

THE WESTIN

LA PALOMA
RESORT & SPA
TUCSON

Exhibitor Food and Beverage Services Form

Sara Mobberley - Conference Service Manager

sara.mobberley@westinlapaloma.com

Direct Phone: (520) 577 - 5803

Exhibitor Name: _____

Telephone: _____

Company Name: _____

Email: _____

Address: _____

City/State: _____

Zip: _____

Signature: _____

***You will receive a secure credit card link via email for any requested items below.**

Refrigeration, Frozen Storage, and Equipment Usage:

The Westin La Paloma is able to provide exhibitors with food and beverage equipment service directly to their exhibit booth. All orders and payment must be submitted with this form and will be delivered to your exhibit booth each day at designated time per below grid. The pricing does not include service charge or sales tax.

Important Conditions and Regulations

1. **All Orders and Full Payment** must be received a minimum of 15 business days prior to the first scheduled move-in day.
2. **Conditions for Processing Service Order Form:** Payment in full must accompany the Food and Beverage order form. Tax must be included unless you produce required State of Arizona Tax Exemption documentation. Tax is 6.1% and Service Charge is 25% that will be added to the total purchase amount.
3. **Cancellation:** Refunds will be handled as follows:
 - a. Cancellation 7+ days prior to the first scheduled move-in day - 100% refund
 - b. Less than 7 days prior to the first scheduled move-in day - No refund.
4. **Food and Beverage:** Hotel agrees that vendors may bring their own food and non-alcoholic beverages into exhibitor space during event, providing such food and beverage are provided to attendees on a complimentary basis for sampling taste-testing only. **Sample sizes are not to exceed 2 ounces for food and 5 ounces for non-alcoholic beverages.**
5. **All Refrigerated / Frozen Items** MUST be scheduled to arrive no sooner than three (3) days prior to scheduled move-in. Perishable items must be clearly noted on shipping labels at time of delivery. Deliveries to booths will be made as requested.
6. **Storage Space is Limited.** All stored products must be removed at end of show.
7. **All Orders are Subject to Availability**

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Service Equipment	Price	Mon, 5/6 Quantity	Tue, 5/7 Quantity	Wed, 5/8 Quantity
		Time:	Time:	Time:
Refrigeration Storage	\$0.59 per lb			
Frozen Storage	\$0.59 per lb			
Food Runner	\$100.00/2 hour (min) \$20.00 each add. hour	# of hours:	# of hours:	# of hours:
Round Chafing Dish	\$75.00 per day			
Square Chafing Dish	\$75.00 per day			
Rack of Juice Glasses	\$20.00 per rack			
Rack of Wine Glasses	\$20.00 per rack			
Rack of Champagne Glasses	\$20.00 per rack			
7" Plates	\$30.00 per 10			
Silver Forks	\$30.00 per 100			
Silver Knives	\$30.00 per 100			
Tooth Picks	\$15.00 per box			
Table Cloth (black)	\$10.00 per cloth			
Serving Utensil - Tongs	\$10.00 per day			
Serving Utensil - Spoon	\$10.00 per day			
Serving Utensil - Fork	\$10.00 per day			
Beverage Napkin	\$20.00 per pack			
Ice (30 lbs)	\$25.00			
Sterno	\$10.00 each			
Other:				
			Subtotal	
			25% Service Charge	
			Subtotal	
			6.1% Sales Tax	
			Total	