



Exhibitor Order Form (1 form per service date/time)

Orders submitted without all information requested will not be processed.

Event Name _____	Booth Number _____
Hall or Room Number _____	Booth Name _____
Contact Name _____	Onsite Contact _____
Email _____	Email _____
Phone Number _____	Phone Number _____

ORDER : Labor fee of \$70 per delivery will apply

Date of Delivery: _____ Start Time: _____ am/pm End Time: _____ am/pm

1. Quantity _____ Item: _____
2. Quantity _____ Item: _____
3. Quantity _____ Item: _____
4. Quantity _____ Item: _____
5. Quantity _____ Item: _____

METHOD OF PAYMENT (check one)

- ☐ Credit Card (+3% processing fee)
☐ Check
☐ ACH/Wire

Order Information

- Exhibitors are required to provide tables for all food & beverage items. Please reach out to your show decorator.
- Booth Exhibitor Catering is not based on consumption.

Fees

- A 24% Administrative Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
- All relevant orders for October 1, 2025 will be subject to a 6.5% Non-Food Sales Tax**
- All orders are subject to a \$70.00++ Delivery Fee, per delivery. Prices are subject to change without notice.
- Orders submitted later than **14 business** days prior to event are charged a **24% Late Ordering Fee**.
- The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees

Cancellation Policy

- Orders cancelled within **72 hours of event** will not be refunded.

*Please email order all forms to **wewccexhibitorders@aramark.com***

Signature: _____ Date: _____