

# Booth Catering Order Form 2017

Our Catering Department is here to help make sure you have a very successful show. Our knowledgeable and helpful staff will assist you in planning all your food and beverage functions. From Show Management Offices, to Exhibit Booth deliveries, and cocktail receptions and special events, with your input we can develop custom menus to accommodate any specific theme.

**\*Our Catering Department is the exclusive caterer for all patrons of the Sands Expo & Convention Centre and we retain the exclusive rights for all food and beverage services therein.**

**It is not permissible to bring any food or beverage into the facility. This includes items for personal consumption. Any exception must be approved in writing. Failure to comply with this policy will result in a corkage fee in addition to any other damages to which the SECC may be entitled.**

### GUARANTEES

The SECC Catering Department must be notified on the confirmed catering orders no later than 12 Noon two (2) business days (48 hours) prior to the first day of the scheduled function. Late orders will not be given a guaranteed delivery time.

### PAYMENT / CANCELLATIONS

The SECC Catering Department requires full payment on all food and beverage orders by 5PM UTC 21 days prior to the date of the function. For all orders prepaid by wire transfer, client will pay for all transaction charges for remittances imposed by the agent bank and the receiving bank.

Cancellation policy is as follows:

- Less than 21 days but more than 10 days\* - 50% of total order refunded
- 10 days but more than 3 days\* - 25% of total refunded
- 3 days or less\* - No refund

*\*All days referred to will be business days.*

### TAXES AND GRATUITY

Please note that all food and beverage orders are subject to an additional 10% service charge and current GST.

### CATERING REQUEST TO DISTRIBUTE SAMPLES

Catering is the exclusive catering contractor, with exclusive food and beverage distribution rights. Show Management and/or their exhibitors may distribute sample food and/or beverages only upon written authorisation.

### GENERAL CONDITIONS

1. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting company.
2. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) MUST be purchased from the SECC Catering Department.
3. Product liability insurance is required when sample food is distributed in the Sands Expo & Convention Centre. For alcohol dispensing, \$2,000,000.00 in host liability insurance is required and must comply with federal and state liquor laws.
4. All items are limited to sample size:
  - a) Beverages are limited to two ounces
  - b) Food items are limited to one ounce
5. All food service specifications by the Singapore Health Department must be adhered to by the exhibitor and/or their contractor.
6. Alcoholic beverages served must be purchased from a licensed Singapore distributor and dispensed by a person over the age of 21.
7. Disposal of food items and cleaning of food service equipment must be arranged through the Sands Expo & Convention Centre.
8. The Sands Expo & Convention Centre will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.
9. All sampling booths are required to have a hand-washing station that complies with Ministry of Health guidelines; those individuals who are distributing samples must wear latex gloves.

NAME OF EVENT: Milipol Asia Pacific 2017 COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ BOOTH/ROOM NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

Product(s) to dispense \_\_\_\_\_

Portion size to be dispensed \_\_\_\_\_ Quantity \_\_\_\_\_

Please explain purpose of product offering: \_\_\_\_\_

Please indicate any special services required: Storage \_\_\_\_\_ Freezer \_\_\_\_\_ Refrigeration \_\_\_\_\_

Cubic Feet Required \_\_\_\_\_

Food Handling \_\_\_\_\_ Cleaning \_\_\_\_\_ Disposal \_\_\_\_\_

**RENTAL FEE MAY BE CHARGED FOR STORAGE AND CLEANING OF EQUIPMENT.**

Approved

\_\_\_\_\_  
Director of Catering and Conference Management


**CATERING ORDER FORM – 2017**
*E-mail or fax forms to:*

MARINA BAY SANDS – ATTN: BANQUET OPERATIONS

10 BAYFRONT AVENUE • SINGAPORE 018956

 P: +65 6688-8570 • F: +65 6688 8842 • E: [boothcatering@marinabaysands.com](mailto:boothcatering@marinabaysands.com)

Please indicate total number of pages faxed to ensure complete order was received.

EVENT NAME: <b>Milipol Asia Pacific 2017</b>		EVENT DATES: <b>4 - 6 April 2017</b>		BOOTH # / MTG. ROOM #	
EXHIBITING CO. NAME:		HALL LOCATION: <b>Hall B &amp; C</b>			
STREET ADDRESS:		CITY:	STATE:	ZIP:	
TELEPHONE:		FAX:	E-MAIL:		
ORDERED BY: (Print Name)			SIGNATURE:		
<b>IMPORTANT: SANDS EVENT SERVICES IS THE EXCLUSIVE CATERING/FOOD &amp; BEVERAGE PROVIDER AT THE SECC. NO OTHER PROVIDER OR CATERING SERVICE WILL BE ALLOWED ON THE SHOW FLOOR AT ANY TIME. ANY EXCEPTION MUST BE APPROVED IN WRITING AND A CORKAGE FEE WILL APPLY. ALL PRICES ARE SUBJECT TO 10% SERVICE CHARGE AND PREVAILING TAXES. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED. ALL ORDERS ARE SUBJECT TO A CANCELLATION FEE. REVIEW INVOICE PRIOR TO DEPARTURE. FOR CREDIT CONSIDERATION, ALL SERVICE CONCERNS MUST BE MADE KNOWN DURING THE SHOW.</b>					

