

The Hospitality "Appreciation" Tradeshow

The Wyndham Lake Buena Vista Resort

May 2nd, 2017

10:00 M – 5:00 PM

PRESENTED BY



Dear Partners, Sponsors and Exhibitors,

GMF Consulting would like to take this opportunity to **WELCOME** you and **THANK YOU** for participating in The 2017 Fall Hospitality "Appreciation" Tradeshow on Tuesday, May 2nd 2017 Hosted by the **Wyndham LBV Disney Springs Resort Area**.

As you prepare for the show, here is some pertinent information and procedures regarding the day of the event that you need to know.

1. **You will be setting up in the Horizons Ballroom Mezzanine Level (one level above lobby) located at:**

Wyndham LBV Disney Springs Resort Area
1850 Hotel Plaza Blvd.
Lake Buena Vista, Florida 32830
TEL: 407.828.4444
2. **Exhibitor table Set up time:**
 - a. **Monday May 1st, 2017 Between 3:00 PM and 8:00 PM
NEW TIME TO AVOID THE RUSH HOUR**
 - b. **Tuesday May 2nd, 2017 between 7:30 AM and 9:00 AM**
3. **Exhibitors must be ready to go by 9:30 AM (doors open at 10:00 AM sharp)**
4. **Loading in and out of the hotel can be done at the following locations:**
 - a. *The Main entrance for the Horizons Ballroom is on the Mezzanine level, one level up from the lobby*
 - b. *Food Exhibitors & all heavy freight must load through the loading dock entrance located on the west side of the property. (Closest to Disney Springs Marketplace)*
 - c. *Follow the hallway to the freight elevator. (Freight elevator has limited capacity)*
 - d. *Ride elevator to level 5 into the kitchen, adjacent to the ballroom.*
 - e. *Please no trucks or trailers in front drive.*
 - f. *Bellman can assist light move in at main entrance, please remember to be hospitable, gratuities are appreciated*
5. **Hotel parking is located around the hotel building:**
 - a. *Space Available - Self Parking is offered to attendees at no charge, they are to park in the West Lot of the Hotel which is closer to the Disney Springs.*
 - b. *The Hotel Management has offered a **\$5.00** valet parking for the exhibitors. **GMF and the hotel management strongly recommend that you as our exhibitors use the valet to park your vehicles in order to keep the open parking free for attendees.***
 - c. ***AAU parking will be our overflow and back and forth transportation has been established compliments of DGT.***
6. **Each Exhibitor will have a 6' X 30" table with tan linen.**
7. **Food Exhibitors will have an additional back table of 6' x 18" ...**

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8. Please be sure to bring with you:

- Food Vendors:** Paper/plastic plates, napkins, utensils and cups to serve with.
- All Vendors: An extra trash can, hotel supply is limited
- No open flame in ballroom.

9. **Food vendors...** Please E-mail Events@GMF95.com with what you will be serving during the show...

10. Power Supply:

- The Ball Room has standard wall outlets around the perimeter of the ballroom. If you need the use of this power supply, contact events@GMF95.com in advance. We will do our best to accommodate your request but keep in mind that spots are limited and **assigned based on first come basis** with exception to our sponsors...
- If you require more than a basic electrical connection 110V for power, contact Mr. Stephen MacDonell at the Wyndham directly at (407) 827-7428 for availability. Additional charges will apply.
- If you require power, you will need to bring your own extension cord and power strip. If you do not have an extension cord and power strip, the hotel can provide these at \$20 which will be charged to your company directly by the hotel/AV Company.

11. Remember that this is a business event; **NO Alcohol** can be served during this event! Most of the attendees visit the show during their break time or before their shifts, it is not appropriate to serve alcohol during working hours.

12. We ask that each exhibitor provide GMF Consulting a minimum of one raffle prizes to give away at the stage on behalf of your company. Please mail your donation raffles to GMF Consulting address below or bring it with you to the show.

13. An **IMPORTANT** message from some of our Front of the House employees who arrive late: "PLEASE DO NOT LEAVE BEFORE 5 WE RUSH TO GET OUT OF WORK at 3PM TO GET TO THE SHOW AND YOU ARE NOT TO BE FOUND, WE WILL MISS ANY INFORMATION YOU MAY HAVE AND WE WILL ALSO DISQUALIFY FROM A CHANCE AT THE GRAND PRIZE." Show ends at 5 PM sharp, breakdown time commences then and not before.

We wish you a *Very Successful Event...*
See you at the show..!

Sincerely,
The **GMF Consulting** Team

A SPECIAL THANK YOU
TO OUR HOST THE WYNDHAM
LBV RESORT DISNEY SPRINGS
AREA & SPONSORS



Thank You

