



NAMI/FMI Annual Meat Conference 2024
Tuesday, March 19, 2024
 VENDOR PACKET

REQUIRED VENDOR FORMS

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Form Submission Deadline: February 19, 2024

Shipping Information

ALL PERISHABLE ITEMS	C/O GES	Gaylord Opryland Resort & Convention Center – Ryman C Dock 2815 Opryland Drive Nashville, TN 37214	<u>Product Accepted:</u> 03/13/2024 to 03/15/2024
NON- PERISHABLE SMALL PARCELS NOT BEING HANDLED BY GES	FedEx	Gaylord Opryland Resort 2800 Opryland Drive <i>FedEx</i> C/O NAMI Annual Meat Conference Nashville, TN 37214	<u>Items Accepted:</u> 03/13/2024 to 03/15/2024

Food Preparation Service Rules & Regulations

- All food samples prepped and cooked by Gaylord Opryland Culinary Team must be confirmed to Hotel Event Manager no later than February 19, 2024.
- All items are limited to sample size portions. Below are maximum sample size portions.
 - 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 beverage MAY NOT BE SOLD on the premises.
- All utensils, plates, cups, napkins for attendee use, whether provided by Hotel or exhibitor, must be disposable.
- If food preparation is required by Hotel, all Hotel prepared items must be cooked and prepped by Gaylord Opryland Chefs/Staff. If there are any items that are beyond the levels of service, additional fees may apply. The details and costs on the different Levels of Service are listed on pages 5-6 in this packet.
- All Levels of Service are subject to a 26% Service Charge and 9.25% State Sales Tax.
- Shipping and Material Handling information can be found here - <https://www.exhibitorpages.com/nami-amc-2024/AMC-2024-QRG.pdf>
- 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. Vendor shall provide the Hotel with a certificate of insurance evidencing such coverage and naming the Hotel Manager and the Hotel owner as additional insured prior to the food tradeshow.

When attaining the COI from a carrier please note the following verbiage requests:

1. 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
2. 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.

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

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):
6.	Quantity (lbs):
7.	Quantity (lbs):
8.	Quantity (lbs):
9.	Quantity (lbs):
10.	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 MUST 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 - \$500.00++/Booth

- This is the minimum level of service required of the Hotel.
- This level of service will be for those vendors prepping and cooking in their own booth.
- Hotel will provide cocktail plates, napkins, utensils, frill picks and choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical – 1,000 watts/20 amps included with Basic Preparation.

Your Anticipated Basic Products:

Level 1 Preparation - \$1,500.00++ per 3 Products/Per Booth

- Hotel will provide food prep not to exceed more than 50lbs total of product.
- Hotel will provide minimum (heat and serve) food handling during the day of PTR.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Star from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet star is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.

Your Anticipated Level 1 Items:

Level 2 Preparation - \$2,200.00++ per 3 Products/Per Booth

- Hotel will provide food prep not to exceed more than 75lbs total of product.
- The Chef and Kitchen Staff will prepare, plate and present the Product to Exhibitor Specifications.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks, simple condiments/garnishes, and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Star from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet star is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.

Your Anticipated Level 2 Items:

Level 3 Preparation - \$2,550.00++ per 3 Products/Per BoothYour Anticipated Level 3 Items:

- Hotel will provide food prep not to exceed more than 150lbs total of product.
- The Chef and Kitchen Staff will prepare, plate and present the Product to Exhibitor Specifications.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks, simple condiments/garnishes, and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Star from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet star is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.

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.	11:00 AM	50% of Product	
2.	1:30 PM	25% of Product	
3.	3:00 PM	25% of Product	

Fees

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

Booth Food Equipment 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 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				
Attendant & Carvers	\$250.00+/3 hour minimum \$50.00+ each addt'l 30 mins				
Bartender	\$250.00+/3 hour minimum				

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

++ 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.

Chef Meetings

When you send in all of your food show information, please send back a requested date and time for a chef meeting, **if you require one (these meetings are not required)**. If you do not need a meeting with the chef, please do not sign up for a date.

REVIEW APPOINTMENTS			
	March 14, 2024	March 15, 2024	Phone Number
9:00 AM			
9:15 AM			
9:30 AM			
9:45 AM			
10:00 AM			
10:15 AM			
10:30 AM			
10:45 AM			
11:00 AM			
11:15 AM			
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2:00 PM			
2:15 PM			
2:30 PM			
2:45 PM			
3:00 PM			
3:15 PM			
3:30 PM			
3:45 PM			
4:00 PM			

NOTE: All information must be sent to Kori Williams at the Gaylord Opryland no later than February 19, 2024 to kori.williams@gaylordhotels.com. If you have any questions, please email or call Kori at: 615-458-1755.

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.

From:	Kori Williams
Title:	Sr. Event Manager
Phone:	(615) 569-8045, Mobile
E-Mail:	kori.williams@gaylordhotels.com