George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract

-Contact Houston Inspired Catering to purchase any alcoholic beverages you wish to dispense to attendees.
-Bartenders to serve the alcoholic beverage must be hired through Houston Inspired Catering.
-Houston Inspired Catering will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be in intoxicated.
-Alcohol is not charged on consumption and any remaining will be forfeited. Any remaining alcohol must be consumed onsite and is not allowed to be taken off premise per TABC laws.
-Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

DEADLINE: All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 25% late Fee will apply to all orders received within 21 days of the show.

CHANGES/CANCELLATIONS: Changes/Cancellations must be submitted in writing 3 business days prior to start of event. Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery. SPECIAL ORDER ITEMS (e.g., logo cookies, kegs) cannot be canceled once confirmed.

PAYMENT POLICY: All food and beverage orders require 100% payment in advance. We accept American Express, MasterCard, VISA, Discover, check or wire transfer on initial orders. We will require a credit card for any additional services ordered onsite during the show.

SPECIALTY ITEMS: A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a ***minimum*** of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.

Show Name: _____ Date Order was placed: _____

Booth Number: _____ Booth Name: _____

Company Name (Bill To): _____ Contact Name: _____

Phone Number: _____ On-Site Contact Cell Phone Number: _____

Street Address: _____ Fax Number: _____

City, State, Zip: _____ E-Mail Address: _____

On-Site Contact/Authorized Signatures for Event: _____ _____
(Printed Name) (Signature)

ORDER FORM

Delivery Date	Start Time	End Time	Description of Item	Quantity	Price
			$25 **Delivery Charge (charged per trip/per day)**		

(Please use additional sheet if needed)

Subtotal: _____

25% Late Fee: _____
(Applied to orders received within 3 weeks of show)

21% Admin Fee: _____

8.25% Sales Tax: _____

Total: _____

Please submit this completed form back to
Kalli Tuma 713-853-8043
ktuma@levyrestaurants.com

By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancelations will be upheld by Houston Inspired Catering.