

EXHIBITOR CATERING ORDER FORM

Phone: 407-685-5760 / Fax: 407-685-9859

Email: kelsey.kercado@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**

[illegible]**CREDIT CARD AUTHORIZATION (Can also be returned later with contract)**

Name on card	
--------------	--

Card Number	
-------------	--

Card Type	
Business Card	
Identification Card	
Membership Card	
Parking Card	
Railcard	
School Card	
Ticket	
Voucher	
Warrant Card	
Work Card	
Yield Card	
Zones Card	

Expiration Date	
-----------------	--

Security Code	3 or 4 digit on front or back of card
----------------------	---------------------------------------

Signature	
------------------	--

Estimated Subtotal	\$0.00
---------------------------	---------------

20% Service Charge	\$0.00
---------------------------	---------------

Bar fees	
----------	--

Chef or Other fees	
---------------------------	--

Subtotal Labor	\$0.00
-----------------------	---------------

Estimated Subtotal including Labor	\$0.00
---	---------------

6.5% Sales Tax	\$0.00
----------------	--------

Total	\$0.00
--------------	---------------

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.

Centerplate at the Orange County Convention Center
9800 International Drive, Orlando, Florida 32819 407.685.5562 ~ 407.685.9859 (fax)