

# EXHIBITOR BOOTH SERVICE CATERING CONTRACT

TO PLACE YOUR ORDER, PLEASE FAX ALL PAGES TO (865) 329-0422  
 ONE FRONT PAGE ORDER FORM IS REQUIRED FOR EACH SERVICE, PLUS ONE COMPLETED SIGNED CATERING CONTRACT  
 PLEASE TYPE ALL INFORMATION.

Event Name:  
 Contact Name:  
 Company:  
 Address:

Event Dates:  
 Phone:  
 Fax:  
 Booth Number:  
 Payment:

On Site-Contact:  
 (if different than above)

Number of People:

## IMPORTANT INFORMATION

- Orders for less than \$50.00 per delivery are subject to a delivery fee of \$15.00+. (+ = 9.25% Sales Tax)
- All services are designed and packaged to be placed on your counters or booth tables.
- KCC F&B Department is unable to provide tables on the exhibit floor. Please contact the Show Decorator for additional tables.

Full Catering Menus for Meeting Room Functions, Private Parties, Host Bars and Receptions are available upon request. Please contact our Catering Department for further assistance at (865) 522-5669.

Orders from this menu **MUST** be received no later than ten (10) business days prior to the start date of the event. Orders received after a ten (10)-day notice may be limited to only those items on hand.

<b>SUB TOTAL OF ALL ORDER FORMS (X)</b>	
<b>19% SERVICE CHARGE ( )</b>	
<b>SUB TOTAL (+</b>	
<b>LABOR CHARGE (X)</b>	
<b>9.25% SALES TAX</b>	
<b>GRAND TOTAL DUE</b>	

**KCC F&B Department requires FULL PAYMENT IN ADVANCE WITH YOUR ORDER.**

**Orders will not be processed without ACCOMPANYING PAYMENT AND CREDIT CARD INFORMATION.**

A CREDIT CARD MUST BE PROVIDED TO SECURE ON-SITE RE-ORDERS DURING ALL EVENTS FOR ALL ATTENDEES. KCC REQUIRES A VALID CREDIT CARD AUTHORIZATION FORM ON FILE TEN (10) BUSINESS DAYS PRIOR TO THE EVENT. THIS INCLUDES ALL CLIENTS THAT HAVE MADE PAYMENTS IN FULL IN ADVANCE WITH A COMPANY CHECK.

### CREDIT CARD AUTHORIZATION FORM

CARD TYPE:

EXPIRATION DATE:

CARD#. 11 11 11 11 - 11 11 11 11 - 11 11 11 11 '

NAME (As it appears on Card)

SIGNATURE:

DATE:

**NO FOOD, BEVERAGES OR ALCOHOLIC BEVERAGES ARE ALLOWED TO BE SERVED BY ANYONE OTHER THAN THE KNOXVILLE CONVENTION CENTER F&B DEPARTMENT.**

Knoxville Convention Center • P.O. Box 2543 • Knoxville, TN 37901  
 Telephone: (865) 522-5669 • Facsimile: (865) 329-0422