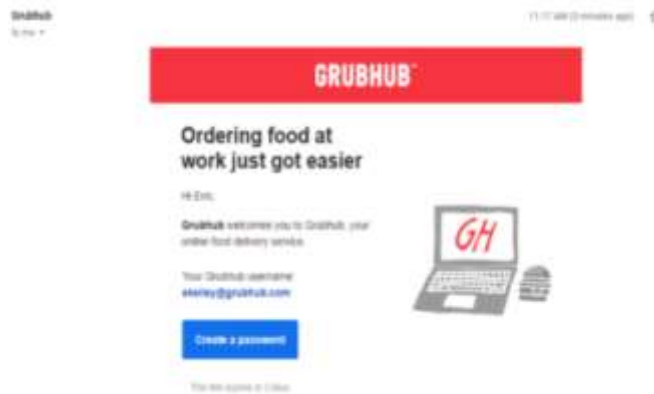
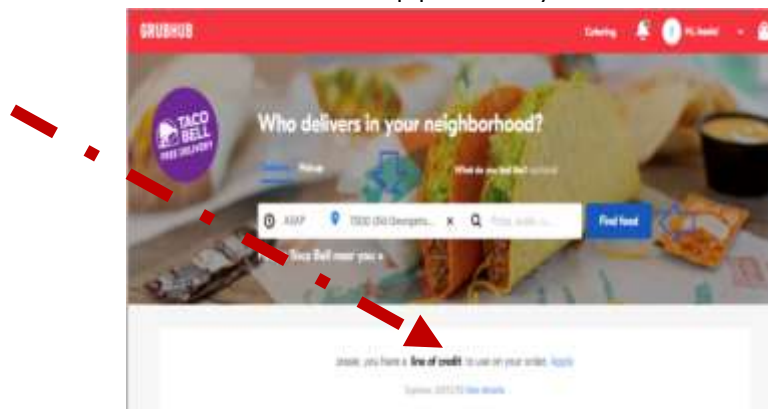


MEAL DELIVERY PROCESS REFERENCE SHEET

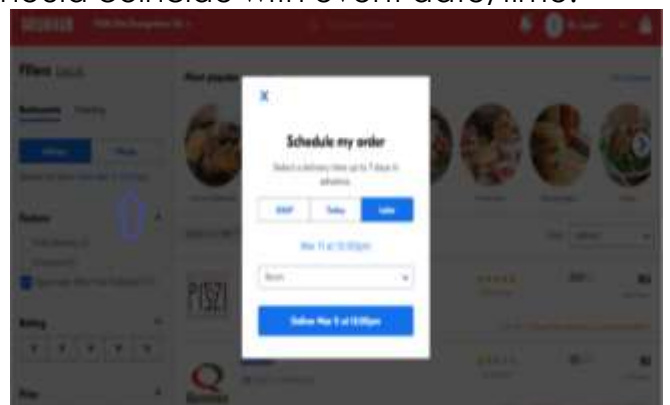
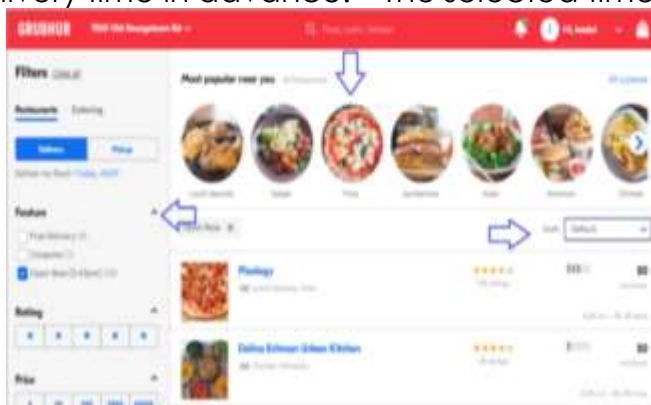
1. Guests will receive an email from **Grubhub** inviting them to **create a password**. **EMAIL SUBJECT:** “[Name] set a password for your new Grubhub account.” This will allow the guest to order a Meal delivery and access the credit line provided by conference host. If email is not found, guests should check **Junk/Bulk Mailbox**.



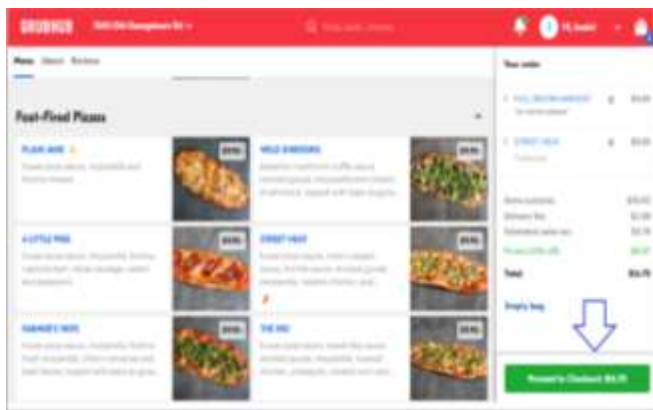
2. Once the password is created, the guest can enter their delivery address and click “Find Food”. **NOTE:** There will be a message mid-screen informing the guest “you have a line of credit to use on your order.” Click “apply”. If this step is overlooked, there will be another opportunity.



3. As with a traditional order from GrubHub, the guest has the capability to filter by numerous fields based on his/her preferences. Next, guests are to select a meal delivery time in advance. The selected time should coincide with event date/time.



- Proceed to checkout upon completion of order. Next, ensure the accuracy of the delivery address and recipient's phone number. Add any additional delivery instructions that may be appropriate. There is also an option to request “contact-free delivery” so the driver will leave the order at the guest’s doorstep upon arrival.



- Guests should check this area to ensure the line of credit has been applied. This should automatically apply, however if not, simply click “add” at the bottom of the white box. When applied, it will be reflected as a line item in the checkout cart to the right. When applicable, guests should use credit card to remit overages. Select “Place Your Order” and await your delicious meal!



- Our services include 24/7 GrubHub support should any of the guests encounter issues with their orders. Simply click on the “Hi, [NAME]” drop-down arrow from guest account dashboard and select “HELP”.

