



## Exhibitor Catering Order Form

BUSINESS (COMPANY) INFORMATION			
Company Name <i>(Include Booth Name if Different):</i>			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE (VENUE) INFORMATION	
Event Name:	<b>2017 TCEA Annual Convention</b>
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME/END TIME	DESCRIPTION	QTY	TOTAL PRICE

If you are ordering services that require electrical power, please provide a booth diagram indicating appropriate location for placement.

If a diagram is not available, please provide a brief description here:

For questions regarding utilities services, contact us at [accdexhibitorservices@austintexas.gov](mailto:accdexhibitorservices@austintexas.gov)

**Prices are exclusive of a 20% service fee and 8.25% applicable sales tax**

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Austin Convention Center. **Full payment will be applied to the credit card prior to the first scheduled service. All services are provided with a 2 hour timeframe, after which all product & equipment will be removed.** Timeframe may be extended with appropriate fees.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER	Billing Zip Code:
Credit Card Number:	Exp Date:

Mail, Fax or Scan To: Jennifer Anthony – Director of Sales  
Austin Convention Center Catering  
Phone: (512) 404-4140 Fax: (512) 404-4149 Email: [janthony@levyrestaurants.com](mailto:janthony@levyrestaurants.com)

## Sample Food and Beverage Authorization Form

Client/show manager is responsible for distributing sample F&B to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 21 DAYS  
PRIOR TO START OF SHOW TO ENSURE CONFIRMATION  
500 East Cesar Chavez, Austin TX 78701

Phone: (512) 404-4140 Fax: (512) 404-4149  
Email: [janthony@levyrestaurants.com](mailto:janthony@levyrestaurants.com)

### General Conditions

1. Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
  - a. Beverage limited to maximum of 3 oz. All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
  - b. Food items limited to "bite size" (1oz. or less).
3. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, the applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.
4. Show and/or Event Promoter is responsible for securing a City of Austin Health permit for sample items. The Austin Travis County Health Department phone number is (512) 978-0300. Permits must be displayed at the booths throughout the show.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event 2017 TCEA Annual Convention Event Date(s) -

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Booth# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On-Site Contact Name \_\_\_\_\_

Email Address \_\_\_\_\_

Product(s) You Wish to Dispense \_\_\_\_\_

Services Required: Please contact the Austin Convention Center Catering Sales Office at (512) 404-4140 regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

In signing below I understand and agree to the terms and conditions above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

## Booth Service Menu

For current pricing and to place your order, call our Sales Department at (512) 404-4140, fax it to (512) 404-4149 or email it to [ianthony@levyrestaurants.com](mailto:ianthony@levyrestaurants.com) no later than two (2) weeks in advance of event date.

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department.

*Note a \$25.00 delivery fee will be applied to all orders less than \$75.00 per delivery (excluding service & sales tax).*

*20% Administrative Fee and 8.25% Sales Tax will be added to all orders*

### Payment Policy

Austin Convention Center Catering Policy requires 100% full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site, no exceptions. We accept: Mastercard, Visa, American Express, Discover and Company Checks. Any orders requested 14 days prior to the event date or on-site, will result in an additional 10% service charge.

### BEVERAGES

Fresh Brewed Coffee, Decaf, Iced Tea  
Assorted Soft Drinks, 12 ounce can  
Purified Water (5 gallons and dispenser)  
*Additional 5 gallons*  
Bottled Spring Water, 16 ounce bottle  
Fruit Juice, 10 ounce bottle  
Specialty/Imported Beer, 12 ounce bottle  
Domestic Beer, 12 ounce bottle  
House Wine, 750ml bottle (each)

*\*Note: A bartender is required for all alcohol purchases\**

### BAKERY ITEMS

Assorted Breakfast Danish and Muffins (dozen)  
Assorted Donuts (per dozen, 5 dozen minimum)  
Fresh Baked Gourmet Cookies (per dozen)

### SNACKS

Tri-Color Tortilla Chips and Salsa (per quart)  
Crispy Potato Chips and Onion Dip (per quart)  
Mixed Nuts (per pound)  
Assorted Ice Cream Novelties (each)  
Popcorn Kit (per day)  
*Includes: Popcorn Machine, Kernels, Oil, Seasoning, Bags, Electricity*

ICE ( 20 Pounds)

BOX LUNCHESES (each)

### COLD PLATTERS

Assorted Croissant Sandwiches  
*(Beef, Ham or Turkey with Condiments & Relish Tray)*  
Deli Platter with Sliced Roast Beef, Turkey, Ham, Salami, Swiss and Cheddar Cheese, Bread, Condiments and Relish Tray (serves 25)

Fresh Cut Seasonal Fruit Display (serves 50)

Fresh Crudites and Dip (serves 25)

Domestic Cheese and Cracker Tray (serves 25)

### HORS D'OEUVRES

Jerk Chicken Wings  
Cold Smoked Jumbo Shrimp  
Assorted Cold Canapes  
Andouille Sausage Encroute  
Empanadas  
*Mini Roasted Vegetable and Smoked Goat Cheese  
or Sweet Curried Pork and Toasted Corn*  
Mini Smoked Beef Lumpia  
Assorted Finger Sandwiches  
Mini Dessert Extravaganza (serves 100)

### CHEF DISPLAY PRESENTATIONS

Black Pepper Roasted Baron of Beef (serves 150)  
Austin Quesadilla Station (serves 100)  
Certified Angus Beef Slider Station (serves 100)  
White Cedar Smoked Breast of Turkey (serves 50)

*\*Note: A Chef Attendant is required for all display stations\**