



GAYLORD NATIONAL

RESORT & CONVENTION CENTER

on the Potomac

WELCOME AMERICAN BUS ASSOCIATION

Ordering Instructions:

- Fill out this form completely, including payment information, and fax to 301-965-2398, Attn: Jessica R. Molter or e-mail to: jmolter@gaylordhotels.com by November 15th
- Listed below is a sampling of the items we are able to provide.

Item	Cost	Quantity Requested
Freshly Brewed Regular and Decaffeinated Superior French Roast Coffee, Select English Pickwick Teas	\$72.00++ per gallon	
Bottled Juices	\$4.75++ each	
Bake Shop Specialties, Preserves, Butter	\$53.00++/Per Dozen	
Bagel Variety, Cream Cheese	\$53.00++/Per Dozen	
Individual Fruit Flavored Yogurt	\$5.00++/Each	
Freshly Baked Cookies or Brownies	\$53.00++/Per Dozen	
Assorted Juices	\$72.00++ per gallon	
Soft Drinks	\$4.75++ each	
Bottled Waters	\$4.75++ each	
Iced Tea/Lemonade	\$72.00++ per gallon	
Haagen-Dazs Ice Cream Bars	\$6.00++ each	
Domestic Beer	\$6.25++ each	
Imported Beer	\$7.00++ each	
Premium Cocktails	\$7.00++ each	
Premium Wine by the Glass	\$9.00++ each	
Ice	\$15.00++ per 10 lb bag 50 lb minimum order, \$50.00 delivery per day	
Bus Tub (rental)	\$20.00++ each per day	
Chafing Dishes (rental)	\$100.00++ each per day	
Heat Lamp (rental)	\$100.00++each per day	
Sterno	\$10.00++ each	
Punch Bowls (Inventory Limited) (rental)	\$100.00++ each per day	
Cutting Boards (rental)	\$50.00++ each per day	
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 1,000	
Latex Gloves	\$15.00++ per 100 Pair	
Pc. Creamers	\$100.00++ per 500, 500 minimum order	
Pc. Sugar/Equal/Sweet and Low	\$100.00++ per 500, 500 minimum order	
Serving Utensils (Tongs, Spoons) Rental	\$10.00++ each per day	
Booth Labor (Server / Runner/Booth Attendant)	\$150.00++ per 3 hour minimum, \$50 additional for each ½ hour thereafter \$50.00 fee for each delivery	
Chef	\$150.00++ per 3 hour minimum, \$50.00 each additional ½ hour	
Food Preparation	Please call	
Water Corkage Fee	Please call	



GAYLORD NATIONAL

RESORT & CONVENTION CENTER

on the Potomac

Additional Items	Please call	
Disposal of Large Amounts of Trash	Please call	

All Items listed are subject to a 22% taxable service charge and 6% sales tax.

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

Each exhibitor is responsible for storage of their food and beverage items.

The hotel will not provide storage and/or pick up or deliver items.

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. Pricing will be retail plus service charge and applicable taxes. In cases where a vendor brings in their samples, storage, ice, set-up, rental fees, etc. will apply, however, these items may only be offered from 2-3 oz. Sample cups. The hotel reserves the right to provide these beverages and will determine a fee or ask vendors to remove the product from the booth.



GAYLORD NATIONAL™

RESORT & CONVENTION CENTER

on the Potomac

Please print or type:

NAME OF EVENT: _____ BOOTH NO.: _____

EXHIBITOR NAME: _____

ADDRESS: _____ CITY, ST, ZIP: _____

PHONE NO.: _____ FAX NO.: _____

AUTHORIZED PERSON: _____

TITLE: _____

DATE SERVICE IS REQUIRED: _____

TIME SERVICE IS REQUIRED: _____

Payment in full must be rendered before the beginning of the show

FORM OF PAYMENT: Remit to: Gaylord National Resort & Convention Center

Money Order in the amount of \$ _____
VISA MasterCard American Express Discover

Charges \$ _____
Subtotal \$ _____
22% Srvc \$ _____
6% Tax \$ _____
Total \$ _____



GAYLORD NATIONAL®

RESORT & CONVENTION CENTER

on the Potomac

CREDIT CARD AUTHORIZATION FORM

We accept American Express, Mastercard, Visa, Discover and Diner's Club

Group Name: _____ Event Dates: January 13-18, 2010

Hotel Contact: Jessica R. Moiter Group Code: ZZ-__10

(Must be filled in by hotel contact)

In affiliation with: American Bus Association

(Please note the name of the convention you are attending)

I approve use of this credit card for all charges noted below:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Advance Deposit | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Resort Services Fee |
| <input checked="" type="checkbox"/> Catering/Banquets/Meeting Room | <input type="checkbox"/> Restaurants |
| <input type="checkbox"/> Gift Certificate | <input type="checkbox"/> Room and Tax |
| <input type="checkbox"/> Incidentals | <input checked="" type="checkbox"/> Remaining Charges After The Event |

