



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2603 Fax: 860.728.2641 Cell: 860.604.6790

Email: mwichowski@ctconventions.com

Forms available online at www.ctconventions.com

FB _____

EXHIBITOR FOOD & BEVERAGE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

PAYMENT INFORMATION MUST ACCOMPANY ORDER

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	
Please make checks payable to: Connecticut Convention Center Note: We cannot accept cash or checks from foreign banks	

IMPORTANT CONDITIONS AND REGULATIONS

1. **ALL ORDERS:**
 - **ORDERS/FULL PAYMENT MUST BE RECEIVED A MINIMUM OF 21 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY**
 - **PRICES ARE SUBJECT TO CHANGE**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - Payment in FULL (IN U.S. FUNDS) must accompany Food and Beverage order form / Tax must be included unless you produce required State of Connecticut Tax Exemption documentation.
 - All order information must be completed in full, for order to be processed. Incomplete order forms will not be able to be processed.
3. **CANCELLATIONS:**
Refunds will be computed as follows:
 - 5+ days prior to first scheduled move-in day – 100% Refund
 - Less than 5 days prior to first scheduled move-in day – No Refund
4. **FOOD AND BEVERAGE:**
 - The Connecticut Convention Center permittee is the only licensee by the State of Connecticut to sell/serve food and beverage (including alcoholic beverages) on the premises, therefore, no outside food or beverage may be brought into the Connecticut Convention Center by any Guest or Vendor. Accordingly, all food and beverage must be consumed in the designated function rooms/areas, and cannot be carried or consumed in public areas.
 - All Guests who would like to purchase an alcoholic beverage must be able to produce valid picture identification upon request in accordance with Connecticut ABC laws.
 - The Connecticut Convention Center staff reserves the right to refuse service to any Guest, for any reason.

I have read and agree to all Terms and Conditions of the order

Signature: X _____

BEVERAGES

-includes paper and plastic products-

Item -Each gallon serves 18-20 cups- *3 Gallon Minimum*	Quantity	\$ Sub- Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
*Freshly brewed Coffee - \$46.00 per gallon	gal				
*Freshly brewed decaffeinated Coffee - \$46.00 per gallon	gal				
*Fine quality Teas/Hot Water - \$46.00 per gallon	gal				
*Iced Tea - \$32.00 per gallon	gal				
*Fruit Punch - \$32.00 per gallon	gal				
*Lemonade - \$32.00 per gallon	gal				
Assorted bottled Juices - \$4.50 each	btl				
Bottled Sodas - \$4.00 each	btl				
Bottled Spring Water - \$4.00 each	btl				

BREAK ITEMS

-includes paper and plastic products-

Item	Quantity	\$ Sub- Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Fruit and Cheese Filled Danish - \$50.00 per dozen	doz				
Assorted NY Style Bagels & Cream Cheese - \$50.00 per dozen	doz				
Assorted freshly baked Muffins - \$48.00 per dozen	doz				
Croissants - \$50.00 per dozen	doz				
Jumbo Chocolate Cookies - \$36.00 per dozen	doz				
Jumbo Oatmeal Cookies - \$36.00 per dozen	doz				
Fudge Brownies - \$40.00 per dozen	doz				
Blondies - \$40.00 per dozen	doz				
Assorted Miniature Italian Pastries - \$50.00 per dozen	doz				
Miniature Petit Fours - \$50.00 per dozen	doz				
Individual bags of Chips - \$2.50 each	bgs				
Individual bags of Pretzels - \$2.50 each	bgs				
Individual bags of Popcorn - \$2.50 each	bgs				
Individual bags of Trail Mix - \$2.50 each	bgs				
Candy Bars - \$40.00 per dozen	doz				
Granola Bars - \$40.00 per dozen	doz				
Protein Bars - \$55.00 per dozen	doz				
Whole fresh Fruit - \$3.00 per piece	pcs				

SOUP

(Minimum: 10 Gallons)

-includes paper and plastic products-

Item	Quantity	\$ Sub- Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
New England Clam Chowder (serves 15pp) - \$75.00 per gallon	gal				

DISPLAYS

(Each of the Displays serves 100pp)

