



**Exhibitor Order Form (1 form per service date/time)**

Event Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
 Location of Booth \_\_\_\_\_ Booth Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_ Email \_\_\_\_\_

**ORDER : Labor fee of \$70 per delivery will apply**

Date of Delivery: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm Ending Time: \_\_\_\_\_ am/pm

- 1. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 2. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 3. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 4. Quantity \_\_\_\_\_ Item: \_\_\_\_\_
- 5. Quantity \_\_\_\_\_ Item: \_\_\_\_\_

**METHOD OF PAYMENT (check one):**

- Credit Card
- Check
- Wire

- Booth Exhibitor Catering is not based on consumption.
- Orders submitted without all information requested will not be processed.
- A 24% Administrative Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
- All orders are subject to a \$70.00++ Delivery Fee, per delivery. Prices are subject to change without notice.**
- Orders submitted later than 21 business days prior to event are charged a 23% Late Ordering Fee.**
- Orders cancelled within 72 hours of event will not be refunded.
- Exhibitors are required to provide tables for all food & beverage items. Please reach out to your show decorator.**
- The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

*Please email order all forms to [wewcexhibitororders@aramark.com](mailto:wewcexhibitororders@aramark.com)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_