



EXHIBITOR FOOD SERVICE ORDER FORM



Orders must be placed 72 hours in advance of delivery. Please use a separate form for each day
All orders must be pre-paid. Food and beverage items are subject to a 22% management charge.

ORDER ONLINE AT: www.StCharlesConventionCenter.com

Event:	Company Name:		
Event Move In Date:	Event location/Booth #:		
Contact Name:	Mailing Address:		
Phone:	City:	State:	Zip:
Fax:	Email:		

*Meals include bag of chips, cookie and (1) 20 oz. soft drink or bottled water	Lunch (Qty) 11:30-12:30p	Dinner (Qty) 4:30-5:30p	Delivery Date	Price	Total
Smoked Turkey Sandwich Meal*				\$14	
Ham and Cheese Sandwich Meal*				\$14	
Gourmet Roast Beef and Cheddar Sandwich Meal*				\$14	
Home-style Chicken Salad Sandwich Meal*				\$14	
Roasted Vegetable Sandwich Meal*				\$14	
Grilled Chicken-Ranch Wrap Meal*				\$14	
Grilled Chicken Caesar Salad (includes drink only)				\$14	
Classic Greek Chicken Salad (Gluten Free) (includes drink only)				\$14	
Please select your beverage(s):				Total	

Lunch: Coke Diet Coke Sprite Cherry Coke Dasani Water
Dinner: Coke Diet Coke Sprite Cherry Coke Dasani Water

Would you like options to distribute at your booth? We've got you covered!

These items will all be delivered 30 minutes prior to show time

	QTY	Price	Total	ORDER TOTALS
Cookies (chocolate chip & oatmeal assortment)	50 per order	\$65		22% Mgmt Charge
Brownies	50 per order	\$65		SUBTOTAL
Muffins	50 per order	\$65		x 7.95% Sales Tax
Coffee, Regular	96 oz. container	\$46		SUBTOTAL
Coffee, Decaf	96 oz. container	\$46		x 1% Tourism Tax
Coffee Service includes: 8 oz cups, sugar, sweetener, stirrers and half and half			Total	GRAND TOTAL

PAYMENT INFORMATION

Card Type: VISA MASTERCARD AMEX DISCOVER **Card Number:**

Expiration Date: **Security Code: #**

Name on card (Please Print)

Signature **Date**

Billing Address:

City: **State:** **Zip:**

Fax completed order form to (636) 896-1802

Questions please call 636-669-3011 or email exhibitorsvs@scmocc.com

Dear Exhibitor,

Congratulations on your decision to be an exhibitor at the St. Charles Convention Center!

The St. Charles Convention Center is the exclusive provider of utility and booth cleaning services for the facility. To order services, please complete and return the order forms located in this packet or visit www.stcharlesconventioncenter.com to order utilities online. Be sure to read all the materials carefully. Payment must be made by Visa, Mastercard, American Express, Discover, certified check or money order. Please note that ordering your items in advance will save you a substantial amount of money. In order to receive the advance discounted prices, full payment must be received 14 days prior to the first scheduled move-in date of the show.

Additional features for being an exhibitor at SCCC include:

- ❁ **Concessions Discounts**
15% discount on purchases at our Compass Café and St. Charles Grill.
Simply show your exhibitor badge to take advantage of the discount.
Discount does not apply at specialty kiosks or to alcoholic beverages.
- ❁ **Exhibitor Food Service Delivery**
The Exhibitor Food Service Delivery Order Form allows you to order lunch, dinner, or specialty items prior to move in and have it delivered right to your booth.
- ❁ **Convenient Parking**
Parking Lot C is located next to the exhibit hall, creating a convenient parking lot for exhibitor passenger vehicles, during exhibit shows. Larger vehicles such as trucks, trailers, buses, etc. must utilize Parking Lot D.
- ❁ **Marketing and Advertising**
Utilize our in-house marketing department to drive traffic to your booth with our internal flat panel displays and for other graphic design needs. Call 636.669.3009.

Please contact your show promoter for specific shipping details. SCCC will not receive or send out shipments for events when an outside decorator has been contracted

We are looking forward to a successful show for all. If you need additional assistance, please contact our Exhibitor Services Department at 636.669.3011 or exhibitorsvs@scmocc.com. All forms and upcoming events can be found on our website at www.stcharlesconventioncenter.com.

Sincerely,

The St. Charles Convention Center