

# LOWER LEVEL SUITE CATERING & SUITE SET-UP FORM

WSWA 76<sup>TH</sup> ANNUAL  
CONVENTION & EXPOSITION

March 31 - April 3, 2019  
Grande Lakes Orlando



## USE THIS FORM TO:

1. Complete billing information for food and beverage or hotel provided equipment to your Lower Level Suite.
2. Request complimentary hotel provided tables and chairs (see food and beverage minimum spend information).
3. Provide the hotel with information regarding use of any outside vendors.

**DEADLINE TO RETURN COMPLETED FORMS: TUESDAY, MARCH 5, 2019**

## PLEASE DIRECT ALL QUESTIONS AND RETURN COMPLETED FORMS TO:

### Kathryn Budd

Senior Event Manager, JW Marriott Orlando, Grande Lakes  
407-393-4714 phone | 407-393-4701 fax | [kathryn.budd@marriott.com](mailto:kathryn.budd@marriott.com)

This form is **interactive**, you can type your information directly onto this form, re-name, save and email to [kathryn.budd@marriott.com](mailto:kathryn.budd@marriott.com)

## 1. SUITE CONTACT INFORMATION

COMPANY NAME	CONTACT NAME
MAILING ADDRESS	
CITY/STATE	ZIP
PHONE NUMBER	FAX
EMAIL	
ON-SITE CONTACT	ON-SITE PHONE NUMBER
LOWER LEVEL SUITE NAME	

## 2. BILLING INFORMATION & PROCEDURES

**PLEASE SELECT PREFERRED BILLING METHOD. A DEPOSIT WILL BE REQUIRED.**

- CREDIT CARD     DIRECT BILL     ROOM CHARGE (Must have credit card guarantee)

*Credit Card Options:*

- VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER

CREDIT CARD #	CARDHOLDERS NAME
EXPIRATION DATE	SIGNATURE

### CREDIT CARD:

Please complete the credit card information above if you'd like your ordered items to be billed to your credit card.

### DIRECT BILLING:

If applying for direct billing, an application will be sent to you for completion. Please note the following:

- The minimum spend requirement to establish direct billing is \$10K - this applies to direct hotel related charges only i.e. sleeping rooms, food and beverage and audio visual.
- A completed Direct Billing Application must be submitted no less than 45 days prior to arrival.
- Upon approval, a minimum **25%** deposit of estimated charges will be required.

### ROOM CHARGE:

If you opt to have your ordered items charged to your hotel room - these charges must be pre-settled prior to your arrival to the credit card provided. This may require the completion of a credit card authorization form.

### 3. AUDIO VISUAL EQUIPMENT RENTAL

**AUDIO VISUAL EQUIPMENT PROVIDED BY PSAV\***

**PSAV PRESENTATION SERVICES:**

Samantha David  
 (407) 393-4211  
[sdavid@psav.com](mailto:sdavid@psav.com)

*\*Please note that PSAV is the exclusive trade show provider for Grande Lakes Orlando.*

*\*All Basic Equipment Orders are subject to a 25% service fee install/set up/pick up.*

Please complete and return the Audio Visual Request Form or indicate below that you would like to have a representative from PSAV contact you regarding your needs. ***This INCLUDES internet requests.***

- My completed audio visual form is attached.
- Please have a PSAV representative contact me.
- NO, I will not require audio visual.

### 4. LOWER LEVEL SUITE SET-UP

**LOWER LEVEL SUITE SET-UP**

- YES**, I will require hotel provided tables and chairs. Please see my set-up instructions below:

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*(Please note: basic banquet tables and chairs will be provided complimentary with a minimum food and beverage order of \$250).*

- I have contracted with WIZARD CONNECTION to provide speciality decor and items for my Lower Level Suite.
- I have contracted with SO COOL EVENTS to provide specialty decor and items for my Lower Level Suite.
- I have contracted with SHEPARD EXPOSITION to provide speciality decor and items for my Lower Level Suite.

