

Welcome, EXHIBITOR, to the SMG-managed Cox Business 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 provided and 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 20 pound bag		\$
Coffee Service (includes paper cups, lids, sweeteners, and creamers)	\$32.50 per gallon		\$
Iced Tea Service	\$32.50 per gallon		\$
Canned Soda	\$2.00 each		\$
Bottled Water	\$3.00 each		
Bartender (Please contact Catering Sales Manager in regards to bar product pricing.)	\$100.00 per bartender – 4hours		\$
SUBTOTAL:			\$
Service Charge (20%) (this is taxable by the state of OK):			
OK Sales Tax (8.517%):			\$
TOTAL			\$

Special Instructions:

Please complete the attached credit card form with this order form and fax all forms to catering at 918-894-4775 72 business hours in advance to ensure your order can be filled. No orders can be finalized until we receive a signed copy of these forms.

For in-booth catering service, please view our complete catering menu online or contact our Catering Sales Manager at 918-894-4318. We look forward to serving you at the show!