



Connecticut Convention Center
100 Columbus Blvd. Hartford, Connecticut 06103
Phone: (860) 728-2640
Fax: (860) 728-2641

Exhibitor Food & Beverage Order Form

Forms available online www.ctconventions.com

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 from / 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 processed.
- No Food or Beverage services will be rendered until full payment is received.

3. CANCELLATIONS:

Refunds will be computed as follows:

- 7+ days prior to first scheduled move-in day – 100% Refund
- Less than 7 days prior to first scheduled move-in day – No Refund

4. FOOD AND BEVERAGE:

- The Connecticut Convention Center permittee is the only licensee authorized 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.

Name of Event _____ Firm Name _____ Street Address _____ Contact Person _____ City _____ State _____ Zip _____	Date of Event _____ Booth Numbers(s) _____ Phone# (____) _____
Delivery Time: _____ AM / PM (*All Food and Beverage Orders will be removed 90 minutes after delivery/drop-off)	

<p><u>PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER</u></p> _____ Money Order# _____ Company Check# _____ _____ Credit Card (Please complete attached Credit Card Authorization Form)	<p>Please make checks payable to:</p> <p>Connecticut Convention Center</p> <p>Note: We cannot accept cash or checks from foreign banks</p> <p>I have read and agree to all Terms and Conditions of the order Please see back page for complete terms and conditions</p> <p>Signature: X _____</p>
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Beverages					
~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total+ Service Charge)	\$ Total
~Each gallon serves 18-20 cups~					
Freshly brewed Coffee ~ \$34.00 per gallon	_____ gal	_____	_____	_____	_____
Freshly brewed decaffeinated Coffee ~ \$34.00 per gallon	_____ gal	_____	_____	_____	_____
Fine quality Teas/Hot Water ~ \$34.00 per gallon	_____ gal	_____	_____	_____	_____
Iced Tea ~ \$24.00 per gallon	_____ gal	_____	_____	_____	_____
Fruit Punch ~ \$24.00 per gallon	_____ gal	_____	_____	_____	_____
Lemonade ~ \$24.00 per gallon	_____ gal	_____	_____	_____	_____
Assorted bottled Juices ~ 2.75 each	_____ btl	_____	_____	_____	_____
Bottled Sodas ~ \$2.50 each	_____ btl	_____	_____	_____	_____
Bottled Spring Water ~ \$2.50 each	_____ btl	_____	_____	_____	_____



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Break Items ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total+ Service Charge)	\$ Total
Fruit and Cheese filled Danish ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted NY Style Bagels & Cream Cheese ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted freshly baked Muffins ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Croissants ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Jumbo Chocolate Cookies ~ \$22.00 per dozen	_____ doz	_____	_____	_____	_____
Jumbo Oatmeal Cookies ~ \$22.00 per dozen	_____ doz	_____	_____	_____	_____
Fudge Brownies ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Blondies ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted Miniature Italian Pastries ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Miniature Petit Fours ~ \$30.00 per dozen	_____ doz	_____	_____	_____	_____
Individual bags of Chips ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Pretzels ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Popcorn ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Trail Mix ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Candy Bars ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Granola Bars ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Power Bars ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Whole fresh Fruit ~ \$1.50 per piece	_____ pcs	_____	_____	_____	_____
Mixed Nuts ~ \$18.00 per pound	_____ lbs	_____	_____	_____	_____

Soup (Minimum: 10 Gallons) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
New England Clam Chowder (serves 15pp) ~ \$36.00 per gallon	_____ gall	_____	_____	_____	_____

