

## GENERAL INFORMATION / GUIDELINES

**Levy Restaurants is the exclusive caterer for the Hawaii Convention Center.** Absolutely no food or beverage is allowed into the Hawaii Convention Center without the express written approval from a Levy Restaurants representative. (THIS INCLUDES BOTTLED WATER.)

- **Payment Policy:** All food and beverage orders require 100% payment in advance. We accept American Express, Mastercard, VISA, Discover, check or wire transfer on initial orders. Client MUST have a credit card on-file for any additional services ordered on-site during the show.
- **Order Deadline:** To ensure prompt delivery & product availability, all orders must be received a minimum of 30 days prior to the show start date. Any order received within 30 days of the show start date may incur a Late Fee.
- **Minimum Order Fee:** A \$25.00 fee will apply to all deliveries and/or orders less than \$200.00.
- **Labor Fee:** Subject to 4.712% state excise tax.
- **Power Supply:** Clients are required to pay for any electrical outlets that may be needed to support their food and beverage service through the show decorator.
- **Changes/Cancellations:** Changes/Cancellations must be submitted in writing no later than (7) business days prior to start of event in order to receive a refund. Full charges will be applied to changes/cancellations of any menu items received within (7) days

## SERVICE CONTRACT

**By completing and signing the section below, as well as the following Order Form, you are hereby certifying that you have fully read and agree to the terms & conditions contained within this **Exhibitor Catering Service Contract & Order Form.****

**All policies, procedures and cancelations will be upheld by Levy Restaurants.**

Show Name \_\_\_\_\_ Company Name \_\_\_\_\_

On-Site Contact/Authorized Signatures for Event \_\_\_\_\_  
(Printed Name) (Signature)

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

## CONTACT INFORMATION

**Hawaii Convention Center**  
1801 Kalaakaua Ave, Honolulu HI 96815

Please turn in your completed **Exhibitor Catering Service Contract & Order Form** to your designated Levy Restaurants Sales Manager. They will gladly answer any questions you might have.

