



MARRIOTT  
ORLANDO WORLD CENTER

Annual Meat Conference 2025  
Tuesday, March 25, 2025  
VENDOR PACKET

REQUIRED VENDOR FORMS

|  |             |
|--|-------------|
| Food Preparation Service Rules & Regulations<br>(Required for all vendors participating in vendor show)  | Page   2-3  |
| Cooking In Booth Notification Form<br>(Required by Fire Marshal for all vendors cooking in booth)  | Page   4    |
| Food Preparation Waiver and Indemnification Agreement<br>(Required for all vendors serving items to be consumed by attendees)                            | Page   5    |
| Booth Food Preparation Order Form<br>(Required for all vendors needing items prepped by hotel)   | Page   6-8  |
| Booth Food Equipment Order Form/Chef Meeting Requests<br>(Required for all vendors needing booth supplies provided by hotel or to schedule Chef meeting) | Page   9-12 |

Form Submission Deadline: February 14, 2025

Shipping Information  
Shipping labels for items to be prepared by the Marriott can be found at [Expresso by GES](#)

|  |            |  |  |
|--|------------|--|--|
| <b>ALL PERISHABLE ITEMS</b>                        | C/O<br>GES | Orlando World Center Marriott<br>8701 World Center Drive<br>Orlando, Florida 32821 | <u>Product Accepted:</u><br>03/19/2025<br>to<br>03/22/2025 |
| <b>NON-PERISHABLE SMALL PARCELS HANDLED BY GES</b> | C/O<br>GES | Orlando World Center Marriott<br>8701 World Center Drive<br>Orlando, Florida 32821 | <u>Items Accepted:</u><br>03/22/2025<br>to<br>03/25/2025   |

## Food Preparation Service Rules & Regulations

All food samples prepped and cooked by Orlando World Center Marriott Culinary Team must be confirmed to Hotel Event Manager no later than **February 14, 2025**.

The Fire Marshal **REQUIRES** all companies using a cooking device in their booth to submit a Cooking in Booth Notification Form, and relevant spec sheets, by **February 14, 2025**. The form can be found on page 4 of this document.

### **Food and Beverage Sampling Regulations**

- **Sample Size Limits:** Below are maximum sample size portions.
  - Non-Alcoholic Beverages are limited to maximum of 3 oz samples.
  - Alcoholic Beverages are limited to a maximum of 1 oz samples. Exhibitors cannot bring in alcohol products on their own to sample per Florida State Law.
  - Food Items limited to “bite size” (3 oz. or less).
- **Alcoholic Beverage Dispensing:**
  - Alcohol can only be dispensed by an Orlando World Center Marriott TABC-certified bartender hired from the hotel.
  - Each bartender is \$250.00+ for 3 hours of service. A Bartender Request Form must be completed to request service.
- **Sales Restrictions:** Food and beverages MAY NOT BE SOLD on the premises.
- **Utensils and Disposables:** All utensils, plates, cups and napkins for attendee use must be disposable.
- **Food Prep by Hotel Staff:**
  - If food preparation is required by hotel, all items must be cooked and prepped by Orlando World Center Chefs/Staff.
  - Additional fees may apply for services beyond standard levels. Details and costs on the different Levels of Service are listed on pages 5-6 in this packet.
  - All services are subject to a 26% Service Charge and 6.5% State Sales Tax.

### **General In-booth Cooking Requirements**

1. If using a cooking device in your booth, you are **REQUIRED** to submit the Cooking In Booth Notification Form and supply manufacturer spec sheets for all cooking devices.
2. All cooking devices shall:
  - Be listed by an organization concerned with product evaluation (e.g., UL, EL).
  - Maintain horizontal distance of at least **24 inches** from any combustible material.
  - Be isolated from the public by at least **48 inches** or separated by a barrier.
3. A **Certified 2A:10BC** (or greater) fire extinguisher must be present in the booth for each device.
4. Booths using combustible oils or solids must have a **Certified Class K** extinguisher.

