New Orleans Ernest N. Morial Convention Center
Exhibit Catering Order Form

Name of Event: _____ Booth: _____

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Onsite Contact Name: _____ Cell Phone: _____

Breakfast	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
A la Carte & Beverages	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
Lunch	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
Hors d' Oeuvres (3 dozen minimum)	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
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									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm
									am / pm	am / pm

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Reception Stations	Qty x	Cost x	#Days =	Total	Delivery Date(s)	Delivery Time	Removal Time
						am / pm	am / pm
						am / pm	am / pm
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						am / pm	am / pm
Labor Fees	**Qty x**	**Cost x**	**#Days =**	**Total**	**Delivery Date(s)**	**Delivery Time**	**Removal Time**
Attendent (covers up to 5 hours of service)		200.00				am / pm	am / pm
Delivery Fee		25.00				am / pm	am / pm
Set Up Fee (Action Stations, etc)		100.00				am / pm	am / pm
						am / pm	am / pm

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST

All orders must be received (14) business days in advance of the scheduled delivery. Please add a 21% Taxable Catering Service Fee & 10.75% Sales Tax. ALL ORDERS WILL BE CHARGED A $25 DELIVERY FEE PER TRIP	Sub-Total:	
	Delivery Fee ($25/ delivery)	
Signature: _______________________________ Date: ___________	Service Fee (21%)	
	Sales Tax (10.75%)	
	Total:	

Please return completed order by fax to {504-670-7201}, or email your respective Catering Sales Manager