

VENDOR & EXHIBITOR BOOTH CATERING

This form applies to any company that wishes to order Food & Beverage for their booth. Small candies or mints are allowed to be distributed without approval, but all other food & beverage must be ordered in advance through the Catering Department.

ASM Knoxville has the exclusive food and beverage rights for the Knoxville Convention Center, World's Fair Exhibition Hall, Knoxville Civic Auditorium & Coliseum and Chilhowee Park & Exposition Center. Vendors or exhibitors must order food and beverage at least four weeks prior to the event start date. Please return this form to the Catering Sales Manager for the event. Call 865-522-5669 if you are unsure of the Catering Sales Manager assigned to your event or to request a copy of the Catering Menus.

Please complete the company and contact information below. We will use these details to prepare an exhibitor or vendor file, process payment and create banquet event orders. Banquet event orders need to be reviewed and signed by the company at least two weeks prior to the start of the event.

Items charged on consumption will be estimated on the banquet event order for pre-event payment. At the conclusion of the event and submission of consumption reports, the Finance Department will issue a final invoice with credit or additional charges detailed.

Once the form is returned and food and beverage selections are submitted, banquet event order(s) will be prepared, and an online payment link will be emailed to the contact listed below.

Name of Event: _____

Event Date(s): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

On Site Contact Name: _____

On Site Contact Email Address: _____

On Site Contact Phone Number: _____

Booth Number: _____

Catering You Wish To Order -- Please Include Item(s), Day(s) and Serving Start & End Times
For All Item(s): _____

Continue On Second Page As Needed