### **Cooking and Equipment Regulations**

#### **Permitted Equipment for Food Preparation**

- Microwave Oven
- Crock Pots
- Air Fryer
- Hot Dog Roller
- Toaster Oven
- Electric Convection Oven, Electric Range, Skillet and Griddle

**Prohibited Equipment for Food Preparation**

- Gas or Propane devices
- Deep Fryers
- Pressure Cookers
- Open Flame
- Coleman Stoves
- Grill with open flame

**Portable/Food Warming Equipment (no Hood System Required)**

Portable cooking equipment, used only for food warming, and that is not flue-connected, shall be permitted ONLY as follows:

- Provided proper precautions are taken to prevent ignition of any combustible materials. For example:
  - Heat Lamps
  - Chafing Dishes – Sterno is acceptable when used properly. Proper use is one or two small cans per chafing dish. Three or more cans under a pot, pan, wok, etc. is no longer warming and is now considered cooking, which is NOT permitted.
- Cooking equipment listed in accordance with UL 197 or an equivalent standard for reduced emissions provided the appliance is listed for type of food being cooked (ex. raw proteins). Prior approval from the authority having jurisdiction is required.

**Cooking Equipment that Requires a Hood System**

1. Equipment producing smoke or grease-laden vapors.

**AGREEMENT**

**In signing below, I understand and agree to the rules and regulations above.**

**RETURN this form to Jackie Nealy by February 14, 2025, at [mhrs.mcowc.event@marriott.com](mailto:mhrs.mcowc.event@marriott.com)**

Applicant Signature

Date

\_\_\_\_\_

\_\_\_\_\_

## COOKING IN-BOOTH NOTIFICATION FORM

The Fire Marshal **REQUIRES** all companies cooking in their booth to submit information about the cooking devices being used and relevant spec sheets. The Fire Marshal and Fire Watch representatives will be onsite at the show verifying that all companies are in compliance with cooking requirements and regulations. Bring copies of any literature about your cooking devices, specs, and/or your booth layout (if applicable) to Orlando so that you are prepared should you receive any questions from the Fire Marshal onsite.

Submit the [Cooking In-Booth Notification Form](#) by **February 14, 2025**.

Be prepared to answer questions about the following on the form:

- Onsite contact information.
- If you will be cooking with raw meat.
- If you will be using a Sterno, Range, Cook Top, Griddle or Chain Broiler.
- Cooking area dimensions, if applicable.
- Manufacturer specs if greater than 200 sq. inches cooking surface or Chain Broiler
- Other Heat Producing Devices will need to be described and/or literature attached, including UL listing information.
- If cooking in a booth that is 400 square feet or larger, a detailed layout of the location of cooking devices within your booth space must be attached.

Questions? Contact Jackie Nealy at [mhrs.mcowc.event@marriott.com](mailto:mhrs.mcowc.event@marriott.com)

# FOOD PREPARATION WAIVER AND INDEMNIFICATION AGREEMENT

## HOTEL POLICY

It is the Hotel’s policy to allow food tradeshow to take place on the Hotel’s premises. The Hotel recognizes that, in connection with food tradeshow, food tradeshow vendors will purchase food from sources other than the Hotel. Food tradeshow vendors may also want to use the Hotel’s kitchen facilities to prepare and serve food during the tradeshow to the tradeshow guests. Improper handling of food may lead to food poisoning or other health hazards. Therefore, the Hotel may only allow a food tradeshow vendor to participate in a food tradeshow at the Hotel, if such food tradeshow vendor acknowledges by its signature below, its agreement to accept responsibility and abide by the terms set forth in this Agreement.

## INDEMNIFICATION

Vendor agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney’s fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food from sources other than the Hotel, the preparation of food by persons other than Hotel employees, or the service of food to Hotel patrons by persons other than Hotel employees.

## INSURANCE

Vendor shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than **\$1,000,000.00 (\$1 Million)** each occurrence. Vendor shall provide the Hotel with a certificate of insurance evidencing such coverage and naming the Hotel Manager and the Hotel owner as additional insured prior to the food tradeshow.

