

NextPoint® 2019

FOOD AND BEVERAGE AUTHORIZATION FORM

If your team would like to have Food or Beverages served to the Chain Executives during your Boardroom Presentation or at your One-on-One Location, you must coordinate the delivery directly with the Hotel. Keep in mind, Chain Executives receive light snacks and refreshments during the Boardroom morning sessions, and all Event Attendees have access to light snacks and refreshments during One-on-One appointments. Food or Beverage items purchased from an outside source, or that are not ordered utilizing this Food and Beverage Authorization Form, **will not** be permitted in the Boardrooms or the One-on-One Space.

DELIVER TO: PLEASE SELECT ONE

- All of your scheduled Boardroom Presentations
- One, or some, of your Boardrooms Presentations
- Your One-on-One Location

Monday

Room Name _____
 Time of Delivery _____
 Description of Items _____
 # of Item to be Delivered _____

Tuesday

Room Name _____
 Time of Delivery _____
 Description of Items _____
 # of Item to be Delivered _____

Monday

Room Name _____
 Time of Delivery _____
 Description of Items _____
 # of Item to be Delivered _____

Tuesday

Room Name _____
 Time of Delivery _____
 Description of Items _____
 # of Item to be Delivered _____

Company Name _____
 Contact Name _____
 Email Address _____
 Phone Number _____
 Cell Number _____
 Address _____
 City/State/Zip _____

ALL CHARGES TO BE BILLED TO A GUEST ROOM:

Onsite Company Representative Name _____
 Onsite Contact Phone Number _____
 Guest Room Confirmation Number _____
 Authorized Signature _____
 Today's Date _____

METHOD OF PAYMENT:

- Credit card Contact Romina Tehrani at Rtehrani@Gaylordhotels.com who will provide a **Credit Card Authorization form** for Payment.
DO NOT INCLUDE A CREDIT CARD NUMBER ON THIS DOCUMENT.

RETURN COMPLETED FORM PRIOR TO OCTOBER 11, 2019 TO ROMINA TEHRANI AT
RTEHRANI@GAYLORDHOTELS.COM

***NextPoint** reserves the right to limit the number of Food or Beverages Boardroom Deliveries made on a given day or over the course of the Event. Should your Food or Beverage Delivery not be able to be delivered as requested, you will be contacted by a representative of **NextPoint**.