



**Exhibitor Order Form (1 form per service date/time)**

*Orders submitted without all information requested will not be processed.*

Event Name _____	Booth Number _____
Hall or Room Number _____	Booth Name _____
Contact Name _____	Onsite Contact _____
Email _____	Email _____
Phone Number _____	Phone Number _____

**ORDER : Labor fee of \$70 per delivery will apply**

Date of Delivery: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

- 1. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 2. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 3. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 4. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 5. Quantity \_\_\_\_\_ Item: \_\_\_\_\_

**METHOD OF PAYMENT (check one)**

- Credit Card (+3% processing fee)
- Check
- ACH/Wire

**Order Information**

- Exhibitors are required to provide tables for all food & beverage items. Please reach out to your show decorator.
- Booth Exhibitor Catering is not based on consumption.

**Fees**

- A 25% Administrative Charge and 10% Food Sales Tax & 6.5% Non-Food Sales Tax will be charged on all orders.
- All orders are subject to a \$70.00++ Delivery Fee, per delivery. Prices are subject to change without notice.
- Orders submitted later than **14 business** days prior to event are charged a **25% Late Ordering Fee**.
- The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees

**Cancellation Policy**

- Orders cancelled within **72 hours of event** will not be refunded.

*Please email order all forms to **wewccexhibitorders@aramark.com***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_