LONG BEACH
Convention & Entertainment Center

# Exhibitor Services Booth Order Form

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|---|---|---|---|
| Business Name: | | Event Name: | |
| Mailing Address: | | Booth Number: | Room/Location: |
| City, State, Zip: | | Date of Service: | Start Time / End Time: |
| Phone: | Cell: | Contact Person: | |
| Fax: | | Email Address: | |

Please complete and return to Rosa Alvarez - ralvarez@longbeachcc.com

All item descriptions and pricing can be found on the Exhibitor Catering Menu. All services will be assessed current labor / delivery rates as indicated in the Exhibitor Catering Menu. **Please complete (1) Exhibitor Services Booth Order Form for each service being requested, including separate dates, times, and locations.** A 15% Late Order Fee will be applied to all orders within 10 business days of the event date. No outside food and beverage permitted.
All prices subject to change.

| Item Description | Quantity |
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Catering service personnel are covered by Union Local 11's collective bargaining agreement. Catering personnel will deliver food and beverage, serve and clean related areas. Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel. **All food and beverage menu prices for banquets and other catered events include a 11% Administrative Fee. 100% of this Administrative Fee is distributed to employees providing the service as a gratuity. All sales are subject to a 10.50% sales tax as applicable and subject to change.** The 11% administrative charge/fee is also taxable under SBOE Regulation #1603. Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption no later than one week prior to the event. Labor provided for seated breakfast and lunch functions is two hours, with three hours provided for seated dinner functions. The labor shifts include setup, service, and cleaning time; any additional labor required outside of the standard shift length is subject to charges at plus tax, per server, per hour.

SIGNATURE _____ DATE _____

After receipt of this form, a catering service agreement and sales order(s) will be sent for review, confirmation, and signature to confirm your catering requirements.