



Catering Pre-Order Form



Organization: _____ Ordering Contact: _____

Address: _____ Ordering Contact Phone: _____

City/State: _____ On Site Contact: _____

Zip Code: _____ On Site Contact Phone: _____

Email: _____ VEX Program: _____

Phone: _____ VEX IQ: _____ VRC: _____ VEX U: _____

Team #: _____

Full Menu Available Upon Request

Date	Pick Up Time	QTY	Item Description	Item Price	Total Price
			Chicken Tenders with Fries and Sodas	\$12.00	
			Greek Wrap (Vegetarian) with Soda	\$12.00	
			Turkey Sandwich with Chips and Soda	\$12.00	
			2) Large Pizzas & 8) Sodas Cheese, Pepperoni, Sausage, or Veggie (Serves 8 People)	\$60.00	
			Bottled Water	\$3.25	
			Canned Soda - Coke, Diet Coke or Sprite	\$3.00	
			1 Dozen Cookies	\$27.00	
			Grilled Chicken Caesar Salad (Gluten Free Option)	\$14.00	
			Subtotal		
			10% late fee (when applicable)		
			Total Amount Due		

*Pick-up location to be determined at later date

Robbin Chapman Catering Sales Manager	
Levy Restaurants The Kentucky Exposition Center 937 Phillips Lane Louisville, Ky 40209	Email: RChapman@levyrestaurants.com Phone: 502-595-3585 Fax: 502-638-3926

Levy Restaurants is the exclusive caterer for The Kentucky Exposition Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into The Kentucky Exposition Center.

ORDER DEADLINE: All original orders must be received no later than March 31st, 2016 or a 10% late fee will be applied. Changes must be received a minimum of 3 business days in advance of service. No cancellations may be made after April 4th,

PAYMENT POLICY: Full payment is required prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS TO THIS POLICY WILL BE MADE.

TABLES AND ELECTRICAL REQUIREMENTS: Levy Restaurants does not provide skirted tables or electrical hookups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

****This order is not confirmed until you have received a contract, provided payment information and returned the signed catering orders and agreement.**

Payment Information (Payment must accompany all orders):

Visa _____ Mastercard _____ AmericanExpress _____ Discover _____

Card Number: _____

Expiration: _____

Card Holder's Name _____

I hereby authorize Levy Restaurants to apply all charges for services rendered for the previously listed company to my credit card.

Card Holder's Signature _____