## INSPIRED CATERING SERVICE CATERING CATERING



#### **GENERAL INFORMATION**

**Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center.** Absolutely no food or beverage is allowed into the GRB Convention Center without prior written approval from a Houston Inspired Catering representative. THIS INCLUDES BOTTLED WATER.

- **Charges & Fees:** All prices are subject to a (++) charge, which represents a 22% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- **Service Contractor:** HIC does not supply any kind of tables (this includes bar fronts & buffet tables), chairs, equipment, trash removal or electricity for your booth. You must order through your service contractor. For F&B services, HIC can set up on existing tables/counters or you can rent a bar front or table from HIC. Ask your sales manager for pricing.
- **Pricing:** Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **Delivery Fee:** A \$25.00 Delivery/Refresh Fee will apply for each food and beverage delivery.
- **Order Deadline:** All orders must be received a minimum of 21 days prior to the show start date. Any order received within 21 days may incur a 25% Late Fee.
- Special Order Items: (e.g., logo cookies, kegs, etc.) cannot be canceled once confirmed.
  - A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a minimum of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.
- **Payment Policy:** All food and beverage orders require 100% payment in advance. We accept American Express, Mastercard, VISA, Discover, check or wire transfer on initial orders. Client MUST have a credit card on-file for any additional services ordered on-site during the show.
- Changes/Cancellations: Changes/Cancellations must be submitted in writing no later than (7) business days prior to start of event in order to receive a refund. Full charges will be applied to changes/cancellations of any menu items received within (7) days
- **Food Sampling:** If sampling is requested, please contact Sales Manager for proper forms and information regarding policies.
- Alcoholic Beverages: All alcoholic beverages MUST be purchased and served through HIC.
  - Bartenders will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be intoxicated.
  - Alcohol is not charged on consumption and any remaining will be forfeited unless you have pre-ordered/paid for an HIC bartender for a following day during the show.
  - Any alcohol must be consumed on-site and is not allowed to be taken off premise per TABC laws.
  - Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

#### **CONTACT INFORMATION**

**George R. Brown Convention Center** 1001 Avenida De Las Americas, Houston, TX 77010

Assistant Director of Catering Sales Kalli Tuma Email ktuma@levyrestaurants.com Phone 346-254-3971 Please turn in your completed **Exhibitor Catering Service Oder Form** to your designated Houston Inspired Catering Sales Manager. They will gladly answer any questions you might have.

# INSPIRED CONTRACT & ORDER FORM



### **ORDER FORM**

Show Name			Date Order Was Placed				
Booth Number			Booth Name				
Company Name	e (Bill To)		Phone Number				
Street Address			City, State, Zip				
Contact Name			E-Mail Address				
On-Site Contact	: (1)		Cellphone Number				
On-Site Contact	: (2)		Cellphone Number	Cellphone Number			
On-Site Contact (3)			Cellphone Number	Cellphone Number			
Delivery Date	Start Time	End Time*	Description	Quantity	Price		
*End Time is only	applicable to runr	ning services that h	ave an attendant. With no attendant, all services are dropped off at the st	art time listed	on the form.		
P	<b>All items</b> are sub	oject to <b>taxes</b> and	applicable fees. Final order total will be shown on event orders	s/BEO's.			
By completing this form you are authorizing that you have <b>read and agree</b> to the terms contained within this <b>Exhibitor Catering Service Contract &amp; Order Form</b> . All policies, procedures and cancelations will be upheld by <b>Houston Inspired Catering</b> .							
On-Site Contact	/Authorized Sig	gnatures for Eve	nt				
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