

Welcome, EXHIBITOR, to the SMG-managed Jackson Convention Complex! SAVOR...Catering by SMG is the exclusive provider of food & beverage services at the JCC. No outside food or beverage is allowed. We understand that food & beverage can be an important aspect of conducting business in your exhibit booth, so we are happy to offer the following in-booth services to enhance your exhibit. Please complete this form to order in-booth Food & Beverage services.

Convention/Show: _____

Company Name: _____

Booth #: _____

Booth Contact Person: _____

Contact Phone: _____

Contact Email: _____

GENERAL GUIDELINES

- ❖ All kitchen use requires prior written approval and scheduling; and is subject to availability.
- ❖ A JCC Kitchen Supervisor/Cook must be present to run any JCC equipment needed and to cook any food for vendors.

EXHIBITOR SAMPLING GUIDELINES

- ❖ Sample items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm, and must be directly related to participation in the event and subject to the approval of Savor...Catering by SMG.
- ❖ Food item samples are limited to a maximum of 2 oz. "bite size" portions.
- ❖ Non-alcoholic beverages are limited to a maximum of 2 oz. serving size.
- ❖ Any alcoholic beverages served or sampled must be served by Savor...Catering by SMG bartender.
- ❖ Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
- ❖ Securing of all necessary license, permits, etc. is the responsibility of licensee/exhibitor.
- ❖ Costs associated with the disposal of trash, waste, etc. from exhibitor sampling area are the responsibility of exhibitor.

| Service | Price | Quantity Needed | Extension |
|-------------------------------------|----------------------------------|-----------------|-----------|
| Ice Service | \$7.00 per 10 pound bag | | \$ |
| Grease Removal | Priced based on requirements | | \$ |
| Refrigerator | Price based on size requirements | | \$ |
| Kitchen Supervisor/Cook | \$25 per vendor – per hour | | \$ |
| Bartender | \$25.00 per vendor – per hour | | \$ |
| Steward/Dishwasher | \$15.00 per vendor – per hour | | \$ |
| SUBTOTAL : | | | \$ |
| SERVICE FEES (21%) : | | | \$ |
| ADD – MS Gross Receipts Tax (10%) : | | | \$ |
| TOTAL | | | \$ |

Special Instructions:

Please complete the attached credit card form with this order form and fax all form to 601-960-2584.

For in-booth catering service, please contact our Catering Department at 601-960-2321 x1007. We look forward to serving you at the show!