When attaining the COI from a carrier please note the following verbiage requests:

1. Additional Insured: Orlando World Center Marriott, Marriott International, Inc., Marriott Hotel Services, Inc. and HMC Hotels Limited Partnership.
2. Waiver of subrogation in favor of Orlando World Center Marriott, Marriott International, Inc., Marriott Hotel Services, Inc. and HMC Hotels Limited Partnership and any other parties at interest.

Please make the certificate holder:  
 Orlando World Center Marriott  
 Jacqueline Nealy  
 8701 World Center Drive  
 Orlando, FL 32821  
[mhrs.mcowc.event@marriott.com](mailto:mhrs.mcowc.event@marriott.com)

## OPERATION OF KITCHEN FACILITIES

Vendor agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel staff. If the Hotel determines that Vendor or its employees or agents are using the facilities in a dangerous manner, Hotel may immediately revoke Vendor’s privileges to use the kitchen facilities. In the event Vendor or its employees or agents damage any of the kitchen equipment, Vendor agrees to promptly pay for all costs and expenses associated with the repair or replacement of the damaged kitchen equipment.

## VENDOR’S ACKNOWLEDGMENT

Vendor’s signature below indicates that Vendor has read and understood this Agreement and agrees to its contents. Vendor also acknowledges that the person signing on behalf of Vendor is authorized to bind Vendor to the terms of this Agreement.

## VENDOR:

Company/Organization: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN this form to Jackie Nealy by February 14, 2025, at [mhrs.mcowc.event@marriott.com](mailto:mhrs.mcowc.event@marriott.com)**

## Booth Food Preparation Order Form

### Exhibitor Contact Information

| Ordering Contact Name | Title                | Phone Number            | Email Address |
|-----------------------|----------------------|-------------------------|---------------|
|                       |                      |                         |               |
| Company Name          |                      | Company Mailing Address |               |
|                       |                      |                         |               |
| On-Site Contact Name  | On-Site Phone Number | On-Site Email Address   |               |
|                       |                      |                         |               |

### Order Information

| Exhibit Hall | Booth Number | Date | Time |
|--------------|--------------|------|------|
|              |              |      |      |

### Product Information \*Use Product # That Will Appear On Box\*

List the product(s) and quantities being shipped for hotel to prepare.

|     |                 |
|-----|-----------------|
| 1.  | Quantity (lbs): |
| 2.  | Quantity (lbs): |
| 3.  | Quantity (lbs): |
| 4.  | Quantity (lbs): |
| 5.  | Quantity (lbs): |
| 6.  | Quantity (lbs): |
| 7.  | Quantity (lbs): |
| 8.  | Quantity (lbs): |
| 9.  | Quantity (lbs): |
| 10. | Quantity (lbs): |

## Cooking / Preparation Instructions

All orders that require Culinary Preparation MUST include cooking / preparation instructions. These should include specific cooking and serving instructions (chafing dish, carving board, etc.). Instructions MUST be submitted with the order forms. Instructions sent in with your product shipment will not be accepted.

**\*Please note orders WILL NOT be processed without this information.**

### Explanation of Preparation and Onsite Delivery Fees

Upon review of Recipe and Prep instructions, Chef reserves right to increase quote based on level of culinary involvement and the volume of product being prepared.

#### Basic Preparation - \$500.00++/Booth

- This is the minimum level of service required of the Hotel.
- This level of service will be for those vendors prepping and cooking in their own booth.
- Hotel will provide cocktail plates, napkins, utensils, frill picks and choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical – 1,000 watts/20 amps included with Basic Preparation.

Your Anticipated Basic Products:

#### Level 1 Preparation - \$1,500.00++ per 3 Products/Per Booth

- Hotel will provide food prep not to exceed more than 50lbs total of product.
- Hotel will provide minimum (heat and serve) food handling during the day of PTR.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Host from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet host is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.

