



Stand Catering Order Form

The Sydney Convention and Exhibition Centre can provide an extensive range of food and beverage options for your stand or designated areas within the exhibition.

If you would like menus for our full selection of food and beverage offerings, from coffee machines to cocktail parties, juice bars and chocolate fountains, please contact the Centre's On-stand Functions Coordinator.

Alternatively for Stand Catering Delivery Service only, please indicate your requirements on the following page and return the form, along with your completed Exhibitor Account Form, no less than 14 DAYS PRIOR to the move-in of the event to:

**On-stand Functions Coordinator
Sydney Convention and Exhibition Centre
Telephone: (02) 9282 5123 Fax: (02) 9288 6432 Email: standcatering@scec.com.au**

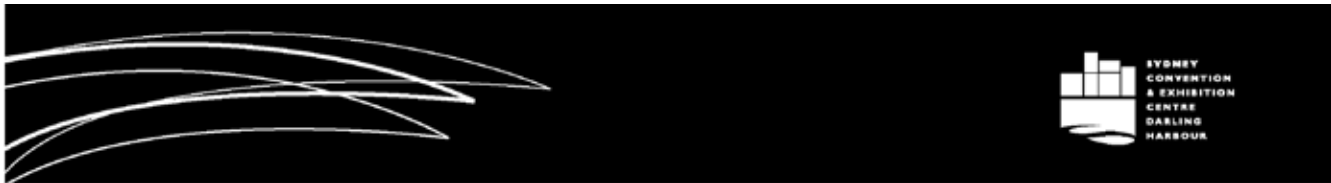
Orders received within 14 days prior to the move-in of the event cannot be guaranteed and will incur a 20% late fee.

Please Note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form.

Terms and Conditions

All services must be pre-paid to EXHIBITOR SERVICES either by cash, credit card, EFT or company cheque (made payable to DHCE Pty Ltd) at least three (3) business days prior to the move-in of the event. The Centre reserves the right to impose a 20% late fee for orders received after the due date. Upon receipt of your request you will receive a order confirmation by email, detailing the charges for the requested services.

The SYDNEY CONVENTION AND EXHIBITION CENTRE (THE CENTRE) MANAGEMENT HAS THE SOLE RIGHT FOR THE SALE OR DISTRIBUTION OF ANY ARTICLE OF FOOD OR DRINK. Therefore no food or beverage may be brought into the Centre without prior consent. Generally the Centre will have no objection to exhibitors providing foodstuffs as a means of demonstrating any plant or equipment forming part of the exhibit, or product manufactured/supplied by the exhibitor. Sampling and health regulations apply and, therefore, written approval may be required from the Centre.



Stand Catering Delivery - Daily Order Form

Name of Event: _____ Stand Name: _____

Stand Number: _____ Contact Name: _____

Contact Number: _____ Contact Email: _____

Delivery Date: ____/____/____ NB: A separate form must be submitted for each delivery day if items and quantities vary each day.

Platters* (Serve 10 people)	Cost Per Platter	Please advise of quantity and delivery times			Total \$
		Quantity / Time	Quantity / Time	Quantity / Time	
Danish pastries and croissants	\$29.00	/	/	/	\$ _____
Shortbread biscuits (per kilo)	\$50.00	/	/	/	\$ _____
Mini muffins	\$29.00	/	/	/	\$ _____
White chocolate brownies	\$51.00	/	/	/	\$ _____
Portuguese custard tarts	\$51.00	/	/	/	\$ _____
Fresh cut fruit	\$39.00	/	/	/	\$ _____
Mixed sandwiches	\$64.00	/	/	/	\$ _____
Assorted finger sandwiches	\$62.00	/	/	/	\$ _____
Vietnamese rice paper rolls	\$51.00	/	/	/	\$ _____
Mezze dips	\$47.00	/	/	/	\$ _____
Exhibitor cheese platter	\$125.00	/	/	/	\$ _____
TOTAL (FOOD ONLY)					\$ _____
Beverages	Cost Per Item	Please advise of quantity and delivery time			Total \$
		Quantity / Time	Quantity / Time	Quantity / Time	
Soft drink cans 375mL x 6	\$19.90	/	/	/	\$ _____
Juice 250mL x 6	\$23.20	/	/	/	\$ _____
Still mineral water 600mL x 6	\$19.90	/	/	/	\$ _____
Sparkling mineral water 315mL x 6	\$19.90	/	/	/	\$ _____
Hot water station **	\$85.50	/	/	/	\$ _____
Brewed coffee station **	\$85.50	/	/	/	\$ _____
TOTAL (BEVERAGE ONLY)					\$ _____
Orders received within 14 days prior to the move-in of the event cannot be guaranteed and will incur a 20% late fee.		20% LATE FEE (Food and Beverage)			\$ _____
TOTAL FOOD AND BEVERAGE					\$ _____

* All platters cater for approximately ten (10) people.
 ** Hot water station includes a small urn (50 cup capacity), coffee, teabags, sugar, milk and disposable cups. Brewed coffee station includes a small urn of brewed coffee (50 cup capacity), sugar, milk and disposable cups. Please note it is the responsibility of the exhibitor to provide a suitable bench for the urn. Each urn requires 10amp power which is included in the hire fee and will be installed by the Centre during move in.
 - All beverages are delivered chilled. It is the responsibility of the exhibitor to provide refrigeration for beverages remaining on their stand for an extended period.
 - Side plates, napkins and glassware are provided.
 - Delivery only. No service staff will be provided.
 - By legislation all food can be kept on stand for no more than 90 minutes.