reception Menus – Please let your Catering Manager know if you would like to customize a menu to more closely fit the vision of your event.

## DESSERT RECEPTION STATIONS

| Package         | Description  | Price                | Start Time | End Time |
|-----------------|--|----------------------|------------|----------|
| Southern Sweets | <ul style="list-style-type: none"> <li>• Mason Jar Parfaits (D) (G) – Southern Caramel Cake, Blackberry and Peach Custard</li> <li>• Cobblers (D) (G) – Blueberry, Chocolate Pecan (N) and Cherry</li> </ul>   | \$23.00++ per person |            |          |
| S'mores Station | <ul style="list-style-type: none"> <li>• Toast Your Own S'mores with House Made Marshmallows, Chocolate Bar, Nutella and Graham Crackers (D) (G)</li> <li>• S'mores Cupcakes – Chocolate Cupcake with Marshmallow Filling and Chocolate Buttercream (D) (G)</li> <li>• S'mores Cheesecake Bites (D) (G)</li> </ul> | \$22.00++ per person |            |          |

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## NON-ALCOHOLIC BEVERAGE SERVICE

| Item                                       | Price                 | Start Time | End Time | Starting Quantity | Refresh? Check for Yes | Maximum Quantity |
|--|-----------------------|------------|----------|-------------------|------------------------|------------------|
| Freshly Brewed Coffee Regular*             | \$103.00++ per gallon |            |          | Gallons           |                        | Gallons          |
| Freshly Brewed Coffee Decaffeinated*       | \$103.00++ per gallon |            |          | Gallons           |                        | Gallons          |
| Selection of Hot Teas Assorted White Lion* | \$103.00++ per gallon |            |          | Gallons           |                        | Gallons          |
| Fresh Iced Tea or Lemonade*                | \$103.00++ per gallon |            |          | Gallons           |                        | Gallons          |
| Assorted Bottled Soft Drinks**             | \$6.00++ each         |            |          |                   |                        |                  |
| Still & Sparkling Bottled Water**          | \$6.00++ each         |            |          |                   |                        |                  |
| 5 gallon Water Cooler                      | \$250.00++ each       |            |          |                   |                        |                  |
| Bottled Sobe LifeWater**                   | \$7.00++ each         |            |          |                   |                        |                  |
| Bottled Fruit Juices**                     | \$6.00++ each         |            |          |                   |                        |                  |
| Bottled Energy Drinks**                    | \$7.00++ each         |            |          |                   |                        |                  |
| Starbucks Frappuccino® **                  | \$7.00++ each         |            |          |                   |                        |                  |

\*(1) Gallon generally serves 12 - 16 cups.

++ Service Charge (25%) and Tax (9.25%) are additional

\*\*Bottled drinks are charged on actual consumption.

## ALCOHOLIC BEVERAGE SERVICE

| Item on Consumption   | Price                | Start Time | End Time |   |
|---|----------------------|------------|----------|---|
| Resort Brand Liquor Drinks  | \$12.00+++ per drink |            |          | <b>Resort Brand Liquors</b><br>Grey Goose, Bacardi Superior, Mt. Gay Eclipse Gold, Bombay Sapphire, Johnnie Walker Black Label, Knob Creek, Jack Daniel's, Crown Royal, Patron Silver Tequila, Hennessy Privilege VSOP<br><br><b>Deluxe Brands Liquors</b><br>Absolut, Bacardi Superior, Johnnie Walker Red Label, Maker's Mark, Captain Morgan Original Spiced Rum, Tanqueray, Jack Daniel's, Canadian Club, 1800 Silver, Courvoisier VS<br><br><b>Wine</b><br>Sycamore Lane Cabernet Sauvignon & Chardonnay<br><br><b>Craft/Imported Beer</b><br>Heineken, Corona, Samuel Adams, Yazoo Local Brew<br><br><b>Domestic Beer</b><br>Budweiser, Bud Light, Miller Lite, Omission (GF) |
| Deluxe Brand Liquor Drinks  | \$11.00+++ per drink |            |          |   |
| Wine – Chardonnay, Cabernet Sauvignon   | \$10.00+++ per drink |            |          |   |
| Craft/Imported Beer   | \$8.50++ per drink   |            |          |   |
| Domestic Beer   | \$7.50++ per drink   |            |          |   |
| **Hand-Crafted Cocktails  | \$13.00+++ per drink |            |          |   |
| Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$200.00 +tax per event/4 hours.<br>** Hand-Crafted Cocktails can be customized to reflect company name/logo colors.<br>++ Service Charge (25%) and Tax (9.25%) are additional.<br>+++ Liquor and Wine incur a beverage Tax of 15%. |                      |            |          |   |

