International Stroke Conference
Exhibitor Booth Services Order Form

To place your order, please complete the information and email to the Catering Sales Manager listed below.

Levy Restaurants holds the exclusive rights to all food and beverage within the Hawaii Convention Center. No one is allowed to bring food or beverage into the facility without the express written approval of Levy Restaurants. For additional information, please contact:

Mia Youth, Senior Catering Sales Manager
E-Mail: myouth@levyrestaurants.com Tel: 808-943-3558

Show Name: _____ **Company Name:**_____

Contact Name: _____ **Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:**_____ **Cell Phone:** _____

Email: _____ **Booth # / Location:** _____

On-Site Contact: _____ **On Site Rep Cell Phone:** _____

Food and Beverage Order

Delivery Date	Delivery Time(s)	Quantity	Description	Unit Price	Extended Price
				Subtotal	
				23% Service charge	
				4.712% GE tax charge	
				Total Due	

FORM OF PAYMENT

☐Company Check ☐VISA ☐MC ☐AMEX ☐DISCOVER
(Credit Card must be kept on file for add-ons)

Card Number: _____

Exp. Date_____
Cardholder's
Name:_____

Address:_____

City _____ State_____ Zip_____

Signature _____
I hereby authorize Levy Restaurants to apply all charges for services rendered for the above company to my credit card.

IMPORTANT INFORMATION

PAYMENT
100% prepayment is required to confirm your order. A credit card must be on file for on-site orders.

ORDER DEADLINE
To insure prompt delivery & product availability, orders must be placed 30 days prior to the first day of your exhibit opening – **Deadline: January 7, 2019. Late fee of 20% may apply for orders received after the deadline.**

POWER, ETC.:
The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service through the show decorator.

MINIMUM ORDER FEE
A $25.00 fee will apply to all deliveries and/or orders less than $200.00.

LABOR FEE:
Subject to 4.712% general excise tax