



THE GMF HOSPITALITY "APPRECIATION" TRADESHOW
2019 SHOW
EXHIBITOR'S WELCOME LETTER

The 2019GMF HAT May 07, 2019.

Presented by: GMF Consulting, Inc.

Hosted by: Wyndham Orlando Resort

Dear 2019HAT Exhibitors,

GMF Consulting would like to take this opportunity to WELCOME you and THANK YOU for participating in The 2019 Hospitality "Appreciation" Tradeshow on Tuesday, May 07th, 2019at the Wyndham Orlando Resort.

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

Wyndham Orlando Resort International Drive
8001 International Drive
Orlando, FL 32819

- 1- The 2019 HAT will be held in The Palms Ballroom
- 2- Exhibitor **Set Up Time & Dates:**
 - a. Monday May 6, 2019 12:00 PM – 5:00 PM. Ballroom will be closed at 5:00 PM
 - b. Tuesday May 7, 2019 7:30 AM to 9:00 AM.
- 3- All Exhibitors must be ready by 9:00 AM on May 07, 2019.
- 4- Doors Open at 10 AM sharp on Tuesday May 07, 2019.
- 5- Exhibitors must load through the loading door at all time. Exhibitors are NOT allowed to enter any items, boxes, equipment's by any of our main entry.
- 6- The loading door is on the east side behind the ball room or behind Coopers Hawk.
- 7- No trucks or trailers are allowed in the front drive of the hotel.
- 8- Parking is complementary.
- 9- Each Exhibitor will have a 6' X 30" table with linen.
- 10- Food Exhibitors will have an additional back table of 6' x 18" with linen. Each vendor is responsible to share this information with GMF no later than April 24th 2019.
- 11- Absolutely **NO OPEN FLAME** permitted in the ballroom.
- 12- There is absolutely **NO ALCOHOL** is permitted at the show.
- 13- If you are serving food, please bring plates, napkins, cups & utensils.
- 14- All Exhibitors remember to bring an extra trash can, supply is limited. All exhibitors must leave there exhibition area clean.
- 15- If you are serving food, email Events@GMF95.com with your menu no later than May 30th, 2019.
- 16- If you need Power, Email Events@GMF95.com before April 15, 2018.
- 17- Hotel can provide electric connections at a fee of \$25 charged directly to each exhibitor.
- 18- Higher voltage, contact Monique Perez Wyndham Orlando Resort 407-402-0231 before April 15th, 2019.
- 19- No Motor vehicles are allowed inside Wyndham Palms Ballroom.
- 20- The 2019 Spring HAT ends at 5:00 PM.
- 21- Table breakdown starts at 5:00 PM sharp. Breakdown is from 5:00 PM – 9:00 PM.
loading door at all time Exhibitors are NOT allowed to use our main entry for departure.



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- 22- Do not leave the event before 5 PM (inform a GMF representative if it's an emergency).
- 23- Attendees will be asked to obtain your initials to be eligible for the Grand Prize.
- 24- All Exhibitors, please provide GMF Consulting with 2 giveaways to be raffles on stage.
- 25- Please have your giveaways in an envelope with your company name and type of raffle.
- 26- Giveaways will be raffled during the show on your behalf.
- 27- Mail your giveaways to GMF Consulting or bring them to the show.
- 28- If you would like to be a part of The Grand Prize, provide GMF with an additional raffle for "4" to be included in the weekend getaway; the grand prize & their sponsors will be announced every half hour.
- 29- Exhibitor is responsible for all charges of shipping and receiving: Any item shipped to the Hotel must have the Exhibitor Name/Company and will be only accepted one day prior to the event. **WILL BE CHARGED IMMEDIATELY DELIVERED TO EXHIBITOR SPACE.**

SHIPPING & RECEIVING

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INCOMING CHARGES:	
Package receipt & storage & delivery costs:	
Weight In Pounds	Rate:
0 – 30	\$10.00
31 – 50	\$20.00
51 – 100	\$40.00
101 – 250	\$60.00

The Hotel will NOT be responsible for any damage or loss of any articles left in the Hotel, prior to, during or following any function by the customer or his/her guests.

**We wish you a very successful event!
See you at THE GMF HAT.**

Sincerely,
The Wyndham & The GMF