## EXHIBITOR CATERING ORDER FORM

Phone: (407) 685-9857 / Fax: 407-685-9859
Email: elvis.perez@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 |
|---|---|---|---|---|---|---|
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**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.