

# SAVOR...

## San Francisco

### FOOD AND BEVERAGE ORDER FORM

#### INFORMATION AND POLICIES

SAVOR.../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 SAVOR.../FMIC.

The Customer is required to pay for any electrical outlets that may be needed to support their food & beverage service and any decorator items such as pipe and drape, draped tables, etc. A \$15 delivery charge will be added to deliveries less than \$100.

SAVOR... 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 three full business days prior to all functions. 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 \$10,000 must be paid by check or wire transfer. On-site re-orders require advance notice, 45 minutes for beverages, 90 minutes for food.

Show Name: \_\_\_\_\_ Delivery Date \_\_\_\_\_

Company Name \_\_\_\_\_ Booth/Room # \_\_\_\_\_

Representative (print name) \_\_\_\_\_ Title \_\_\_\_\_

On-Site Contact(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\*\*Please fill out and send in the attached credit card authorization form to complete your order.\*\*\***

#### FOOD AND BEVERAGE/EQUIPMENT ORDER

<u>START TIME</u>	<u>END TIME</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____

I. FOOD AND BEVERAGE TOTAL \$ \_\_\_\_\_

#### SEND ORDER FORM TO:

Catering by SMG  
747 Howard St.  
San Francisco CA 94103  
Phone: 415-974-4040  
Fax: 415-974-4074

II. FOOD/BEVERAGE/EQUIPMENT TOTAL \$ \_\_\_\_\_

A. FOOD & BEVERAGE TOTAL \$ \_\_\_\_\_

B. 22% SERVICE CHARGE OF (A) \$ \_\_\_\_\_

C. SUBTOTAL OF (A) AND (B) \$ \_\_\_\_\_

D. TOTAL DELIVERY CHARGES \$ \_\_\_\_\_

E. SUBTOTAL OF C-D-E \$ \_\_\_\_\_

F. 9.5% TAX (OF F) \$ \_\_\_\_\_

(total of E&F) TOTAL ESTIMATED CHARGES \$ \_\_\_\_\_

**\*Please note that all prices and taxes are subject to change.**

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### CREDIT CARD AUTHORIZATION FORM

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EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(actual address, please  
do not provide P.O.Box) \_\_\_\_\_

TEL. NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

CELL NO.: \_\_\_\_\_

**TOTAL CATERING SERVICES DEPOSIT:** \_\_\_\_\_ (List of Itemized services to be provided.)

Please sign below to acknowledge you have approved the total catering charges and services which you have ordered and you acknowledge that **SAVOR... San Francisco requires a 100% deposit** prior to the delivery of these services. MC, Visa, AMEX and Discover have a maximum \$10,000.00 limit.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### PAYMENT:

If paying the deposit by company check, please also include your credit card information to help us expedite any on-site additions.

Type :  Company Check (due two weeks prior to event)  MasterCard  Visa  Discover  AMEX

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ (4 digits on front of AMEX, 3 digits on back of Visa , MC and Discover)

Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_  
(if different from mailing address)  
\_\_\_\_\_

**I authorize SAVOR... San Francisco to charge my card for all Approved Catering Services.**

**Cardholder's Signature:** \_\_\_\_\_

Other representatives authorized to add catering services to this account:

1. \_\_\_\_\_  
(Name) (Signature)

2. \_\_\_\_\_  
(Name) (Signature)