

Food & Beverage Sampling Form



The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services within the Music City Center.

- The catering department of the Music City Center reserves the right to provide all cash and contracted service designated for onsite consumption.
- Sample products must be **(1) manufactured or sold by the booth vendor, (2) must conform to our approved sample size and (3) be sampled within the booth area only.**
- Sample sizes of approved product may be no larger than 2 ounce/volume of food or 2 fluid ounces of beverage.
- Sampling of any alcoholic beverage is strictly controlled by the Music City Center in accordance with Local & State Government Law. Approval of such sampling requires specific, special time and attention to accomplish and is not guaranteed.
- All sample requests must be received 30 days in advance of the event date. Approval is not guaranteed until we have received this request, confirmed compliance with the above criteria and signed off on the item(s) indicated.

Event / Show	Sampling Company	Booth #	Dates Sampling

Item	Portion Size / Quantity	Method of Dispensing Sample

Selling of Food & Beverage:

- No food or beverage deemed consumable on premise may be sold.
- Determination of a products in house consumability is at the sole discretion of the Music City Center's General Manager of Food & Beverage. Consideration of any food or beverage item must occur through submission on this form for approval or denial. We strongly suggest that no costs are incurred in the purchase of such products prior to receiving approval.

Waiver of Liability:

The above company and its representatives releases the Music City Center from any and all liability arising from the production, distribution and consumption of any of the food or beverage products that they prepare and serve to their staff or the public in conjunction with this event. The above company further agrees to be responsible for any and all legal fees resulting from any legal actions that result from said food and beverage product brought in, their preparation, service, consumption & disposition.

I have read and understand the above: Signature: _____

Printed Name: _____ Date Submitted: _____

<p>Approved: _____ General Manager, Food & Beverage</p>	<p>_____ Date</p>
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Music City Center
Booth Catering Order Form
 Email: renae.droege@nashvillemcc.com

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Breakfast & Break Items	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins or Assorted Danish (dozen)			38.00						am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			37.00						am / pm	am / pm
Ham & Cheese Croissants or Sausage Biscuits (dozen)			45.00						am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen)			32.00						am / pm	am / pm
Tortilla Chips & Salsa or Potato Chips & French Onion Dip (serves 25 ppl)			125.00						am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) & an (attendant required)			48.00						am / pm	am / pm

Box Lunch Selections	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
OPTION 1: Roast Beef & Cheddar Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie and Bottled Water			21.00						am / pm	am / pm
OPTION 2: Ham & Swiss Cheese, Lettuce, Tomato on a wheat Kaiser Roll, Chips, Cookie and Bottled Water			21.00						am / pm	am / pm
OPTION 3: Roasted Turkey with Swiss Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
OPTION 4: Grilled Market Vegetables, Olive Oil Infused served on a Wheat Kaiser Roll, Chips, Cookie and Bottled Water			21.00						am / pm	am / pm

Refreshments and Beverages	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gallon)			60.00						am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			60.00						am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.00						am / pm	am / pm
Dasani Bottled Water (each)			3.75						am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00						am / pm	am / pm
Host House Cocktails **(per drink)			7.00						am / pm	am / pm
Host House Wine ** (per drink)			8.00						am / pm	am / pm
Host Imported Beer * (each)			7.00						am / pm	am / pm
Host Domestic Beer* (each)			6.00						am / pm	am / pm
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light or Miller Lite)			425.00						am / pm	am / pm
Import/Craft Beer by the 1/2 Keg* (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)			475.00						am / pm	am / pm
Bartender (4 hour minimum)			150.00						am / pm	am / pm

*Bartender is Required @ \$150 minimum of 4 hour. additional hrs are \$40 per hr per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax.

Show management must approve all beverage on show floors

Deli Platters	Quantity	Serves 10-15	Serves 20-25	Serves 35-40	Amount	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		90.00	150.00	240.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		120.00	200.00	320.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	250.00	400.00			am / pm	am / pm

Other Options	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)			5.00						am / pm	am / pm
Keurig Machine, Water and 1 dozen variety of (12) K-Cups			150.00						am / pm	am / pm
1 Dozen Variety of (12) K-Cups			36.00						am / pm	am / pm
Popcorn Machine*			175.00						am / pm	am / pm
Freshly Popped Popcorn (per bag) Butter, Ranch or Salt 200 bag minimum			2.50 bag						am / pm	am / pm
Cookie Oven*			150.00						am / pm	am / pm
Booth Attendent (4 hour minimim)*			125.00						am / pm	am / pm
Water Cooler with 5 gallon water bottle			80.00						am / pm	am / pm
Additional 5 Gallon bottle of Water			35.00						am / pm	am / pm

*Booth Attendent is Required @ \$125.00 minimim of 4 hours

Client Initials: _____

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST		
All orders must be received 72 hours in advance of delivery. Please add 22% Catering Service Fee, 9.25% Sales Tax and .25% Zone Fee. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 25% ADDITIONAL CHARGE.	Sub-Total:	
	Service Fee (22%)	
Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. <i>TERMS AND CONDITIONS on page 2.</i>	Sales Tax 9.25%	
	Zone Fee .25%	
	Total:	
Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate		
Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	Billing Zip: _____	
Credit Card Number: _____ - _____ - _____	Exp. Date: _____ - _____ CVC# _____	
(Print) Card Name: _____ Signature: _____	Date: _____	
Revised July 2016 Mail To: Attn: Renae Droege, MCC 201 5th Avenue South, Nashville, TN 37203		

Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City Center.

PAYMENTS: **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a 25% additional charge.

CANCELLATION: Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

The Music City Center does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

25% Additional Charge will be added to all orders received within 72 hours of delivery order date. **22% Catering Service Fee** will be added to all orders. **9.25% Sales Tax** will be added to all orders. **.25 Business Development Fee** will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express as credit card payment options via mail or phone.

Date: _____ Client Initials: _____

