SAVOR...
San Francisco

CATERING ORDER FORM

COMPANY INFORMATION			
Company Name:		Tel. No:	
Customer Name:		Cell No:	
Billing Address:		Fax No:	
City:	State:	Zip Code:	Country:
Email Address:			

INFORMATION AND POLICIES

SAVOR…FMIC holds the exclusive rights to all food and beverage within the San Francisco Convention Facilities (SFCF). No one is allowed to bring food or beverage into the facility without the express written approval of SAVOR…/FMIC. The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service, and any decorator items such as pipe and drape, draped tables, etc. A $20.00 labor charge will be added to deliveries less than $100.00++.

SAVOR…/FMIC will use compostable serviceware on all food and beverage functions held in the SFCF. China service is available at an additional charge. Final guarantees are due three (3) full business days prior to all functions. A 100% non-refundable advance payment is required for all functions. Mastercard, Discover, Visa and American Express are accepted up to $10,000. Balances over $10,000 must be paid by check or wire transfer. On-site re-orders require advance notice, 45 minutes for beverages and 90 minutes for food.

EVENT INFORMATION

Event Name:			
Booth/Room No:		Building [√]: *North* *South* *West*	
	Full Name:	*On-Site Cell Number:*	*Authorized for Additions? [√]*
On-Site Contacts:			

ORDER INFORMATION

Delivery Date: M/D/YR	Service START TIME	Service END TIME	Item Description:	Quantity:	Unit Price:	Total Price:

****ALL ORDERS SHOULD BE RECEIVED FOUR (4) WEEKS PRIOR TO THE EVENT DATE****

Fax Order Forms to
(415) 974-4074 or Contact
Renee Leff 415-974-4041
rleff@moscone.com
Janice Vargas 415-974-4048
jvargas@moscone.com

Please Make Checks Payable to:
SMG Food & Beverage, LLC
747 Howard Street
San Francisco CA 94103

A. Food and Beverage Total	
B. 22% Administrative Fee of (A)	
C. Subtotal of (A) and (B)	$
D. Delivery Charge (if applicable)	$
E. Subtotal of (C) and (D)	$
F. 8.625% Tax of (E)	$
Total Estimated Charges (E & F)	$