LEGENDS GLOBAL

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…/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/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, 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 10 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 $10,000. Balances over $25,000 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 5 weeks prior to event date

Contacts:

Sauvanna Chatman
415-267-6437
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)	$