

EXHIBITOR CATERING ORDER FORM

ORDER INFORMATION	
Company Name	
Client Name:	
Event Date:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

EVENT INFORMATION	
Event Name:	
Booth Number:	
Event Type:	
Number of Guests:	

EVENT DATE	START TIME/ END TIME <i>Set time 30 minutes prior</i>	DESCRIPTION	QTY	TOTAL PRICE

*Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees.
 No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.*

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Boston Convention and Exhibition Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Signature of Card Holder:	Name as appears on Card:

Mail, Fax or Scan To: Eiman Karim - Catering Sales Manager

Levy | Boston Convention & Exhibition Center

Phone: 617.954.2320 | **Fax:** 617.954.2159 | **Email:** ekarim@levyrestaurants.com