Please go to [www.wswaconvention.org](http://www.wswaconvention.org) and click on the CONTACTS tab for information on the vendors referenced above.

**SPECIALTY DECOR:**

**WIZARD CONNECTION, INC.**

Kelly Burris  
 Account Executive  
[kelly@wizardconnection.com](mailto:kelly@wizardconnection.com)  
 407-888-9238 office  
 239-910-3058 mobile

**SO COOL EVENTS, INC.**

Meg Holderman  
[meg@socoolevents.com](mailto:meg@socoolevents.com)  
 407-900-2715

### 5. GLASSWARE & EQUIPMENT RENTAL *(Please indicate below)*

QUANTITY	GLASSWARE	PRICE (each)
_____	White Wine Glasses (25)	\$35
_____	Red Wine Glasses (16)	\$25
_____	Champagne Flutes (36)	\$50
_____	Highball/Rock Glasses (25)	\$35
_____	Martini Glasses (16)	\$25
_____	Snifters (16)	\$25

QUANTITY	ITEMS FOR PURCHASE	PRICE (per sleeve/box)
_____	Beverage Napkins (250)	\$15
_____	10 oz Plastic Cups (50)	\$10
_____	4 oz Plastic Cups (50)	\$9
_____	Dump Bucket	\$5
_____	Stir Sticks (1000)	\$45
_____	Straws (150)	\$12

## 5. GLASSWARE & EQUIPMENT RENTAL *CONTINUED* (Please indicate below)

QUANTITY	EQUIPMENT	PRICE (each)
_____	Wine Buckets	\$8
_____	Bus Tubs	\$8
_____	Plastic Pitchers	\$4
_____	Tongs/Spoons	\$4
_____	Punch Bowls	\$20
_____	Trash cans (44 gallons)	\$10
_____	Wine openers	\$8

Items needing to be washed are picked up daily, and are a daily rental.

PACKAGE DEAL	PRICE
<input type="checkbox"/> 10 lbs. ice, 4 racks of glassware of your choice, 3 dump buckets	\$125

Indicate your choice of glassware and number of racks:

_____	Red Wine Glasses
_____	White Wine Glasses
_____	Champagne Flutes
_____	Highball/Rock Glasses
_____	Martini Glasses
_____	Snifters

I DO NOT require any equipment rental for my Lower Level Suite.

## 6. FOOD & BEVERAGE ORDER (Please indicate below)

To order coffee, breakfast, lunch or to host a reception in your suite, please refer to the catering menus specific to the location of your Lower Level Suite. ([The Ritz-Carlton Catering Menu](#) or [JW Marriott Catering Menu](#))

Check this box if you prefer to have a hotel catering manager contact you to assist with the creation of custom menus.

I DO NOT require any items for my Lower Level Suite.

Below, is an overview of my food and beverage needs:

FOOD CHOICES

QUANTITY	ICE & BEVERAGES	PRICE
_____	Ice (10 lb. Minimum-Served in Bus Tubs)	\$20 per 10 lbs
_____	Lemons, Limes, Olives, Pearl Onions	\$12 per dozen
_____	Mixers by the Liter	\$18 per liter

Please list garnishes and mixers below (specify brands as necessary):

**NOTE:** Food & Beverage Policy: No outside food may be brought into the hotel. A 6.5% sales tax will be included on food, beverage & labor. 25% gratuity will be included on all Food & Beverage. A \$10 delivery fee will apply to non-food items.

## 7. REFRESH TIMES

For the hotel to better serve your Lower Level Suite, please list your desired delivery date and time. All dirty glassware will be picked up at the end of the day. If you would like fresh glassware, ice for each day please note delivery times and specifics. You may attach a separate sheet with your specifications.

LOWER LEVEL SUITE LOCATION

DELIVERY DATE	DELIVERY TIME (Initial delivery time)	REFRESH TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____