

## **TFI Suite and Meeting Room Reservations Policy: 2026 Annual Business Conference**

The hotel environment post-COVID is getting more and more complicated. We have seen food and beverage spend in member-hosted suites and meeting rooms decline since the pandemic. As a result, our recent hotel contracts have required higher food and beverage minimums and meeting room rental rates for all affiliates. We welcome your feedback as we implement these new changes.

TFI is responsible for all meeting room and suite assignments. If suites are booked outside the TFI room block, food and beverage and furniture changes will not be available. Your suite will not be listed in TFI conference suite and meeting room listings.

### **FOOD AND BEVERAGE MINIMUM**

The food and beverage minimum for each meeting room or suite rental for the 2026 Annual Business Conference is \$1,550 per suite or meeting room for the entire week. Food and beverage orders and minimums will be billed by the hotel.

### **MEETING ROOM RENTAL RATES AND POLICIES**

Booking Fee: There is a \$500 meeting room booking fee per meeting room that is paid to TFI. Payment is due upon receipt of invoice and paid directly to TFI. Checks, wire transfers/ACH, and credit cards accepted. The assignment will not be confirmed until the non-refundable booking fee is received.

Minimum Rental Dates: The hotel contract requires a three-day minimum purchase required for all meeting rooms at \$1,000 per day for a meeting room rental total of \$3,000. Limited meeting rooms are available Saturday and Sunday with the majority of meeting rooms available Monday through Wednesday.

Room Rental Fee: Meeting room rental charge of \$1,000 per day per meeting room will be billed by the hotel. A credit card is required to reserve the room.

Cancellation: Cancellations must be received by January 25, 2026. Meeting room rentals are non-refundable after this date.

### **SUITE RENTAL RATES AND POLICIES**

Booking Fee: There is a \$500 suite booking fee per suite that is paid to TFI. Payment is due upon receipt of invoice and paid directly to TFI. Checks, wire transfers/ACH, and credit cards accepted. The assignment will not be confirmed until the non-refundable booking fee is received.

Suite Rental Fee: Suite rental fees vary based upon suite type and will be billed by the hotel.

Cancellation: The credit card provided for your suite or meeting room will be charged for the entire stay of the reservation and for all food, beverage, and AV orders, and is non-refundable after 72 hours prior to check-in.

Suite Capacity: Suites have maximum table seating for 6 people. If you require more seating, please request a meeting room. Most suites will not be able to accommodate seating requests for more than 6 people.

Furniture Removal: Most suites at the Hilton Orlando Bonnet Creek and Waldorf Astoria Orlando should not require furniture/bed removal. Furniture removal costs have risen as hotels have to outsource this labor. The furniture removal fee for the Hilton and Waldorf Astoria suites is \$750. Unfortunately, the hotels are also no longer able to cover the costs of sleeping rooms being taken out of inventory for furniture adjustments (either removal or adding tables and chairs). If furniture adjustments are required by the affiliate, the affiliate must pay for the three nights the room will be out of hotel inventory to account for room set up and break down (Two additional nights will be included for furniture removal/additional furniture set up and one additional night will be included for the hotel to return the room to its original condition at the conclusion of the reservation).

### **ASSIGNMENTS**

There are a limited number of meeting rooms and suites. All meeting rooms and suites will be assigned and confirmed via email by TFI. Meeting rooms and suites are only available to TFI members and will be assigned according to a priority system policy based on the following criteria:

- TFI membership classification
- Sponsoring and exhibiting at TFI meetings and events
- Number of Annual Business Conference attendees at the time of assignment
- Attendance at TFI meetings and events
- Active participation on TFI boards and councils
- Active participation on TFI committees

Requests for 3 or less meeting rooms or suites will be calculated using the priority system. If a company requests more than 3 meeting spaces, they may not receive all priority assignments. Please note: the occupant of the suite or meeting room must be registered for the Annual Business Conference at the time of assignment. Substitutions are welcome at any time.

Listings: The company name listed in the request form will be used for conference signage and in the mobile app.

Preferred Dates: When assigning meeting rooms and suites, we will do our best to accommodate your preferred check-in and check-out dates. Suites will be available for check-in on the day of arrival at 1 pm and check-out on day of departure at 1 pm. If you want to start meetings or require set-up in hotel suites before 1 pm, we recommend checking in the day before. Meeting rooms are available starting at 6 am.