

Welcome, EXHIBITOR, to the SMG-managed Albuquerque Convention Center! SAVOR...Catering by SMG is the exclusive provider of food & beverage services at the Center. No outside food or beverage is allowed. We understand that food & beverage can be an important aspect of conducting business in your exhibit booth, so we are happy to offer the following in-booth services to enhance your exhibit. Please complete this form to order in-booth Food & Beverage services.

Convention/Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Booth Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### EXHIBITOR SAMPLING GUIDELINES

- ❖ Sample items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm, and must be directly related to participation in the event and subject to the approval of Savor...Catering by SMG.
- ❖ Food item samples are limited to a maximum of 2 oz. "bite size" portions.
- ❖ Non-alcoholic beverages are limited to a maximum of 2 oz. serving size.
- ❖ Any alcoholic beverages served or sampled must be served by Savor...Catering by SMG bartender.
- ❖ Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
- ❖ Securing of all necessary license, permits, etc. is the responsibility of licensee/exhibitor.
- ❖ Costs associated with the disposal of trash, waste, etc. from exhibitor sampling area are the responsibility of exhibitor.

Service	Price	Qty Needed	Extension
Ice Service	\$7.00 per 10 pound bag		\$
Grease Removal	Priced based on requirements		\$
Candles (Fire Marshall Approved)	\$3.00 per candle		\$
Refrigerator	Price based on size requirements		\$
Bartender	\$75.00 per bartender – 4hours		\$
SUBTOTAL:			\$
ADD – NM Gross Receipts Tax (6.75%):			\$
TOTAL			\$

Special Instructions:

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Please complete the attached credit card form with this order form and fax all form to \_\_\_\_\_

For in-booth catering service, please access our complete catering menu online at <http://www.albuquerquecc.com/services/food-beverage.php> or contact our Catering Department at 505-768-3885. We look forward to serving you at the show!