



Sales Person Ruby Figueroa
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CATERING ORDER FORM

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

[illegible]

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

Estimated Subtotal	\$0.00
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24%	Administrative Fee	\$0.00
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Labor or Other fees	
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Subtotal Labor or other	\$0.00
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Estimated Subtotal including Labor or other	\$0.00
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9.0%	Sales Tax	\$0.00
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Estimated Total	\$0.00
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CREDIT CARD AUTHORIZATION

I authorize Centerplate to charge my credit card for the above services and for any remaining balance from on-site services or additions.

Name on card

For PCI Compliance please register you card or call your sales professional

Last 4 digits on card [PCI Compliant Card Registration](#)

Signature

1. 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.
2. All food and beverages must be provided and/or ordered through Centerplate the exclusive catering company of the Miami Beach Convention Center
3. Deliveries made during Show Hours only. Exceptions to this must be discussed with the Catering Manager
4. Please allow 45 mins to 1 hour for on site orders
5. Orders under \$75.00 per delivery are subject to a delivery fee of \$25.00+.(+ = 9% Miami Beach Sales Tax)
6. All services are designed and packaged to be placed on your counters or booth tables. We are unable to provide tables on the exhibit floor. Please contact the Show Decorator for additional tables.
7. Orders received after ten (10) business days notice may be limited to only those items on the premises.
The Booth Service Order Form must be received no later than ten (10) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after ten days may be limited to only those items on hand.
8. In order to best serve your catering needs, we require your guarantee at least 120 business hours (5 business days) in advance for ordering. An additional 24% service charge may apply for rush orders.

**Centerplate at the Miami Beach Covention Center
1901 Convention Center Dr. Miami Beach, FL 33139**