



Online Ordering Process for Meetings & Events at Baltimore Inner Harbor SpringHill Suites by Marriott

Provided by Vmeals, LLC

1. Go to www.vmeals.com
2. Put your cursor on **Place an Order Tab** then click on **Hotels/Conference Centers**
3. Select a Partner – Click on top hotel - **Baltimore Inner Harbor SpringHill Suites by Marriott**
4. You will see SpringHill Logo and Description – scroll down to “Tell Us About Your Event” **Put in the date, time, delivery lead time of 30 Minutes and in Event Name please put in your name, ie. John Jones** Click on **Go to the Next Step**
5. Select a Caterer and Click on **Select a Menu**
Boheme – Great Breakfast Sandwiches, Deli Sandwiches and Salads
Chesapeake Food Works – Caterer – Wide Variety – Hors D’oeuvres
Chiapparelli’s – Little Italy at your meeting, great pastas, panini’s and pizza
G & G Catering – Caterer – Wide Variety
Matsuri – Japanese Food & Sushi
Agape House – Hearty & Delicious Southern Style Breakfast, Lunch & Dinner
6. Click on Menu Items you want and click **Continue**
7. Review Order & Scroll Down to **Special Instructions**. If you had any choice of sides you needed to make, if you have any allergies you need to mention this is where you do it. When done click **Continue**. The price you see is tax, delivery and paper products included. This amount does not include hotel set up and clean up. You can review your order again and click **Continue**.
8. Sign In. Email Address: use smarch@otodevelopment.com , Password: use **food** and proceed on.
9. Event Name should have your name in it. **Charge Code : Put in Company Name , Fill in Attendance Amount for correct number of paper products. Leave Confirmation Method as Email and Click Continue.**
10. **Do not use the Credit Card Option Click on the SpringHill Invoice Option Only. If you use your credit card your order will not be processed.**
11. If you have any questions please contact Eric Bonardi at ebonardi@vmeals.com or on his phone at 480-993-8308. You may also contact Vmeals Customer Service at 1-866-863-2571.

I will email you confirmation of your order when I receive it.

Thank You, Stacey March – Director of Sales SpringHill Suites, Baltimore