

**GENERAL INFORMATION**

Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRB Convention Center without prior written approval from a Houston Inspired Catering representative. THIS INCLUDES BOTTLED WATER.

- **Charges & Fees:** All prices are subject to a (++) charge, which represents a 22% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- **Service Contractor:** HIC does not supply any kind of tables (this includes bar fronts & buffet tables), chairs, equipment, trash removal or electricity for your booth. You must order through your service contractor. For F&B services, HIC can set up on existing tables/counters or you can rent a bar front or table from HIC. Ask your sales manager for pricing.
- **Pricing:** Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **Delivery Fee:** A \$35.00 Delivery/Refresh Fee will apply for each food and beverage delivery.
- **Order Deadline:** All orders must be received a minimum of 21 days prior to the show start date. Any order received within 21 days may incur a 25% Late Fee.
- **Special Order Items:** (e.g., logo cookies, kegs, etc.) cannot be canceled once confirmed.
 - A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a minimum of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.
- **Payment Policy:** All food and beverage orders require 100% payment in advance. We accept American Express, Mastercard, VISA, Discover, check or wire transfer on initial orders. Client MUST have a credit card on-file for any additional services ordered on-site during the show.
- **Changes/Cancellations:** Changes/Cancellations must be submitted in writing no later than (14) business days prior to start of event in order to receive a refund. Full charges will be applied to changes/cancellations of any menu items received within (14) days
- **Food Sampling:** If sampling is requested, please contact Sales Manager for proper forms and information regarding policies.
- **Alcoholic Beverages:** All alcoholic beverages MUST be purchased and served through HIC.
 - Bartenders will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be intoxicated.
 - Alcohol is not charged on consumption and any remaining will be forfeited.
Any alcohol must be consumed on-site and is not allowed to be taken off premise per TABC laws.
 - Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

CONTACT INFORMATION

George R. Brown Convention Center
1001 Avenida De Las Americas, Houston, TX 77010

Catering Sales Manager **Renee Surette**
Email rsurette@levyrestaurants.com
Phone **713-853-8175**

Please turn in your completed **Exhibitor Catering Service Order Form** to your designated Houston Inspired Catering Sales Manager. They will gladly answer any questions you might have.

**ORDER FORM**

Show Name _____	Date Order Was Placed _____
Booth Number _____	Booth Name _____
Company Name (Bill To) _____	Phone Number _____
Street Address _____	City, State, Zip _____
Contact Name _____	E-Mail Address _____
On-Site Contact (1) _____	Cellphone Number _____
On-Site Contact (2) _____	Cellphone Number _____
On-Site Contact (3) _____	Cellphone Number _____

Delivery Date	Start Time	End Time*	Description	Quantity	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

***End Time** is only applicable to running services that have an attendant. With no attendant, all services are dropped off at the start time listed on the form.

All items are subject to **taxes** and **applicable fees**. Final **order total** will be shown on **event orders/BEO's**.

By completing this form you are authorizing that you have **read and agree** to the terms contained within this **Exhibitor Catering Service Contract & Order Form**. All policies, procedures and cancelations will be upheld by **Houston Inspired Catering**.

On-Site Contact/Authorized Signatures for Event _____
(Printed Name) (Signature)