

IDDBA 2024 EXHIBITOR SUPPLY ORDER FORM

George R. Brown Convention Center

Send order form to GRBExhibitorCatering@LevyRestaurants.com

Company Name:	Event Name: IDDBA 2024
Bill-To Contact:	On-Site Contact:
Bill-To Contact Phone Number:	On-Site Contact Phone Number:
Address:	On-Site Contact Email Address:
Email Address:	Booth #:
Date for Delivery/Order:	Time for Delivery/Order:

INSTRUCTIONS

1. Equipment and supply orders must be received no later than THREE (3) weeks prior to show dates to ensure confirmation.
2. 22% Admin Fee, 8.25% Sales Tax and 8.25% TABC Alcohol Tax (where applicable) will be added to total.
3. Equipment and supply order function sheets and invoice will be sent to you. PLEASE contact your sales person if you do not receive confirmation of your services. Full payment (by credit card or company check) must be received (7) DAYS prior to the start of services.
4. Limited supplies are available for on-site replenishments and cannot be guaranteed. A credit card is required for any on-site additions. A supply store with limited product/quantities will be available on show floor during show hours.
5. Any changes to your RENTAL order must be made by 3pm the previous day. Cancellations for SUPPLY orders require a (7) DAY notice or full charges will be incurred.
6. Any unreturned rental items will be charged to client for its replacement price listed above.

Items	Quantity	Price	Items	Quantity	Price	Replacement Price
Disposable Serving Spoon (10ct)		\$25.00	Coffee Urn (5gallon)		\$150.00	\$1,300.00
Individually Wrapped Forks (50ct)		\$25.00	Rectangle Chafing Dish		\$125.00	\$1,000.00
Individually Wrapped Knives (50ct)		\$25.00	Bread Basket - Large		\$10.00	\$50.00
Individually Wrapped Spoons (50ct)		\$25.00	**Heat Lamp with Cutting Board & Carving Fork		\$100.00	\$200.00
Individually Wrapped Cutlery Kits (250ct)		\$120.00	Hot Box (Double)		\$250.00	\$10,000.00
Dinner Napkins (100ct)		\$10.00	**Small Refrigerator (Coke Cooler)		\$75.00	\$2,000.00
Beverage Napkins (250ct)		\$10.00	**Large Refrigerator (Coke Cooler)		\$150.00	\$5,000.00
Eco Portion Cup - 2oz (250ct)		\$40.00	90" Square Black OR White Linen		\$12.00	\$45.00
Eco Portion Cup Lid - 2oz (250ct)		\$30.00	Cloth Napkin - Black or White		\$1.50	\$5.00
Eco Portion Cup - 4oz (250ct)		\$60.00	**Water Cooler		\$105.00	\$600.00
Eco Portion Cup Lid - 4oz (250ct)		\$50.00	5 Gallon Water Jug		\$50.00	
Squat Cup - 9oz (100ct)		\$20.00	PC Half & Half Creamer (case)		\$60.00	
Eco Cold Cup - 12oz (100ct)		\$30.00	Sugar/Sweet n' Low/Equal (600ct each)		\$40.00	
Eco Hot Cup - 12oz (100ct)		\$30.00	Vinyl Gloves M-XL (100ct)		\$75.00	
Eco Hot Cup Lid - 12oz (100ct)		\$20.00	Sanitizer Wipes (300ct)		\$90.00	
Eco Plates - 6inch (125ct)		\$60.00	Sterno - 6hr (24ct) includes matches		\$112.50	
Eco Plates - 9inch (125ct)		\$70.00	Ice (16# bag)		\$22.00	
Disposable 12" Round Black Platter (10ct)		\$20.00				

** = client to ensure power is ordered through Smart City for this piece of equipment; ask your Sales person for power needs

Labor/Personnel

Personnel	Quantity	Price*	# Hours Needed	
Culinary/Cook		\$300.00		*All labor is billed based on a four hour minimum. If service needed beyond four hours, an additional fee is added per hour thereafter. \$300/four hour minimum+ +\$35/each additional hour+
Steward		\$300.00		
Bartender (required with alcohol)		\$300.00		
WaitStaff		\$300.00		