

Event Name

Exhibitor/Booth Name Exhibitor/Booth Number

Exhibitor Contact Name

Address

City State Zip Code

Office Phone Cell Phone Fax

Email

On-Site Contact (if different than above)

## IMPORTANT INFORMATION

- Team San Jose maintains the exclusive right to provide all food and beverage items for the facilities.
- Minimum order is \$300.00 per day (not including tax & service charge), or a labor fee of \$100.00 will apply.
- All services are designed and packaged to be placed on your booth tables.
- We are unable to provide tables on the exhibit floor.
- A 22% service charge and applicable sales tax will be applied to all orders.
- A surcharge of \$75.00 will apply for on-site orders.
- In order to best serve your catering needs, we require a 72-hour guarantee.
- Full charges will be applied to cancellation of any menu items received within 72 hour (3 business days) prior to delivery.

# ORDER FORM

SAN JOSE CONVENTION CENTER  
CONTACT INFORMATION  
Team San Jose  
Event Services Department

**Noemi Cortez**  
408 Almaden Boulevard  
San Jose, CA 95110

T 408.792.4534  
F 408.277.3535  
ncortez@sanjose.org

# BOOTH CATERING

Date	Qty.	Start/End Time	Item Description	Item Price	Extended Price

22% Service Charge (Taxable) \$ \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
9.25% Sales Tax \$ \_\_\_\_\_ Total Amount Due \$ \_\_\_\_\_

The booth catering order form must be on file in the Food & Beverage office two weeks before the event, otherwise items cannot be guaranteed. Full payment is required five days in advance and can be made by company check payable to "Team San Jose" or by AMEX, VISA or MASTERCARD. If paying by credit card, please complete the following:

- Visa
- Master Card
- AMEX
- Other

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your signature above signifies approval of all charges to our account.