



**ODTUG KSCOPE CONFERENCE 2025
June 13-19, 2025**

ALL ORDERS DUE BY FRIDAY, MAY 23, 2025

Please fill out this form completely and email to: **Angela Gremaud** at agremaud@gaylordhotels.com

NOTE: If you are requesting more than one delivery per day, please complete a separate form for each day/time period.

Orders received within 72 hours of the requested delivery date will be assessed a \$100.00 pop up fee, per delivery.

CONTACT INFORMATION

Company: _____ Booth #: _____

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____ Email: _____

On-Site Contact: _____ Mobile: _____

- NO OUTSIDE FOOD & BEVERAGE IS PERMITTED
- Once order has been received a banquet event order will be created and sent to the client for review and signature to confirm.
- A link to submit a credit card for payment will be sent to client once confirmed.
- 100% of all estimated charges will be due 10 days prior to arrival.
- All items listed are subject to a 26% taxable service charge and 8.25% sales tax.

BEVERAGES

ITEM	COST	QUANTITY
Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas	\$155 per gallon	
Assorted Bottled Juices	\$8.00 each	
Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist)	\$8.00 each	
Bottled Waters	\$8.00 each	
Iced Tea/Lemonade/Fruit Juices	\$145 per gallon	
Fruit Infused Water	\$125 per gallon	
Domestic Beer	\$8 each (12 minimum)	
Imported Beer	\$9 each (12 minimum)	
Craft Beer	\$12 each (12 minimum)	
Hard Seltzer	\$10 each (12 minimum)	
Wine: House Chardonnay & House Cabernet	\$60 bottle	
Bartender**REQUIRED For Service***	\$275 each (per 3-hour period)	
FOOD		
ITEM	COST	QUANTITY
Bagels with Cream Cheese and Preserves	\$80 per dozen	
Assorted Breakfast Breads, Muffins and Croissants	\$80 per dozen	
Chocolate Ganache Frosted Brownies (by the dozen only)	\$80 per dozen	
Cookies (Chocolate Chip, Snickerdoodle, Oatmeal Raisin and White Chocolate Cranberry Cookies, by the dozen only)	\$80 per dozen	
Assorted Dessert Miniatures	\$80 per dozen	
Display of Fresh Sliced Fruits Served	\$160 small (serves 10) \$400 large (serves 25)	
Display of Fresh Vegetables, Traditional Hummus and Buttermilk Ranch	\$160 small (serves 10) \$400 large (serves 25)	
Charcuterie Board, Array of Cheeses and Meats, Chef's Assorted Condiments, House Made Breads	\$280 small (serves 10) \$700 large (serves 25)	
Seasonal Whole Fruits (Please indicate quantity)	\$6 each	
Mixed Nuts or Bar Mix (bulk, 5 lb minimum)	\$40 pound	
Energy and Granola Bars	\$6.50 each	
Individual Bags of Chips, Popcorn and Pretzels	\$6 each	
Ice Cream Bars (assorted)	\$7.25 each	
Candy Bars (assorted)	\$6 each	
Miscellaneous		
ITEM	COST	QUANTITY
Ice	\$120 per 20 lbs.	
Popcorn Machine (Attendant Required)	\$250.00 ++ per day rental/ Attendant \$275.00++	
Popcorn by the bag (60 bag minimum)	\$5.00++ per bag	

All items listed are subject to a 26% taxable service charge and 8.25% sales tax.

BOOTH DELIVERY - \$50 per delivery

Additional Food and Beverage Options Available Upon Request. All Food and Beverage items listed are subject to a 26% taxable service charge and 8.25% sales tax. All non-food items are subject to 8.25% sales tax.

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

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. In compliance with the Texas Alcohol Beverage Commission, the Gaylord Texan requires that only those individuals 21 years of age or older are able to order or consume any alcoholic beverages. It is against hotel policy to bring any outside alcohol onto the premises. Pricing will be retail plus service charge and applicable taxes.

All pricing is subject to change.

Exhibit Hall Food Show Information

Hotel Culinary Team to Prepare Your Product

We can cook your product based on a specific recipe with your donated ingredients. The cost for this would be based on a % of what the hotel would normally charge retail for that kind of item. A formal quote would depend on what type of product it is, how much labor and time is involved in producing it, etc.

Note* - When this price is quoted, it would include the storage, receiving of product, the delivery, serving and refreshing of the product and the equipment the product is served in.

Storage in Coolers or Freezers Overnight

\$250+ per pallet - Or - \$15+ per box. There will be an additional \$30++ delivery / runner fee to get the product to and from cooler to exhibit hall.

The cooler hours to retrieve product is 6:30am to 4:30pm Mon-Fri, and 8:00am – 1:00pm Saturday, unless we schedule security to open the coolers, which is an additional cost. We also ask you to provide a detailed delivery schedule of what is being shipped to the hotel and when. Lastly, the products cannot be shipped to the hotel earlier than 3 days prior to first major event.

Use of Hotel Kitchens to Prep Your Own Foods

This would require a chef fee of \$100+ per hour. Minimum of 3 hours.

The chef would supervise the kitchens and be there to assist you with all of our equipment, utensils, dishwashing areas, etc. Should you need to rent hotel serving equipment such as chaffers, speed racks, serving spoons, tongs, etc. there are additional daily rental fees applied per item. See Food Show Order Form Above.

***Beverage 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 sample products, then any hotel participation for storage, ice, set-up, rental fees, etc. will apply; **however, these items may only be offered from 2-3 oz. Sample Size Cups.** The hotel must be advised in advance and reserves the right to provide these beverages and will determine a fee or ask vendors to remove the product from the booth.

Describe any special F&B related booth needs:
(i.e. food products being served, cooked, displayed or stored)

***YOU MUST ALSO FILL OUT THE HEATING/COOKING PERMIT AND RETURN TO HOTEL IF COOKING/HEATING IS TAKING PLACE. THE PERMIT MUST THEN BE APPROVED BY THE FIRE MARSHAL.**

Please List Dates & Times of Service Needed
