

## CATERING ORDER FORM AND SERVICE AGREEMENT

REVISED 10/23

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)		MAIN CONTACT	
BILLING ADDRESS			
CITY	STATE, COUNTRY	ZIP CODE	
PHONE NUMBER	EMAIL ADDRESS		
EVENT/TRADESHOW	MEETING ROOM (INCLUDE BUILDING)	BOOTH NUMBER (INCLUDE BUILDING)	
ONSITE AUTHORIZED CONTACT/CONTACT NUMBER			# OF EXPECTED GUESTS

DAY/DATE	REQUESTED DELIVERY TIME/END TIME (CONTACT MUST BE PRESENT)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

### TERMS AND CONDITIONS:

1. **PLEASE** contact our office if you do not receive your catering agreement, banquet orders, and balance due within **(14)** days of placing your order; receipt of these forms **CONFIRMS** your order has been placed.
2. Full payment must be received **(7)** business days prior to the start of services (checks and/or wire transfers must be received **(10)** days prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to the credit card on file.
3. Orders received within **(7)** business days of the event will incur a 40% late fee. Orders will be fulfilled based on availability.
4. Additions/Increases for the next day must be requested by **12 p.m. the previous day** and will incur a 40% late fee. Orders will be fulfilled based on availability.
5. **Cancellations/Decreases require 48-hour notice; however, you will still incur all charges.**
6. **Actual service delivery times may be one hour prior to your requested delivery time.**
7. 24% Service Charge, 8.9% Sales Tax, and 3% City Liquor Tax (where applicable) will be added to the total.
8. If the food/beverage order is less than \$250.00 per day, a \$100.00 service fee will be assessed to the catering order.
9. If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving, or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from the undersigned use, sale, serving, or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the credit card on file for any and all charges and costs related to food services at the Georgia World Congress 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 the event, and any additional charges incurred during the event. You will receive a link to pay for your services via email from authorize.net.

Signature

Date

Sales Representative Signature

Date

MAIL, FAX, OR SCAN TO: **LEVY RESTAURANTS** 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591  
Ph: 404-223-4500 | Fax: 404-223-4511 | Email: [foodservicesgwcc@gwcc.com](mailto:foodservicesgwcc@gwcc.com)