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## A LA CARTE

| Item   | Price                | Start Time | End Time | Quantity |
|--|----------------------|------------|----------|----------|
| Breakfast Bakeries & Muffins (D) (G)   | \$65.00++ per dozen  |            |          | Dozen    |
| Bagel Station with Philadelphia Cream Cheese, Sweet Butter, Wild Flower Honey and Preserves with a Toaster (D) (G)   | \$65.00++ per dozen  |            |          | Dozen    |
| Jumbo Cinnamon Buns (D) (G) (V)  | \$65.00++ per dozen  |            |          | Dozen    |
| Mascarpone Marble Brownies (D) (G) (N)   | \$65.00++ per dozen  |            |          | Dozen    |
| Assorted Cookies (D) (G)   | \$65.00++ per dozen  |            |          | Dozen    |
| Assorted Cupcakes (D) (G)  | \$70.00++ per dozen  |            |          | Dozen    |
| Deluxe Mixed Nuts  | \$50.00++ per lb     |            |          | Lb(s)    |
| Seasonal Whole Fruit   | \$4.00++ each        |            |          | Pieces   |
| Candy Bars (charged on consumption)  | \$6.00++ each        |            |          |          |
| Cliff Bars and Kind Bars<br>(Charged on Consumption)   | \$6.00++ each        |            |          |          |
| Assorted Chips, Pretzels, Popcorn Bags<br>(Charged on Consumption)   | \$5.00++ each        |            |          |          |
| Fresh-Cut Fruit  | \$10.00++ per person |            |          |          |
| Market Vegetable Crudité with<br>Buttermilk Green Goddess Dressing (D) and Hummus (V)  | \$7.00++ per person  |            |          |          |
| Artisanal Cheese Display to include selection of Domestic and Imported Cheese Garnished with Seasonal Fruit, Sliced Breads, Preserves and Gourmet Crackers (D) (G) | \$20.00++ per person |            |          |          |
| Warm Bavarian Pretzel Sticks with Choice of One Dip (Yazoo Beer Cheese or Warm Pimento Fondue Cheese) (D) (G)  | \$65.00++ per dozen  |            |          |          |

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## COLD HORS D'OEUVRE

| Item  | Price         | Start Time | End Time | Quantity |
|---|---------------|------------|----------|----------|
| <b>Jack Daniel's Whiskey-Soaked Fig</b> (D) (G) (V)<br><i>Whipped Blue Cheese, Brioche</i>          | \$8.00++ each |            |          |          |
| <b>Jewel Tomato with Mozzarella Mousse</b> (D) (G) (V)<br><i>Basil Pesto, Melba Toast, Sea Salt</i> | \$8.00++ each |            |          |          |
| <b>Mini Antipasto Skewers</b> (D)<br><i>Soppressata, Mozzarella, Olive, Cherry Tomato</i>           | \$8.00++ each |            |          |          |
| <b>Smoked Salmon on Grilled Baguette</b> (D) (G)<br><i>Dill, Capers, Crème Fraiche</i>              | \$8.00++ each |            |          |          |
| <b>Mini BLT on Brioche</b> (G)<br><i>Opryland Honey, Nueske's Bacon, Tomato, Beer-Mustard Aioli</i> | \$8.00++ each |            |          |          |

