

Booth Catering · Order Form

Morial Convention Center New Orleans Food and Beverage (MCCNOFB) holds the exclusive rights to all food and beverages within the New Orleans Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food and or beverage into the New Orleans Convention Center without a written approval of MCCNOFB- this includes bottled water.

MCCNOFB requires that a New Orleans Convention Center bartender dispense all alcoholic beverages.

INSTRUCTION NOTE: Fill in and submit both the order and the credit card authorization form completely to process your order.

Company Name: _____ Event: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Fax #: _____ Email: _____

Booth #: _____ In my booth, the designated catering area is located: Upper Level Lower Level

Representative Name: _____ Title: _____

On-Site Contact Representative Name: _____ On-Site Cell #: _____

MENU ITEMS · SUPPLIES · EQUIPMENT

DELIVERY DATE	DELIVERY TIME	QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DELIVERY FEE · BARTENDER · BOOTH STAFF · KITCHEN LABOR

START TIME	END TIME	QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

COMMENTS:

SUBTOTAL	_____
20% SERVICE CHRG	_____
SUBTOTAL WITH SERVICE CHARGE	_____
STATE TAX	_____
TOTAL ESTIMATED CHARGES	_____

ORDERS MUST BE RECEIVED NO LATER THAN (14) DAYS PRIOR TO EVENT.

Booth Catering · Credit Card Authorization

Accepted Credit Cards: Visa, MasterCard, Discover, American Express, and Discover

Event Name: _____

Exhibitor Name: _____

Booth Number: _____

Credit Card Type: _____

Credit Card #: _____

Expiration Month/Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

- Company Check used for total charges on initial catering contract.
- Credit Card to be used for all charges Pre-Ordered for the show and additional items ordered On-site.

Once the above information has been completed, a Banquet Event Order and Contract will be processed.

Pre-payment is required. Billing arrangements can be made by either company check or credit card. Please make all checks payable to Centerplate, Inc. Checks are to be received no later than 10 business day prior to service. By signing above, customer agrees to pay total charges as specified on the catering contract as well as any applicable charges for additional items ordered on-site.

PLEASE RETURN TO:

Ernest N. Morial Convention Center

Attn: Food & Beverage Department

900 Convention Center Boulevard ~ New Orleans, LA 70130

Phone: 504.670.7200 Fax: 504.670.7201