Displays (Each of the Displays serves 100) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
<u>Antipasto Display ~ \$550.00</u> Assortment of Italian Sausage, Salami, Cheeses, marinated Mozzarella Cheese, grilled Vegetables, Olives, Artichokes, flavored Foccacia and sliced Italian Breads	_____ disp	_____	_____	_____	_____
<u>International Cheese Display ~ \$450.00</u> A selection of Imported and Domestic Cheeses with Gourmet Cracker assortment and sliced French Bread	_____ disp	_____	_____	_____	_____
<u>Fruit Display ~ \$425.00</u> Seasonal sliced fresh Fruits and Berries with Strawberry Dip	_____ disp	_____	_____	_____	_____
<u>Seasonal Vegetable Display ~ \$275.00</u> With Bleu Cheese, roasted Red Pepper Ranch and Onion Dips	_____ disp	_____	_____	_____	_____
<u>Chilled Jumbo Gulf Shrimp ~ \$350.00 per 100 pieces</u> 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	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Sea Scallops wrapped in Smoked Bacon ~ \$350.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Coconut Butterflied Fried Shrimp ~ \$325.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Mini Beef Wellington ~ \$300.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Pecan Dusted Fried Chicken with Honey Mustard ~ \$300.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Vegetable Spring Rolls with Duck Sauce ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Chicken Quesadilla Trumpet with Salsa & Sour Cream ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Teriyaki Glazed Beef Skewers ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Finger Sandwiches ~ \$400.00 per 100 pieces	_____ pcs	_____	_____	_____	_____



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Pasta (Minimum of 10pp required) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Penne Pasta with Sausage and Marinara Sauce served with Garden Salad with House Vinaigrette ~ \$15.00 per person	_____pp	_____	_____	_____	_____

Pizza (Minimum of 3 Pizzas required) ~includes paper and plastic products~					
Item	Quantity/ Type of Pizza	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Pepperoni or Cheese Pizza (16" - 8 slices) ~ \$16.50 per Pizza -Each additional topping ~ \$1.00	# _____ Pizzas <u>Type:</u> _____ _____	_____	_____	_____	_____

Sandwich Platters ~includes paper products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Platter of Assorted Mini Club Sandwiches (Assorted Deli Meats and Cheeses) ~ \$42.00 per dozen	_____ doz.	_____	_____	_____	_____

Box Lunches (Minimum of 10 Box Lunches required) ~includes paper products~					
Item	Quantity / Sandwich selection	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Box Lunches (which include Sandwich, 1 bag of Potato Chips, 1 piece of whole Fruit, 1 Kosher Pickle and 1 Soda or bottled Water) ~ \$21.00 each <u>Sandwich Options (one selection):</u> <u>*Served on a Kaiser Roll:</u> -Oven roasted Turkey, rare Roast Beef, Tuna Salad OR Chicken with Lettuce, Tomato, Mustard and Mayonnaise -Portobello Mushroom and Provolone Cheese with roasted Pepper Basil Mayonnaise served on a Kaiser roll <u>*Served on Focaccia Bread:</u> -Grilled marinated Basil Chicken with Aurrichio Provolone Cheese, Spinach and roasted Pepper Mayonnaise on herbed Focaccia <u>*Wrap Sandwiches:</u> -Turkey & Swiss with Bacon, Lettuce, Plum Tomatoes, Chipotle Aioli in a Flour Tortilla -Grilled Vegetables' Wrap with roasted Tomatoes, shredded Lettuce and roasted Pepper Aioli	_____ <u>Sandwich selection:</u> _____	_____	_____	_____	_____

Ice / Water Coolers					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
-Ice (5 lb. Bag) ~ \$5.00 per bag -Water Cooler ~ \$125.00 per day -Water Refills ~ \$25.00	_____ _____/# days:_____ _____	_____	_____	_____	_____

ORDER TOTAL: \$ _____

*** CONFIRMATION OF ORDER RECEIPT ***

AUTHORIZED SIGNATURE

DATE



CREDIT CARD AUTHORIZATION FORM

I, the undersigned agree to pay for the following charges. I have supplied the Connecticut Convention Center with the following credit card for the purpose. I understand I am responsible for and will pay all charges listed below:

- Deposit**
Name of Event: _____ Payment Amount: _____
- Event**
Name of Event: _____ Date of Event: _____

***AUTHORIZED CHARGES TO BILL (circle one): ALL CHARGES or SPECIFIED AMOUNT**

Cardholder: _____
(Print Name as it appears on the card)

Address: _____

Telephone: _____

Please circle the type of **credit card**:

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number _____
Expiration Date _____

***A legible copy of the front and back of the credit card along with a copy of the card holder’s driver’s license must be faxed or mailed to the convention center prior to the arrival or event date.**

FAX (860) 249-6161

AGREED _____ **DATE** _____
(Cardholder’s Signature)