

ORDERING INSTRUCTIONS:

1. Fill out this form completely **NO LATER THAN Monday, February 16th**
2. Listed Below is a sampling of the items we are able to provide. For further requests and information regarding food and beverage, please contact Michele Apparito at (619) 358-6643

CORKAGE

Item	Cost	Quantity Required
Corkage per (1) case of beer	\$15.00++ per case (24 bottles/cans)	
Corkage per (1) bottle of wine	\$15.00++ per bottle (750 ml)	
Corkage per (1) bottle of liquor	\$60.00++ per bottle (750 ml)	
Coffee (if larger than sample size)	\$25.00++ per gallon (this price includes milk/creamer)	

PURCHASE

Credits will not be given for any unused purchased items

Item	Cost	Quantity Required
Ice	\$50.00++ per 7 lbs.	
Cocktail Napkins	\$15.00++ per 250	
Milk	\$24++ per gallon	

Please include Date/Time items need to be delivered to booth:

RENTAL

All Equipment must be returned to the facility in the condition in which is was received and promptly upon commencement of exhibitor move-out. \$250 minimum per item

Item	Cost	Quantity Required
Bus Tub	\$15.00++ each per	

LABOR

Item	Cost	Quantity Required
Bartender Fee (Required for all booths serving alcohol)	\$75.00++ per hour (3 hour minimum), \$30.00 each additional hour	
Banquet Server	\$150.00++ per hour (3 hour minimum), \$50.00 each additional hour	

*All Items listed are subject to a 24% taxable service charge and 8% sales tax.

*Food and beverage ordered through the facility will be supplied with proper service ware and utensils

NAME: _____

COMPANY: _____

BOOTH #: _____

PLEASE RETURN COMPLETED FORM VIA FAX OR E-MAIL TO:

Michele Apparito - Event Planning Manager

Phone: (619) 358-6643 Fax: 619-358-6993

Email: Michele.apparito@hyatt.com

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