

# SAVOR...

## SAN FRANCISCO CONVENTION FACILITIES - 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 \$15.00 delivery charge will be added to deliveries less than \$100.00.

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 by company check or authorized credit card. 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 # \_\_\_\_\_

CC Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ MC/VISA/AX/Diners(-\$10,000 only)  
(circle one)

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

*Your signature above signifies approval of all charges to your account.*

### 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. 20% SERVICE CHARGE OF (A) \$ \_\_\_\_\_

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

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

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

F. 8.5% TAX (OF F) \$ \_\_\_\_\_

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

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