Your Anticipated Level 1 Items:

#### Level 2 Preparation - \$2,200.00++ per 3 Products/Per Booth

- Hotel will provide food prep not to exceed more than 75lbs total of product.
- The Chef and Kitchen Staff will prepare and present the Product to Exhibitor Specifications.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks, simple condiments/garnishes, and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Host from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet host is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.

Your Anticipated Level 2 Items:

### Level 3 Preparation - \$2,550.00++ per 3 Products/Per Booth

- Hotel will provide food prep not to exceed more than 150lbs total of product.
- The Chef and Kitchen Staff will prepare and present the Product to Exhibitor Specifications.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks, simple condiments/garnishes, and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Host from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet host is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.

Your Anticipated Level 3 Items:

### Food Show Delivery Schedule

Please submit a separate schedule if more detailed.

| Date | Delivery Time to Booth | Amount of Product | Pick Up Time from Booth |
|------|------------------------|-------------------|-------------------------|
| 1.   | 11:00 AM               | 50% of Product    |                         |
| 2.   | 1:30 PM                | 25% of Product    |                         |
| 3.   | 3:00 PM                | 25% of Product    |                         |

### Fees

|  |  |
|--|--|
| <b><u>Delivery Fees</u></b>            | <ul style="list-style-type: none"> <li>• \$50.00 plus tax per delivery</li> </ul>  |
| <b><u>Late Fees</u></b>                | <ul style="list-style-type: none"> <li>• Orders received after the form submission deadline will be subject to a late processing fee of <b>\$250.00</b>.</li> <li>• Orders received less than 3 business days prior will be considered on-site orders and subject to a processing fee of <b>\$500.00</b>.</li> </ul> |
| <b><u>Service Charge &amp; Tax</u></b> | <ul style="list-style-type: none"> <li>• Taxable service charge is currently 26%; state sales tax is currently 6.5%.</li> </ul>  |

## Booth Food Equipment Order Form

### Exhibitor Contact Information

|                       |                      |                         |               |
|-----------------------|----------------------|-------------------------|---------------|
| Ordering Contact Name | Title                | Phone Number            | Email Address |
|                       |                      |                         |               |
| Company Name          |                      | Company Mailing Address |               |
|                       |                      |                         |               |
| On-Site Contact Name  | On-Site Phone Number | On-Site Email Address   |               |
|                       |                      |                         |               |

### Order Information

|                       |  |              |  |
|-----------------------|--|--------------|--|
| Exhibit Hall Day/Date |  | Booth Number |  |
|                       |  |              |  |

### Food Show Delivery Schedule

| Item  | Cost   | Delivery Date | Delivery Time | Pick Up Time | Quantity Needed |
|---|--|---------------|---------------|--------------|-----------------|
| Ice – 25 lbs                                | \$35.00 ++ each  |               |               |              |                 |
| Bus Tub (rental)                            | \$20.00 + each per day                                   |               |               |              |                 |
| Chafing Dish (rental) w/ Fuel               | \$125.00 + each per day                                  |               |               |              |                 |
| Heat Lamp (rental)                          | \$100.00 + each per day                                  |               |               |              |                 |
| Sterno                                      | \$10.00 + each   |               |               |              |                 |
| Cutting Boards (rental)                     | \$50.00 + each per day                                   |               |               |              |                 |
| Disposable 6in Plates                       | \$30.00 + per 50   |               |               |              |                 |
| Disposable 8oz Bowls                        | \$30.00 + per 50   |               |               |              |                 |
| Plastic Forks                               | \$100.00 + per 1000                                      |               |               |              |                 |
| Plastic Spoons                              | \$100.00 + per 1000                                      |               |               |              |                 |
| Plastic Knives                              | \$100.00 + per 1000                                      |               |               |              |                 |
| Cocktail Napkins                            | \$50.00 + per 250  |               |               |              |                 |
| Disposable Paper Cups 12oz                  | \$30.00 + per 100  |               |               |              |                 |
| Coffee Stirrers                             | \$20.00 + per 1000                                       |               |               |              |                 |
| Frill Toothpicks                            | \$15.00 + per 100  |               |               |              |                 |
| Pc. Creamers                                | \$100.00 + per 500 (500 min.)                            |               |               |              |                 |
| Pc. Sugar/Equal/Sweet n Low                 | \$100.00 + per 500 (500 min.)                            |               |               |              |                 |
| Serving Utensils (rental)<br>(Tongs/Spoons) | \$10.00 + each per day                                   |               |               |              |                 |
| Attendant & Carvers                         | \$250.00+/3 hour minimum<br>\$50.00+ each addt'l 30 mins |               |               |              |                 |
| Bartender                                   | \$250.00+/3 hour minimum                                 |               |               |              |                 |