-includes paper and plastic products-

Item	Quantity	\$ Sub- Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Anitpasta Display - \$800.00 Assortment of Italian Sausage, Salami, Cheeses, marinated Mozzarella Cheese, grilled Vegetables, Olives, Artichokes, flavored Focaccia and sliced Italian Breads	___disp				
International Cheese Display - \$600.00 A selection of Imported and Domestic Cheeses with Gourmet	___disp				

Cracker Assortment and sliced fresh Baguette					
Fruit Display - \$550.00 Seasonal sliced fresh Fruits and Berries with Strawberry Dip	___ disp				
Seasonal Vegetable Display - \$400.00 With Bleu Cheese, roasted Red Pepper Ranch and Onion Dips	___ disp				
Chilled Jumbo Gulf Shrimp - \$550.00 per 100 pieces Presented on Ice with Lemon, zesty Cocktail Sauce and a Cilantro Remoulade	___ disp				

HORS D'OEUVRES

(Minimum of 100 pieces per type)
-includes paper and plastic products-

Item	Quantity	\$ Sub-Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Sea Scallops wrapped in Smoked Bacon- \$500.00 per 100 pieces	pcs				
Coconut Butterflied Fried Shrimp - \$500.00 per 100 pieces	pcs				
Mini Beef Wellington - \$400.00 per 100 pieces	pcs				
Pecan Dusted Fried Chicken with Honey Mustard \$400.00 per 100 pieces	pcs				
Vegetable Spring Rolls with Duck Sauce - \$400.00 per 100 pieces	pcs				
Chicken Quesadilla Trumpet with Salsa & Sour Cream - \$350.00 per 100 pieces	pcs				
Teriyaki Glazed Beef Skewers - \$400.00 per 100 pieces	pcs				

PASTA

(Minimum of 100pp required)
-includes paper and plastic products-

Item	Quantity	\$ Sub-Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Penne Pasta with Sausage and Marinara Sauce served with Garden Salad with House Vinaigrette - \$25.00 per person	pp				

PIZZA

(Minimum of 3 pizzas required)
-includes paper and plastic products-

Item	Quantity	\$ Sub-Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Pepperoni, Cheese or Veggie Pizza (16" – 8 slices) - \$30.00 per Pizza (Please circle ONE selection)	Pizzas				

SANDWICH PLATTERS

-includes paper products-

Item	Quantity	\$ Sub-Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Platter of Assorted Mini Sandwiches (Assorted Deli Meats and Cheeses) - \$54.00 per dozen	doz				

BOXED LUNCHES

(Minimum of 10 Box Lunches required)
-includes paper products-

Item	Quantity	\$ Sub-Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Boxed Lunches include: 1 Sandwich, 1 Bag of Potato Chips, 1 Piece of Whole Fruit, 1 Kosher Pickle and 1 Bottled Water Sandwich Options: (Please circle ONE selection)					

<p><u>*Served on a Kaiser Roll - \$30.00 each</u></p> <p>-Oven Roasted Turkey, Rare Roast Beef, OR Tuna Salad with Lettuce, Tomato, Mustard and Mayonnaise</p> <p>-Portobello Mushroom and Provolone Cheese with roasted Pepper Basil Mayonnaise</p>					
<p><u>*Served on Focaccia Bread - \$34.00 each</u></p> <p>-Grilled marinated Basil Chicken with Aurrichio Provolone Cheese, Spinach and roasted Pepper Mayonnaise on herbed Focaccia</p>					
<p><u>*Wrap Sandwiches - \$30.00 each</u></p> <p>-Turkey & Swiss with Bacon, Lettuce, Plum Tomatoes, Chipotle Aioli in a Flour Tortilla</p> <p>-Grilled Vegetables Wrap with roasted Tomatoes, shredded Lettuce and roasted Pepper Aioli</p>					

ICE/WATER COOLERS

Item	Quantity	\$ Sub-Total	22% Service Charge	CT 6.35% Tax (on Sub-Total + Service Charge)	\$ Total
Ice (10 lb. Bag) - \$10.00 per bag					
Water Cooler - \$125.00 per day # of days: _____					
Water Refills - \$25.00					

ORDER TOTAL: \$ _____

CONFIRMATION OF ORDER RECEIPT

AUTHORIZED SIGNATURE

DATE

Date of Delivery: _____/_____/_____

Time of Delivery: _____

Date of Pick-Up: _____/_____/_____

Time of Pick-Up: _____