

## Dine-Around, Food & Beverage Policy

This policy provides guidelines for the dine-around and food and beverage purchases during President's Club 2024 at Coeur d'Alene Resort for the period June 5-9, 2024.

### MEMBERS AND GUESTS – PLEASE CAREFULLY REVIEW ALL INFORMATION PROVIDED.

All Members and Guests are required to attend all President's Club meal functions:

- Wednesday, June 5, 2024 – Welcome Reception & Dinner
- Thursday, June 6, 2024 – Breakfast & Lunch
- Thursday, June 6, 2024 – Reception & Dinner
- Friday, June 7, 2024 – Dine-Around
- Saturday, June 8, 2024 – Awards Reception & Gala

### DINE-AROUND (FRIDAY, JUNE 7, 2024)

Please review the Dine-Around Portfolio for descriptions of each dine-around restaurant offered to Members and Guests at ArcBest President's Club 2024.

All dine-around reservations are confirmed in advance by ArcBest. Once your selection has been made at registration, your reservations cannot be changed.

Reservations are limited at each dine-around location. Dine-around location selections will be considered in the order they are received based on the date and time selections are submitted during registration.

Members and Guests will be seated together as they arrive at their selected dine-around location.

All dine-around charges will be billed directly to ArcBest.

### FOOD & BEVERAGE (AT THE RESORT – JUNE 5-9, 2024)

All food and beverages, as approved within ArcBest President's Club policies, purchased at the resort June 5-9, 2024, will be billed directly to ArcBest.

Name tags (provided to each Member and Guest upon arrival at check-in) must be worn at all times by all Members and Guests. This identifies Members and Guests as attendees of ArcBest President's Club 2024.

**IMPORTANT** - All food and beverage checks **MUST** be signed by the Member and/or Guest at the time of purchase. Please print and (legibly) sign your name and include your room number on each check. It is your responsibility as Members and Guests of President's Club 2024 to request and sign a check if one is not presented at the time of purchase. Please do not add extra gratuity (tip) to any guest check.

#### SAMPLE CHECK:

\*\*\*Restaurant\*\*\*

Chk 1234  
7 Aug '19 8:00 PM

1 ICED TEA	\$5.00
Subtotal:	\$5.00
Tax:	\$1.00
Total:	\$6.44
CHARGE DUE	\$0.00
CHARGE TIP %	\$1.00
20.00%	
ROOM/ACCT CHG	\$6.44
321/Doe	

----- Check Closed -----  
7 Aug '19 8:00 PM

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 0

TOTAL \$6.44

ROOM NUMBER 321

PRINT LAST NAME Doe

SIGNATURE Doe Doe

# ArcBest | PRESIDENT'S CLUB

Per ArcBest contract with the Resort, **ALL** gratuities (tips) for food and beverages are automatically added to **ALL** checks, and no additional gratuity should be added by any Member or Guest.

Food and beverages ordered or signed for after 12:00 A.M. (midnight) will be charged to your individual room account and paid at the time of check-out or reimbursement by the Member to ArcBest will be requested.

The following food and beverage charges will **NOT** be covered by ArcBest. These charges will be at Member and Guest expense and should be billed to your individual room account and paid at the time of check-out or reimbursement by the Member to ArcBest will be requested:

- In-room honor bar and snacks
- In-room dining (room service)
- Food and beverages purchased after 12:00 A.M. (midnight) during the President's Club event June 5-9, 2024
- Food and beverages purchased at the resort before June 5<sup>th</sup> or after June 9<sup>th</sup>, 2024
- Meals purchased during the President's Club event when meals are provided as part of the event

## **FOOD & BEVERAGE (AWAY FROM THE RESORT – JUNE 5-9, 2024)**

Airport meals and beverages that do not exceed the ArcBest expense report meal policy. Currently \$25.00 for breakfast, \$30.00 for lunch, and \$40.00 for dinner per person.

Food and beverage purchased away from the resort during ArcBest-scheduled activities or free time should not exceed \$50 per person per day.

Food and beverage purchased away from the Resort may be expensed following the President's Club event as noted in the 2024 Conduct and Compensation Guidelines. ArcBest expense report policy applies.