



CATERING ORDER FORM

COMPANY INFORMATION

Contracting Company:		Exhibiting Company (if different):					
Contract Signer:		Tel No.:					
Billing Address:		Cell No.:					
City:		State:		Zip Code:		Country:	
Email Address:							

INFORMATION AND POLICIES

Legends Global Hospitality/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 Legends Global Hospitality/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. All food and beverage is not charged on consumption.

Legends Global Hospitality 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 15 business days prior to your event. A 100% non refundable advance payment is required for any function. Mastercard, Discover, Visa, and American Express are accepted up to \$25,000. Balances over \$25,000 will incur a 3% credit card fee or can be paid by check or wire transfer. On-site re-orders require advance notice; 45 minutes for beverages; 90 minutes for food.

EVENT INFORMATION

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

ORDER INFORMATION

Delivery Date:	Service START TIME	Service END TIME	Qty:	Item Description:	Unit Price:	Total Price:

****All orders should be received 4 weeks prior to event date****

Email Order Forms and Inquiries to
Savauna Chatman (415) 815-6323
schatman@Moscone.com
and
Taylor Boren (415) 850-8244
tboren@Moscone.com

Make Checks Payable To:
SMG Food and Beverage, LLC
747 Howard Street
San Francisco, CA 94103

A. Food and Beverage Total: \$
B. 22% Service Charge of (A) \$
C. Subtotal of (A) and (B) \$
D. Labor/Server Charge (if applicable) \$
E. Subtotal of (C) and (D) \$
F. 8.625% Tax of (E) \$
TOTAL ESTIMATED CHARGES (E & F) \$

Legends Global Hospitality

747 Howard Street,
San Francisco, CA 94103

Office: 415-974-4040

Fax: 415-974-4074

Website: <https://www.moscone.com/>