

**Hotel Food and Beverage Request**

Exhibitors can purchase food and beverage to be served from their booths using this form. To avoid multiple exhibitors having the same food and/or beverage served from their booth, **all food and beverage requests happening at the AAOE Annual Conference must be approved in advance by AAOE staff.**

Complete this form to request food and beverage to be served from your booth at the AAOE 2018 Annual Conference. AAOE staff will respond to requests within one week of receipt. Once approved, the hotel will contact you to make arrangements. If you plan on hosting your event or meeting outside of the host hotel, please note where the event is taking place in the form below.

**Deadline for food and beverage requests is March 5.**

Upon signing this form you are agreeing to the following:

- AAOE is not responsible for any charges incurred due to this arrangement.
- Food and beverage purchased during the AAOE Annual Conference may only be held at times that do not conflict with conference programming.
- Food and beverage specifics will be arranged directly with the host hotel.
- As a courtesy, you will allow AAOE to use your food & beverage charges toward their food & beverage minimum.

**Company Requesting Food & Beverage**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location: \_\_\_\_\_

Booth number: \_\_\_\_\_ Food and beverage to be served on: \_\_\_\_\_ (dates) and at \_\_\_\_\_ (time)

Food and beverage needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please direct questions and return forms to:**

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