



# Charlotte Convention Center, Charlotte, NC

## Booth Service Order Form

(Please submit at least 30 days prior to event)

COMPANY NAME:		PHONE of person placing order:
EVENT NAME & DATE		BOOTH #:
STREET ADDRESS:		
CITY, STATE, ZIP CODE		EMAIL for return catering confirmation:
NAME of person placing order:		ON-SITE CONTACT and ON-SITE'S CELL NUMBER:

No	HOT BEVERAGES Includes cups, stirrers, sweeteners/sugar, napkins, creamer	PRICE
<b>COFFEE</b>		
1	5 gallon urn (80 cups) - Regular	\$210.00
2	5 gallon urn (80 cups) - Decaf	\$210.00
3	10 gallon urn (160 cups) – Regular	\$420.00
4	10 gallon urn (160 cups) - Decaf	\$420.00
<b>HOT TEA</b>		
5	1 gal Hot water with 20 tea bags	\$42.00
6	<b>STARBUCKS COFFEE (reg or decaf)</b> (please specify)  * <b>3 gallon minimum per type; Coffee must be discarded every 1 ½ hours</b>	\$147.00 (per 3 gal)  (see pg 2)
7	<b>KEURIG COFFEE KIT</b> This "by the cup" kit comes complete with 5 gal spring water, 30 asstd. individual coffee pods, 10 decaf and 10 tea pods.	\$175.00
8	Keurig Replenishment Kit – 25 pods	\$100.00
<b>COLD BEVERAGES</b>		
9	Pepsi, Diet Pepsi, Sierra Mist, each	\$3.25
10	Bottled Water, each	\$3.25
11	Sparkling Water, each	\$4.00
12	Individual Bottled Asst Fruit Juice, each	\$3.50
13	Energy Drinks, each	\$4.50
14	5 Gallon Jug with Cooler , includes cups	\$50.00
15	5 Gallon Jug Refresh	\$35.00
<b>ICED TEA</b> (Unsweetened with sweeteners provided. Includes Cups, Napkins, Stirrers & Ice)		
16	5 gal urn	\$190.00
17	10 gal urn	\$380.00
<b>PASTRIES &amp; BAKED GOODS</b>		
18	Assorted Muffins & Breakfast Pastries, per dozen	\$38.00
19	Bagels & Cream Cheese, per dozen	\$36.00
20	Egg & Cheese Croissant with Sausage or Ham (please specify), per dozen	\$48.00
21	Spicy Chicken Biscuit, per dozen	\$48.00
<b>COLD DISPLAYS (10 person minimum)</b>		
22	Vegetable Crudités with Dip (per person)	\$6.25
23	Cheese Display (per person)	\$7.95
24	Sliced Fresh Fruit with Yogurt Dipping Sauce (per person)	\$6.95

**Service Personnel are available at a rate of \$25 per hour with a 4 hour minimum.**

No	BOXED MEAL OPTIONS (Minimum 5 per selection)	PRICE
25	Roast Beef, Ham, Turkey or Veggie, Lettuce, Tomato, Cheese on Kaiser Roll with Chips, Cookie & Bottled Water	\$18.95
26	Grilled Herb Breast of Chicken, Lettuce, Tomato, Cheese, Focaccia Roll, with Chips, Cookie & Bottled Water	\$18.95
27	Mixed Seasonal Greens Garnished with Fresh Vegetables, with Vinaigrette or Ranch Dressing. Cookie & Bottled Water.	\$20.95
28	Caesar Salad with Crisp Romaine, Garlic Croutons, Shredded Parmesan & Creamy Caesar Dressing. Cookie & Bottled Water.	\$20.95
29	Add chicken to either Salad	\$3.00
<b>ASSORTED SNACKS</b>		
30	Cookies, per dozen	\$35.00
31	Brownies, per dozen	\$35.00
32	Individual Trail Mix, each	\$4.00
33	Bar Mix, per pound	\$18.00
34	Pretzels, per pound	\$18.00
35	Potato or Tortilla Chips, per pound	\$18.00
36	Dip or Salsa, per quart	\$19.95
37	Fancy Mixed Nuts, per pound	\$28.00
38	Granola or Cereal Bars, per doz	\$36.00
39	Power Bars, per doz.	\$48.00
40	Assorted Fruit Yogurt, each	\$3.00
41	Whole Fresh Fruit, per piece	\$2.75
42	Ice Cream Novelties, per dozen	\$48.00
43	Popcorn Kit (includes all necessary containers and supplies to provide approx. 500 sample sized portions)	\$156.00
44	Popcorn Machine Rental. (per day) Power included provided an outlet is easily accessible.	\$175.00

**Please contact your Catering Manager for Specialty Carts, Party Platters & Reception options.**

**NO OUTSIDE FOOD OR BEVERAGE. Includes bottled water, beverages or other F&B items intended for distribution or consumption in/from booth.**

**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. Contact the show decorator for additional tables.**

## BOOTH SERVICE ORDER REQUEST FORM

DELIVERY DATE	DELIVERY TIME	REMOVAL TIME	ITEM #	QUANTITY		PRICE		\$ AMOUNT
					X		=	
					X		=	
					X		=	
					X		=	
					X		=	
					X		=	

\* Starbuck's requires their coffee to be discarded after 1 ½ hours. Replacement coffee must be purchased if replenishment is needed. If multiple deliveries are required throughout the day, please list each time separately. Additional delivery fee may apply.

Sub Total	\$
8.25% Sales Tax on Sub Total	\$
20% Gratuity on Sub Total	\$
7.25% Tax on Gratuity	\$
Delivery Fee	\$ 30.00
Please pay this amount	\$

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

Printed Name: \_\_\_\_\_

**Please email or fax completed form to Betsy Belcher, Catering Manager. Phone: 704-339-6044. Email: [betsy.belcher@crva.com](mailto:betsy.belcher@crva.com) or Fax: 704-339-6051.** If emailing, please leave Credit Card Number, Exp & Code blank and we will contact you for that information.

**Billing Information: (Please print)**

Name on Card:		
Card Number:	Exp:	Security Code:
Authorized Signature:	Printed Name:	

Billing & Contact Information if different from front page: (please print)

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### PAYMENT POLICY

All Booth Service Orders require full payment when order is placed. Orders will not be processed without accompanying payment and/or credit card information. A catering order(s) will be created and sent to you by your Catering Manager for final review and signature. Questions, please contact your Catering Manager.