++ Service Charge (25%) and Tax (9.25%) are additional

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## HOT HORS D'OEUVRE

| Item   | Price         | Start Time | End Time | Quantity |
|--|---------------|------------|----------|----------|
| <b>Tennessee Hot Chicken &amp; Waffle Satay</b> (D) (G)<br><i>Bourbon Barrel Maple Syrup</i> | \$8.00++ each |            |          |          |
| <b>Chicken and Cheese Empanada</b> (D) (G)   | \$8.00++ each |            |          |          |
| <b>Feta and Sundried Tomato in Phyllo</b> (D) (G) (V)  | \$8.00++ each |            |          |          |
| <b>Edamame Pot Sticker</b> (G) (V)   | \$8.00++ each |            |          |          |
| <b>Vegetarian Spring Rolls</b> (G) (VV)<br><i>Blue Ginger Sauce</i>                          | \$8.00++ each |            |          |          |
| <b>Beef Satay</b> (G)<br><i>Chimichurri</i>  | \$8.00++ each |            |          |          |
| <b>Thai Chicken Satay</b><br><i>Peanut Sauce</i> (N)   | \$8.00++ each |            |          |          |
| <b>Mini Beef Wellington</b><br><i>Bearnaise Sauce</i> (D) (G)                                | \$8.00++ each |            |          |          |
| <b>Andouille Sausage Puff</b> (D) (G)  | \$8.00++ each |            |          |          |
| <b>Beef Short Rib on a Paddle</b><br><i>Wrapped with Bacon</i>                               | \$8.00++ each |            |          |          |
| <b>Mini Crab Cake</b> (D) (G) (S)<br><i>Spiked Aioli and Tennessee Chow Chow</i>             | \$8.00++ each |            |          |          |

++ Service Charge (25%) and Tax (9.25%) are additional

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**SHOW STOPPERS** \*Ask your catering manager about Meetings Imagined inspired items

| Item                               | Price                  | Start Time | End Time | Quantity |
|------------------------------------|------------------------|------------|----------|----------|
| Fern / Ivy Baskets (10" pot)       | \$30.00++ each per day |            |          |          |
| Foliage (10" pot)                  | \$30.00++ each per day |            |          |          |
| Foliage (14" pot)                  | \$48.00++ each/day     |            |          |          |
| Seasonal Flowering Plants (6" pot) | \$18.00++ each/day     |            |          |          |

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## Guidelines/Operational Policies

### *Service Charge and Tax (++)*

All prices are subject to 25% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor, wine, and high gravity beers. Prices are subject to change.

### *Guarantees*

Guarantees are due by 8:00 AM Central Standard Time three working days prior to the event.

### *Food and Beverage Restrictions*

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

### *Booth Delivery Fee*

All booths deliveries/set-ups are subject to a \$50+ fee.

### *Attendance Estimates & Guarantees*

**1.** Ten (10) business days prior to all food and beverage functions the Hotel requires the customer to submit an updated estimated attendance count. Your catering manager must be notified of the updated estimate of attendance

by 8 a.m. Central Standard Time, on the specified days. In the event an updated estimate of attendance is not received by 8 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

**2.** A 72-hour (3 working days) guarantee is required on all meal functions.

Prior to each event, your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 8 a.m. Central Standard Time on the specified days. In the event a guarantee is not received by 8 a.m. Central Standard Time, the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 8 a.m. Central Standard Time on the preceding Friday. On plated food and beverage functions, the Hotel will set seating for 3% over the guarantee for all group events with a maximum over set of 50. Food will only be prepared for the guarantee, not the overset.

### *Additional Fees, Taxes, Pricing & Payment*

**1.** All food and beverage functions are subject to the current Hotel service charge and applicable taxes.

**2.** All bars are subject to a \$200.00 +tax bartender charge.

**3.** Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.

**4.** Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.

**5.** When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.

**6.** Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.

**7.** Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.

**8.** Payment must be made in advance of the function. Events estimated at over \$10,000 may apply for credit to be established at least 30 days prior to the function. One credit has been established to the satisfaction of the Hotel, an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

### *General Information & Policies*

**1.** The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.

**2.** Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.

**3.** Outdoor Functions – Our highest priority is the well-being and safety of our guests and our STARS. The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather or extreme temperatures. Extreme temperatures are defined as when the "feels like" temperature is below 42 degrees or above 85 degrees. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.

**4.** Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.

**5.** The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.

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## BILLING INFORMATION & OPTIONS

### 1. *Company Check*

You may remit payment via company check made to the order of: Gaylord Opryland. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (5) five business days prior to your 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.

### 1. *Credit Card Authorization Form*

Upon creation of your Account in our system we will automatically send you 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, In order 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>  |  |
|               |  |
|               |  |
| <b>Phone:</b> |  |
| <b>Email:</b> |  |