



EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION	
Company Name <small>(Include Booth Name if Different):</small>	
Billing Address:	
City, State, Zip Code:	Country:
Main Contact:	
Main Telephone Number:	
Email Address:	

SITE INFORMATION	
Event Name:	
Booth Number:	Booth Size:
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME	ITEM DESCRIPTION	QTY	TOTAL PRICE

1. PLEASE contact our office if you do not receive your catering agreement, banquet orders, and balance due within 14 days of placing your order; receipt of these forms CONFIRMS your order has been placed.
 2. Full payments must be received 7 business days prior to the start of services. All replenishment orders during the show must be guaranteed by credit card; any balances of charges will be billed to this card on file.
 3. Full cancellation of an order must be made 14 business days prior to the delivery date or full charges will incur. Cancellation of special order items is not permitted once the order has been placed.
 4. If food/beverage order is less than 50.00 per delivery, a 50.00 delivery fee will be charged.
- All prices subject to 23% service charge and 8% sales tax. Service fees and menu prices are subject to change.

A credit card is required to be on file to guarantee services and for payment purposes.
Please contact your Catering Sales Manager to finalize payment details and to confirm your order.

