

Bring It

# BOOTH SERVICE ORDER FORM




To Me

PLEASE FAX ORDER FORM TO 512.404.4133

Confirmation will be faxed or emailed back to you.  
Questions please call Rita Meute at 512.404.4137

Show Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Booth/Room#: \_\_\_\_\_ # Of People: \_\_\_\_\_

Day/Date	Start/End Time	QTY	Item Description	Item Price
				Sub Total:
Convention and Cultural Attractions Austin Convention Center & Palmer Events Center 500 East Cesar Chavez Street Austin, Texas 78701 T: (512) 404-4100 F: (512) 404-4133				10% Late Fee (When Applicable):
				20% Service Charge:
				8.25% Sales Tax:
				Total Amount Due:

Cardholder's Name: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_ Check \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 V # card information: \_\_\_\_\_ (AmExpress-4 digit # on front of card after account number; Visa, MC, Discover- 3 digit # located on back of card on signature line)

### IMPORTANT INFORMATION

ARAMARK is the exclusive caterer for the Austin Convention Center and Palmer Events Center. Absolutely no food or beverage, candy, logo water, etc. are allowed into the Austin Convention Center and Palmer Events Center with approval from, and appropriate waiver/corkage fees paid to ARAMARK.

### DEADLINE

All original orders must be received 21 Business Days prior to first show day or a 10% late charge will be applied. Changes and /or cancellations must be received 3 business days in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received by the Sales Department and will result with a 20% late fee.

### PAYMENT POLICY

ARAMARK Corporate Policy requires 100% full payment prior to event date and/or commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCPETIONS.

### DELIVERY CHARGE

A \$25.00(++) charge will apply to all original orders of less than \$75.00 per delivery (excluding service charge & sales tax).