

  
**JW MARRIOTT.**  
**RestaurantPoint® EAST 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 \_\_\_\_\_

**RETURN COMPLETED FOR PRIOR TO SEPTEMBER 20, 2019 TO [sarene.cain@marriott.com](mailto:sarene.cain@marriott.com)**

**\*RestaurantPoint East** 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 **RestaurantPoint East**.