

SAVOR...Chicago

at McCormick Place

ORDER FORM

TRADE SHOW		ORDER DEADLINE	3 weeks before show open
CONTACT		ON-SITE CONTACT	
COMPANY		ON-SITE PHONE #	
ADDRESS			
CITY, STATE, ZIP			
PHONE #		FAX #	# OF GUESTS:
EMAIL ADDRESS			
BOOTH # or ROOM #			
BUILDING	PLEASE CIRCLE	N	S E W

PLEASE PLACE ORDER BELOW

All tables, electrical requirements, and garbage removal service must be ordered through your contractor.

Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	#of Guests	Item Description	Unit Price

A signed Catering Agreement and full payment in advance is required to confirm your order.
Prices are only guaranteed at the time of contract execution.

Please remit this form to your Catering Sales Manager:
Denise Kamm | dkamm@mccormickplace.com | 312.791.7261
Or Sohana Cantwell | scantwell@mccormickplace.com | 312.791.7265

PAYMENT INFORMATION

METHOD OF PAYMENT	check <input type="radio"/>	credit card <input type="radio"/>	wire <input type="radio"/>
PLEASE NOTE: All checks and wires must be received before opening of the Show, and all clients must have a credit card on file for any additional on-site orders or increase in quantities. All cards will be automatically run after the show for the on-site orders or increases.			
CREDIT CARD #			
EXPIRATION DATE		V-CODE	
BILLING ADDRESS			
CITY, STATE, ZIP			
CARD HOLDERS NAME			

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH SAVOR

Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

There is a \$50 food and beverage minimum requirement for all booth deliveries. There is a 2.5% charge on all credit cards over \$1000.

SAVOR Does not supply tables for food and beverage in your booth. You must order these through the general contractor.

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