SAVOR...

TRADE SHOW	**C2E2**	**ORDER DEADLINE**	**February 22nd, 2019**
CONTACT		**ON-SITE CONTACT**	
COMPANY		**ON-SITE PHONE #**	
ADDRESS			
CITY, STATE, ZIP			
PHONE #		**FAX #**	
EMAIL ADDRESS			
BOOTH/ROOM #		**BUILDING (Circle)**	**N S E W**

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	*Start Time*	*End Time*	*Quantity*	*#of Guests*	*Item Description*	*Unit Price*

A signed Catering Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution. Please submit this form to your catering sales manager.

Morgan Lamb ***mlamb@mccormickplace.com***

METHOD OF PAYMENT	**Credit Card ◯**	**Check ◯**	**Wire ◯**

A 2.5% processing fee will be added to all credit card charges greater than $20,000. All checks and wires must be received before the opening of the Show and all clients must have a credit card on file for any additional on-site orders or increases in quantities. You will receive a link to your contract for you to sign after your Catering Sales Manager has entered your order. Your credit card information will be requested at the time of contract and entered by you through a secured site.

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.