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 labor charge will be added to deliveries less than $100.

SAVOR… 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 full business days prior to all functions. A 100% non refundable advance payment is required for any function. 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; 90 minutes for food.

EVENT INFORMATION

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

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****

Fax Order Forms To: *(415) 974-4074*

or Contact:

Janice Vargas 415-974-4048
jvargas@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. Delivery Charge (if applicable)	$
E. Subtotal of (C) and (D)	$
F. 8.625% Tax of (E)	$
TOTAL ESTIMATED CHARGES (E & F)	$