



Navy Pier Catering

Booth Service Information

Booth Service (For additional services or information, please contact Chicago Signature Services dba: Navy Pier Catering: 600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • www.navypiercatering.com)

Navy Pier Catering is pleased to welcome you to Chicago and Navy Pier. We look forward to serving you at your upcoming show.
Please take the time to familiarize yourself with our policies.

1. All food and beverages served within the exhibit halls must be ordered through Navy Pier Catering, the exclusive caterer at Navy Pier.
2. No food or beverages will be permitted to be brought into the convention center by any exhibitor or any other entity without prior approval and written authorization by Navy Pier Catering management. This includes product samples. Please see the attached sampling policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the show floor.
This includes traffic promoters such as bottled water, popcorn, candy, etc.
3. All orders are due no later than two weeks prior to show dates. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
4. All food service ordered must be paid in full prior to any service commencing. A credit card is required to be kept on file in case of any on-site additions.
5. There will be a \$30.00 delivery fee for all orders of less than \$100.00.
6. The exhibitor is responsible for supplying any electrical power required for food service equipment through Focus One, our utility service provider. The exhibitor is also responsible for arranging trash removal from the booth through the show's General Services Contractor.
7. All orders include disposable ware as needed. Glassware and china are not permitted on the exhibit floor.
8. Cancellation policy- any cancellation made less than one week prior to show dates will be subject to a cancellation fee up to the full price of the order.
9. There is a \$50.00 convenience fee for credit card orders without the card present.

Menu Offerings as of JANUARY 1, 2018 – All pricing subject to change without notice. All listed prices are subject to applicable sales tax (currently 11.5%) and service charge (currently 25%). All bottled sodas and carbonated waters are subject to City of Chicago soda tax (currently 3%).



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Booth Service Order Form

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Instructions:

1. Form must be received no later than two weeks prior to show dates to ensure confirmation. An additional 10% will be added to all prices for orders placed after the two week deadline.
2. A Catering Agreement and Banquet Event Orders will be sent to you confirming your order and total charges. Signed contracts and full payment must be received in our office prior to start of show.
3. No service will commence without full payment prior to show, and credit card information on file.
4. Please contact a Catering Manager at (312)595-5130 or dlopez@css-navypier.com with any questions or additional requests not listed on our menu.

Show: _____ Booth number: _____

Company Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number: _____ Fax number: _____

E-Mail address: _____

Credit Card Type: Visa _____ Mastercard _____ American Express _____ Discover _____

Account Number: _____ Expiration Date: _____

Card Holder Name: _____

Signature: _____

Item Name _____ - Quantity _____ Delivery Date _____ Time _____

****PLEASE NOTE:** All credit card charges made without the card present will be subject to a \$50.00 convenience fee.

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