



**Nashville Convention Center**  
**Booth Catering Order Form**  
**Phone: 615-742-2046**  
**Fax: 615-742-2187**  
**Email: [patty.holmes@nashville.gov](mailto:patty.holmes@nashville.gov)**



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

<b>Breakfast &amp; Break Items</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins & Assorted Danish (dozen)			29.00						am / pm	am / pm
Assorted Bagels with Cream Chese (dozen)			32.00						am / pm	am / pm
Ham and Cheese Croissants or Sausage Biscuits (dozen)			32.00						am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen)			28.50						am / pm	am / pm
Tortilla Chips and Salsa (serves 25 ppl)			60.00						am / pm	am / pm
Potato Chips and French Onion Dip (serves 25 ppl)			60.00						am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce and Spicy Mustard (dozen) (attendant required)			28.00						am / pm	am / pm
Popcorn Machine Rental (attendant required)			350.00						am / pm	am / pm
Popcorn Bags (each)			1.00						am / pm	am / pm
Attendant (4 hour minimum)			20.00						am / pm	am / pm

<b>Box Lunch Selections</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
<b>OPTION 1:</b> Roast Beef and Cheddar Cheese, Lettuce, and Tomato on a Kaiser Roll, Chips, Dessert, Soda or Water			16.95						am / pm	am / pm
<b>OPTION 2:</b> Lean Ham and Swiss Cheese, Lettuce, Tomato on a Kaiser Roll, Chips, Dessert, Soda or Water			16.95						am / pm	am / pm
<b>OPTION 3:</b> Smoked Turkey with Swiss Cheese, Lettuce, Tomato on a Kaiser Roll, Chips, Dessert, Soda or Water			16.95						am / pm	am / pm
<b>OPTION 4:</b> Vegetarian Wrap with Dressing, Chips, Dessert, Soda or Water			16.95						am / pm	am / pm

<b>Refreshments and Beverages</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gallon)			45.00						am / pm	am / pm
Herbal Tea Bags, with hot water, lemon and honey (gallon)			37.00						am / pm	am / pm
Orange, Cranberry, or Apple Juice (bottled)			3.75						am / pm	am / pm
Dasani Bottled Water (each)			3.00						am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00						am / pm	am / pm
Cocktails **(per glass)			5.50						am / pm	am / pm
Wine by the Glass **			5.50						am / pm	am / pm
Imported Beer *			5.00						am / pm	am / pm
Domestic Beer*			4.00						am / pm	am / pm
Bartender (4 hour minimum)			40.00						am / pm	am / pm

\*Bartender is Required @ \$40 per hour, 4 hour minimum, \*\*Cocktails & Wine are subject to an additional 15% beverage tax, Show Management must approve alcohol on the show floor.

<b>Deli Platters and Party Trays</b>	Quantity	Serves 10-15	Serves 20-25	Serves 35-40	Amount	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		50.00	80.00	115.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		120.00	170.00	225.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	200.00	250.00			am / pm	am / pm

<b>Other Options</b>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (40 lb bag)			25.00						am / pm	am / pm
Water Cooler with 5 gallon water bottle			55.00						am / pm	am / pm
Additional 5 Gallon bottle of Water			30.00						am / pm	am / pm

**ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST**

**All orders must be received 72 hours in advance of delivery. Please add 21% Service Charge and 9.25% Sales Tax. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE. TERMS AND CONDITIONS on page 2**

<b>Payment Authorization &amp; Fees:</b> Your signature on this form authorizes Ovations 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. <b>TERMS AND CONDITIONS on page 2.</b>  <input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____  <input type="checkbox"/> Credit Card: American Express _____ Mastercard _____ Visa _____  Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____  Card Name: _____ Signature: _____ Date: _____	<b>Sub-Total:</b>	
	<b>Sales Tax (9.25%)</b>	
	<b>Service Charge (21%)</b>	
	<b>Additional Fees &amp; Taxes</b>	
	<b>Total:</b>	

Make check payable to  
**Nashville Convention Center**

**Fax To: 615.742.2187 Mail To: Attn: Patty Holmes, Ovations / Nashville Convention Center, 601 Commerce Street, Nashville, TN 37203**

Nashville Convention Center



**Terms and Conditions**

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

Ovations Food Service is excited to be the choice caterer at the Nashville Convention Center in delivering your booth service needs. We are committed to detail, timing, and quality as we deliver friendly service to each exhibitor. At the Nashville Convention Center you will find you can expect a higher standard in your overall food service experience. We provide staff that is experienced in booth service delivery as well as on-site preparation chefs and managers. This enables us to ensure that your booth guests receive fresh, delicious food in an efficient manner. We are a full service company that specializes in catered events.

1. **OVATIONS FOOD SERVICE HAS EXCLUSIVE FOOD AND BEVERAGE DISTRIBUTION RIGHTS** within the Nashville Convention Center. Absolutely no outside food and beverage can be brought into the facility to be consumed or distributed to staff or attendees. All food and beverage **MUST** be purchased through Ovations Food Services directly.
2. **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 15% additional charge.
3. **CANCELLATION:** Credit will not be issued for scheduled booth services canceled after the NCC contracted show dates.
4. **OVATIONS DOES NOT PROVIDE SERVING TABLES FOR BOOTH DELIVERY SERVICE.** Arrangements should be made in advance of delivery with the official show decorator, or the Nashville Convention Center Service Desk (615-742-2100).
5. **15% Additional Charge will be added to all orders received within 72 hours of delivery order date.**
6. **21% Service Charge will be added to all orders.**
7. **9.25% Sales Tax will be added to all orders.**
8. **Prices are subject to change without notice.**
9. **Payment Authorization & Fees:** Your signature on this form authorizes Ovations 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.

*Revised March 2009*