\* Inventory of this item is limited and orders will be filled on a first come, first serve basis.

++ subject to taxable service charge is currently 26%; state sales tax is currently 6.5%%.

+ subject to state sales tax is currently 6:5%

A booth delivery fee of \$50.00++ will apply if items ordered are NOT in addition to a "Food Prep/Delivery" form order.

# Chef Meeting Request Form

When you send in all of your food show information, please send back the requested date and time for a chef meeting, **if you require one (these meetings are not required)**. If you do not need a meeting with the chef, please do not sign up for a date.

| APPOINTMENT TIMES                                     |                |                |              |
|---|----------------|----------------|--------------|
| Indicate your desired time from the time slots below. |                |                |              |
|   | March 20, 2025 | March 21, 2025 | Phone Number |
| 9:00 AM   |                |                |              |
| 9:15 AM   |                |                |              |
| 9:30 AM   |                |                |              |
| 9:45 AM   |                |                |              |
| 10:00 AM  |                |                |              |
| 10:15 AM  |                |                |              |
| 10:30 AM  |                |                |              |
| 10:45 AM  |                |                |              |
| 11:00 AM  |                |                |              |
| 11:15 AM  |                |                |              |
| 11:30 AM  |                |                |              |
| 11:45 AM  |                |                |              |
| 12:00 PM  |                |                |              |
| 12:15 PM  |                |                |              |
| 12:30 PM  |                |                |              |
| 12:45 PM  |                |                |              |
| 1:00 PM   |                |                |              |
| 1:15 PM   |                |                |              |
| 1:30 PM   |                |                |              |
| 1:45 PM   |                |                |              |
| 2:00 PM   |                |                |              |
| 2:15 PM   |                |                |              |
| 2:30 PM   |                |                |              |
| 2:45 PM   |                |                |              |
| 3:00 PM   |                |                |              |
| 3:15 PM   |                |                |              |
| 3:30 PM   |                |                |              |
| 3:45 PM   |                |                |              |
| 4:00 PM   |                |                |              |

**NOTE:** All information must be sent to Jackie Nealy at the Orlando World Center Marriott no later than February 14, 2025 to [mhrs.mcowc.event@marriott.com](mailto:mhrs.mcowc.event@marriott.com). If you have any questions, please email or call Jackie at 407-948-3360.

**BILLING INFORMATION & OPTIONS:****1) COMPANY CHECK**

A company check made to the order of: "TBD" will be accepted as a method of payment. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. The Catering Manager will provide this estimate. The check must be received no less than (5) five business days prior to the event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

**2) CREDIT CARD AUTHORIZATION FORM**

The hotel will send a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

**\*\*\*No Terms Given\*\*\***

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Florida Tax exempt form. To comply with government policies, the Hotel must receive a copy of one of the above- mentioned forms and payment must be from the tax-exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

|                |  |
|----------------|--|
| <b>From:</b>   | Jacqueline Nealy   |
| <b>Title:</b>  | Sr. Event Manager  |
| <b>Phone:</b>  | (407) 948-3360, Mobile   |
| <b>E-Mail:</b> | <a href="mailto:mhrs.mcowc.event@marriott.com">mhrs.mcowc.event@marriott.com</a> |