



# NextPoint® 2019

## ROOM DROP AUTHORIZATION FORM

If there is something you feel the Chain Executives would benefit from receiving from you about your Company that can't be distributed in your Boardroom/One-on-One sessions, consider doing a room drop of the item. We have received feedback from Chain Executives that less is more and that the item's focus should be a business one.

### DELIVER TO: PLEASE SELECT ONE

- All Executives
- A selected Group of Executives (LIST TO BE PROVIDED TO HOTEL BY **OCTOBER 11, 2019**)
- Everyone in attendance

### PRICING DETAILS: PLEASE SELECT ONE

- \$3 Generic Per room **under** door
- \$4 Personalized Per room **under** door  
(PERSONALIZED/ADDRESSED TO A SPECIFIC GUEST'S NAME)
- \$4 Generic Per room first item **inside** room with \$1 for each additional item inside room
- \$6 Personalized Per room first item **inside** room with \$1 for each additional item inside room

### ROOM DROP SPECIFICS

Date/Time of Room Drop\* \_\_\_\_\_

Description of Item(s) to be dropped \_\_\_\_\_

Number of deliveries \_\_\_\_\_

At the door: Door hanger \_\_\_\_\_ or Under door \_\_\_\_\_

Inside Room: On Bed \_\_\_\_\_ or On desk \_\_\_\_\_

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

### METHOD OF PAYMENT:

- Credit card Contact Russell (RJ) Guibord at [Russell.Guibord@gaylordhotels.com](mailto:Russell.Guibord@gaylordhotels.com) who will provide a **Credit Card Authorization form/link** for Payment.  
DO NOT INCLUDE A CREDIT CARD NUMBER ON THIS DOCUMENT.

**RETURN COMPLETED FORM PRIOR TO OCTOBER 11, 2019 TO RUSSELL (RJ) GUIBORD AT [RUSSELL.GUIBORD@GAYLORDHOTELS.COM](mailto:RUSSELL.GUIBORD@GAYLORDHOTELS.COM)**

\*NextPoint reserves the right to limit the number of Room Drops delivered on a given day/over the course of the Event. Should your Room Drop not be able to be delivered as requested for these reasons; you will be contacted by a representative of NextPoint.

\*\*The hotel stops delivering at 9pm for under door or in room and will not deliver in a room if "Do Not Disturb" is on.