



Kay Bailey Hutchison Convention Center Dallas
Centerplate Booth Order Forms
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BOOTH CATERING MENU GUIDE

- All Food and Beverage brought on premise must be purchased through and prepared by Centerplate
- Centerplate Catering **DOES NOT** supply tables, countertops nor electrical requirements for your booth. You must order these services through your service contractor or show decorator
- All orders must be received with payment in full by the ordering deadline stated below
- Orders received past the deadline of **January 11, 2017** will be subject to an administrative fee equal to 10% of food and beverage order, or a minimum of \$25.00. Fee is subject to 8.25% sales
- No reduction or cancellation of food orders will be accepted less than 72-hours before the event
- A \$35.00 delivery fee will be applied to all orders per day except specialty carts

COMPANY _____ BOOTH # _____

PHONE # _____ CELL # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF PERSON ORDERING _____

EMAIL ADDRESS _____

ON-SITE CONTACT _____

ON-SITE PHONE NUMBER _____

QUANTITY	DESCRIPTION	DELIVERY DATE	DELIVERY TIME	PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOOD & BEVERAGE TOTAL _____

(The total Food and Beverage charges including, tax, service charge and applicable service charges will be reflected in your Catering Contract.)

PAYMENT METHOD: VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD NO: _____ EXPIRATION DATE: _____

NAME OF CARD HOLDER: _____ SIGNATURE: _____

BILLING ADDRESS of CARD _____

CARD VERIFICATION NUMBER: _____
 (4 or digit ID on front or back of card)