



# CATERING ORDER FORM

## COMPANY INFORMATION

|                      |  |                                    |  |           |  |          |  |
|----------------------|--|------------------------------------|--|-----------|--|----------|--|
| Contracting Company: |  | Exhibiting Company (if different): |  |           |  |          |  |
| Contract Signer:     |  | Tel No.:                           |  |           |  |          |  |
| Billing Address:     |  | Cell No.:                          |  |           |  |          |  |
| City:                |  | State:                             |  | Zip Code: |  | Country: |  |
| Email Address:       |  |                                    |  |           |  |          |  |

## INFORMATION AND POLICIES

Legends Global Hospitality/FMIC holds the exclusive rights to all food and beverage within the San Francisco Convention Facilities (SFCF). No one is allowed to bring food or beverage into the facility without the express written approval of Legends Global Hospitality/FMIC. The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service and any decorator items such as pipe and drape, draped tables, etc. All food and beverage is not charged on consumption.

Legends Global Hospitality will use compostable serviceware on all food and beverage functions held in the SFCF. China service is available at an additional charge. Final guarantees are due 15 business days prior to your event. A 100% non refundable advance payment is required for any function. Mastercard, Discover, Visa, and American Express are accepted up to \$25,000. Balances over \$25,000 will incur a 3% credit card fee or can be paid by check or wire transfer. On-site re-orders require advance notice; 45 minutes for beverages; 90 minutes for food.

## EVENT INFORMATION

|                   |            |           |                                |                                |                               |                           |                          |
|-------------------|------------|-----------|--------------------------------|--------------------------------|-------------------------------|---------------------------|--------------------------|
| Event Name        |            |           |                                |                                |                               |                           |                          |
| Booth/Room No:    |            | Building: | North <input type="checkbox"/> | South <input type="checkbox"/> | West <input type="checkbox"/> | Authorized for Additions? |                          |
| On-Site Contacts: | Full Name: |           | On-Site Cell Number:           |                                |                               | Yes                       | No                       |
|                   |            |           |                                |                                |                               | <input type="checkbox"/>  | <input type="checkbox"/> |
|                   |            |           |                                |                                |                               | <input type="checkbox"/>  | <input type="checkbox"/> |

## ORDER INFORMATION

| Delivery Date: | Service START TIME | Service END TIME | Qty: | Item Description: | Unit Price: | Total Price: |
|----------------|--------------------|------------------|------|-------------------|-------------|--------------|
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |
|                |                    |                  |      |                   |             |              |

**\*\*All orders should be received 4 weeks prior to event date\*\***

Email Order Forms and Inquiries to

Taylor Boren (415) 850-8244

tboren@Moscone.com

and

Payton Stanberry (415) 936-5977

pstanberry@Moscone.com

Make Checks Payable To:

SMG Food and Beverage, LLC

747 Howard Street

San Francisco, CA 94103

A. Food and Beverage Total:

\$

B. 22% Admin Charge of (A)

\$

C. Subtotal of (A) and (B)

\$

D. Labor/Server Charge (if applicable)

\$

E. Subtotal of (C) and (D)

\$

F. 8.625% Tax of (E)

\$

TOTAL ESTIMATED CHARGES ( E & F )

\$

Legends Global Hospitality

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