Other: _____

Amount to be billed:

**Credit cards will be processed prior to arrival and for any remaining balance after conclusion of the event.*

Cardholder's Name: _____

Company Name: _____

Email Address: _____

Cardholder's Billing Address: _____

Cardholder's Phone Number: _____ Fax Number: _____

Credit Card Number: _____ Exp Date _____

3-digit code on back of card _____

Cardholder's Signature _____ Date: _____

Please include photocopy (FRONT & BACK)

Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745
Accounting Fax: (301) 965-2398



Food Waiver and

GAYLORD NATIONAL
RESORT & CONVENTION CENTER

on the Potomac

Indemnification Agreement

The undersigned "Group" and "Exhibiting Company" each agree to waive any claim for damages of any nature whatsoever and to release Gaylord National Resort & Convention Center (the "Gaylord National"), and its owner(s) and affiliate(s), including but not limited to Gaylord Entertainment Company, and each of their respective officers, directors, employees and agents (collectively, the "Hotel Parties"), from any liability or responsibility whatsoever for any loss, injury, illness or other claim or damage incurred by group, guests of the event hosted or in any way affiliated with group, or any third party arising from, connected with or in any way related to the purchase of food from sources other than the Hotel Parties and/or the preparation or serving of food by persons other than employees of the Hotel Parties.

The undersigned "Group", and "Exhibiting Company" each agree to indemnify, defend and hold harmless the Hotel Parties from and against all liability, claims, actions, causes of action, demands, damages, suits, judgments, costs, losses and expenses, including attorney's fees, to which any of the 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 arising from, connected with or related to the purchase of food from sources other than the Hotel Parties and/or the preparation or serving of food by persons other than employees of the Hotel Parties. Further, the group agrees to provide evidence of comprehensive general liability insurance coverage in an amount determined in the Gaylord National's discretion to be sufficient to insure against potential losses hereunder (and the Hotel Parties will be named an additional insured with respect to such insurance coverage).

The "Hotel" also agrees to indemnify, defend and hold harmless the "Group", and "Exhibiting Company" from and against all liability, claims, actions, causes of action, demands, damages, suits, judgments, costs, losses and expenses, including attorney's fees, to which any of the 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 arising from, connected with or related to the purchase of food from sources other than the Hotel Parties and/or the preparation or serving of food by persons other than employees of the Hotel Parties.

It is the policy of the Gaylord National to discourage the purchase of food from sources other than the Gaylord National and from using the Hotel's kitchen facilities to prepare or to serve food to other Gaylord National guests. Gaylord National recognizes that for some special reasons it may be necessary to permit such purchase, preparation and service, and Gaylord National will allow such activity or activities only if such patron acknowledges it by signing below and accepts the responsibility and abide by the terms set forth in this Agreement.

The undersigned group, catering provider, its employees and agents agree to follow the rules, directions and instructions of the Gaylord National and its staff. If the Gaylord National's staff determines that there is a violation, it must be corrected immediately or the privileges will be revoked. In the event that there is damage to any equipment or to the facility itself, the "Group" agrees to promptly pay for all costs and expenses associated with the repair or replacement of the damaged equipment and to indemnify, defend and hold the Hotel Parties harmless for such damages.

The signature below indicates that the "Group" and "Exhibiting Company" has read and understood this Agreement and agrees to its contents. The "group" also acknowledges that the catering provider will sign the same Agreement. The individual executing this Agreement on behalf of the undersigned group or catering provider hereby represents and warrants that he/she is authorized on behalf of the group or catering provider to execute this Agreement and will indemnify, defend and hold the Hotel Parties harmless from and against any and all damages it may suffer as a result of a breach of this representation and warranty.

Group Representative: _____ Printed Name: _____

Title: _____ Date: _____

Catering Provider _____ Company Name: _____

Title: _____ Date: _____

By order of the Prince George's County Fire Department and the Gaylord National resort & Convention Center, 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.

- **Any Hood Ventilation Required Equipment**
- **Oil or Fat Frying of any sort**

Please answer one of the following:

1. My company will be utilizing or displaying cooking and/or warming equipment to prepare food product. **Yes** **No**
2. My company will have the hotel prepare our food product. **Yes** **No**
3. My company will not be serving prepared food product. **Yes** **No**

If you answered, "Yes" to question number one, you must complete the following:

Food product(s) that will be prepared in my company's booth: _____

Equipment used to prepare food product: _____

Equipment electrical requirements: *See electrical service form for electrical guidelines.*

Method in which the equipment heats food: _____

In case of fire, does equipment have a self -extinguishing system? **Yes** **No**

If yes, please describe: _____

List other trade shows/exhibitions where you have used this same [type of] equipment:

Exhibiting Company _____	Booth # _____
Contact _____	Telephone _____
Street Address _____	Facsimile _____
City, State Zip Code _____	