EXHIBITOR CATERING ORDER FORM

Phone: 407-304-9064 / Fax: 407-685-9859
Email: nicole.delosreyes@centerplate.com

Company	Contact Name	On-site Contact

Billing Address	City	State	Zip	Country

Phone Number	Fax Number	Email Address	On-site Contact's Cell

Trade Show Name	Hall& Booth Number or Meeting room Number	Building	Attendance

The Green boxes contain formulas that will automaticall calculate your charges. Please complete all fields. **EMAIL BACK AS AN EXCEL DOCUMENT**

Date Formatted: Enter as MM / DD	Start Time	End Time	Food or Beverage Item Description Insert additional lines if needed	Qty	Unit Price	Total

CREDIT CARD AUTHORIZATION (Can also be returned later with contract)

Name on card	
Card Number	Ending in (Last 4)
Card Type	
Expiration Date	
Signature	
Customers Initial	

Estimated Subtotal	
20% Service Charge	
Bar fees	
Chef or Other fees	
Subtotal Labor	
Estimated Subtotal including Labor	
6.5% Sales Tax	
Total	

1. Please type or print.
2. 20% service charge plus 6.5% sales tax will be added to subtotal.
SERVICE CHARGE MUST BE TAXED.
3. Food service contracts will be sent to you confirming order; signed contracts and full payment must be received in our office prior to start of show. No service will commence without full payment prior to show, and credit card information on file.
4. Any replenishment orders during the show must be guaranteed by a major credit card; the balance of charges will be billed to the credit card unless payment is received at the end of the show.

Upon receipt of this form, a contract will be created and sent. Functions are considered tentative until signed contract and payment are received.