**CUSTOM MENUS UPON REQUEST**

ITEM DESCRIPTION	RATE	QTY REQ'D	TOTAL (\$\$)	ITEM DESCRIPTION	RATE	QTY REQ'D	TOTAL (\$\$)
<b>SNACK &amp; FINGER FOODS</b>				<b>DEEP-FRIED ITEMS</b>			
*Potato Chips (500gm)	\$15.00			Seafood Spring Roll (30 pcs)	\$55.00		
Packaged Mixed Nuts (500gm)	\$10.00			Vegetarian Spring Roll (30 pcs)	\$55.00		
Assorted Chocolate Bars (per dozen)	\$36.00			Vegetarian Samosa (30 pcs)	\$55.00		
				Fried Curry Puff (vegetarian) (30pcs)	\$55.00		
				Fried Curry Puff (chicken) (30pcs)	\$55.00		
<b>SANDWICHES</b>				<b>BAKED ITEMS</b>			
Cucumber, Lettuce and Tomato Finger Sandwiches (24 pcs)	\$48.00			Prawn Tail Roll (30 pcs)	\$55.00		
Turkey Ham and Cheese Finger Sandwiches (24 pcs)	\$48.00			Prawn Stuffing You Tiao (30 pcs)	\$55.00		
Chicken Sandwiches (24 pcs)	\$48.00			Chicken Wanton (30 pcs)	\$55.00		
Tuna Sandwiches (24 pcs)	\$48.00						
Egg Salad Sandwiches (24 pcs)	\$48.00						
<b>PASTRIES</b>				<b>BAKED ITEMS</b>			
Cookies (36pcs)	\$50.00			Chicken Curry Pie (24 pcs)	\$48.00		
Chocolate Brownies (30pcs)	\$50.00			Mini Egg Tart (24 pcs)	\$48.00		
Danish Pastries (30 pcs)	\$50.00			Chicken Sausage Roll (24 pcs)	\$48.00		
Muffins (30 pcs)	\$50.00			Chicken Pie (24 pcs)	\$48.00		
Mini French Pastries (30 pcs)	\$50.00			Salmon Quiche (24 pcs)	\$48.00		
Kueh Lapis (30 pcs)	\$50.00			Spinach Quiche (24 pcs)	\$48.00		
Assorted Macaroons (24 pcs)	\$58.00			Chicken Char Siew Soh (24 pcs)	\$48.00		
				Vegetarian Curry Pie (24 pcs)	\$48.00		
				Mini Salmon & Potato Puff (24 pcs)	\$48.00		
<b>Sub Total Amount</b>				<b>Sub Total Amount</b>			
<b>DATE &amp; TIME OF DELIVERY NO. OF PAX</b>				<b>TOTAL</b>			
<b>REMARKS</b>				<b>SERVICE CHARGE 10%</b>			
				<b>GST 7%</b>			
				<b>GRAND TOTAL</b>			


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**CUSTOM MENUS UPON REQUEST**

ITEM DESCRIPTION	RATE	QTY REQ'D	TOTAL (\$\$)	ITEM DESCRIPTION	RATE	QTY REQ'D	TOTAL (\$\$)
<b>GIN (per bottle)</b>				<b>CHAMPAGNE (per bottle)</b>			
Gordon's	\$240			Piper Heidsieck Brut NV, France	\$115		
Bombay Sapphire	\$280			Piper Hiedsieck Rosé Sauvage, France	\$140		
<b>VODKA (per bottle)</b>							
Skyy	\$240			<b>SPARKLING (per bottle)</b>			
Grey Goose	\$280						
<b>RUM (per bottle)</b>				Martini Rosé Demi-Sec, Italy			
Mount Gay Gold Rum	\$240			<b>BEER</b>			
Bacardi Carta Blanca	\$280			Tiger (30 Liters Keg) serves approx. 90 glasses *Exclusive of installation fees of \$50	\$750		
				Installation fees For Tiger (30 Liters Keg)	\$50		
<b>WHISKY (per bottle)</b>				Tiger (per case of 24 cans)			
Johnnie Walker Red Label	\$240			Heineken (per case of 24 cans)	\$200		
Jack Daniel	\$280						
Johnnie Walker Black Label	\$280			<b>HOUSE WINE (per bottle)</b>			
<b>BOURBON (per bottle)</b>				Lindemans Shiraz Cabernet (Red)			
Jim Beam White	\$240			Lindemans Premier Semillon (White)	\$65		
Makers Mark	\$280						
<b>SOFT DRINKS (per case of 24 cans)</b>				<b>WATER (per case of 24 bottles)</b>			
Coke	\$50			House Bottled Water (500ml)	\$55		
Coke Light	\$50			Fiji (500ml)	\$80		
Sprite	\$50			Perrier (330ml)	\$85		
Ginger Ale	\$50						
Ginger Beer	\$50						
Bitter Lemon	\$50						
Tonic Water	\$50			<b>CHILLED OR CANNED JUICE</b>			
Soda Water	\$50			Orange Juice (2 Litres)	\$40		
Red Bull	\$140			Orange Juice (per case of 24 bottles)	\$72		
<b>COFFEE/TEA</b>				Fruit Punch (2 Litres)			
Coffee Pump (serves approx. 10 cups)	\$50			Pineapple Juice (2 Litres)	\$40		
Coffee Urn (serves approx. 60 cups)	\$240			Apple Juice (per case of 24 bottles)	\$72		
Tea Pump (serves approx. 10 cups)	\$50			Tomato Juice (per case of 24 cans)	\$72		
Tea Urn (serves approx. 60 cups)	\$240						
<b>Sub Total Amount</b>				<b>Sub Total Amount</b>			
<b>DATE &amp; TIME OF DELIVERY NO. OF PAX</b>				<b>TOTAL</b>			
<b>REMARKS</b>				<b>SERVICE CHARGE 10%</b>			
				<b>GST 7%</b>			
				<b>GRAND TOTAL</b>			

