



FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

The Music City Center has established the following provisions to allow for the distribution of sampled food and beverage items:

GENERAL CONDITIONS:

- 1) The Catering Department of the Music City Center reserves the right to provide all cash and contracted service designated for on-site consumption.
- 2) Combination and/or preparation of company's/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception is deemed "catering."
- 3) Sample distribution must be limited to the exhibitor's booth area only.
- 4) Tennessee State Law prohibits the sampling of alcoholic beverage products by any person or business other than the licensee of the building.
- 5) The Music City Center understands that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- 6) The Music City Center must receive all sample request 30 days in advance of the show move in days for authorization.
- 7) Exhibitors at public conventions may sample foods under the following guidelines:
 - A) A maximum number of sampling booths may be set at the discretion of the Music City Center
 - B) The Music City Center maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the number of booths available for sampling within space held at the Music City Center.

DEFINITIONS

- Sampling: The dispersing of a maximum two (2) ounce/volume food and/or two (2) fluid ounce beverage by the manufacturer, marketer or distributor of the item.
- Catering: The service of food and beverage for the nourishment and/or entertainment of any guest within the Music City Center.
- Booth Catering: The service of food and beverage used to entice delegates and guests to the booth. Products, which are not related to the event, remain the right of the Music City Center and must be provided by the Catering Department.
- Exhibitor Services: Services provided by the Catering Department to facilitate the sampling of products.

Any questions regarding the above provisions should be addressed to the Catering Sales Manager at (615) 401-1360. Please email this form back to your catering sales manager.

Please list your request, if you are unsure whether the above information is applicable to you or your organization.

Name of Event: _____

Company Name: _____ **Booth #** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact: _____ **Date:** _____

Phone Number: _____ **Email:** _____

Products you wish to dispense (including portion size) _____

Proposed method of dispensing and purpose for offering samples:

Approved: _____
General Manager, Food & Beverage

Date



**Music City Center
Booth Catering Order Form
Email: Clint.Strange@nashvillemcc.com**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

<i>Breakfast & Break Items</i>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins OR Assorted Danish (dozen)			38.00						am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			37.00						am / pm	am / pm
Ham & Cheese Croissants OR Sausage Biscuits (dozen)			45.00						am / pm	am / pm
Fresh Baked Brownies OR Cookies (dozen)			32.00						am / pm	am / pm
Tortilla Chips & Salsa OR Potato Chips & French Onion Dip (serves 25 ppl)			125.00						am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) & an (attendant required)			48.00						am / pm	am / pm
<i>Box Lunch Selections</i>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
OPTION 1: Roast Beef & Cheddar Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
OPTION 2: Ham & Swiss Cheese, Lettuce, Tomato on a wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
OPTION 3: Roasted Turkey with Swiss Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
OPTION 4: Grilled Market Vegetables, Olive Oil Infused served on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			21.00						am / pm	am / pm
<i>Refreshments and Beverages</i>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular OR Decaf Coffee (gallon)			60.00						am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			60.00						am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.00						am / pm	am / pm
Dasani Bottled Water (each)			3.75						am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00						am / pm	am / pm
Host House Cocktails ** (per drink)			7.00						am / pm	am / pm
Host House Wine ** (per drink)			8.00						am / pm	am / pm
Host Imported Beer * (each)			7.00						am / pm	am / pm
Host Domestic Beer* (each)			6.00						am / pm	am / pm
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)			425.00						am / pm	am / pm
Import/Craft Beer by the 1/2 Keg* (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)			475.00						am / pm	am / pm
Bartender (4 hour minimum)			150.00						am / pm	am / pm

*Bartender is Required @ \$150 minimum of 4 hour. additional hrs are \$40 per hr per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax.
Show management must approve all beverage on show floors

<i>Deli Platters</i>	Quantity	Serves 10-15	Serves 20-25	Serves 35-40	Amount	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		90.00	150.00	240.00			am / pm	am / pm
Gourmet Cheese and Fruit Tray		120.00	200.00	320.00			am / pm	am / pm
Pre-made Assorted Deli Sandwiches		150.00	250.00	400.00			am / pm	am / pm

<i>Other Options</i>	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)			5.00						am / pm	am / pm
Keurig Machine, Water, and 1 dozen variety of (12) K-Cups			150.00						am / pm	am / pm
1 Dozen Variety of (12) K-Cups			36.00						am / pm	am / pm
Popcorn Machine*			175.00						am / pm	am / pm
Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, 200 bag minimum			2.50 bag						am / pm	am / pm
Cookie Oven*			150.00						am / pm	am / pm
Booth Attendent (4 hour minimim)*			125.00						am / pm	am / pm
Water Cooler with 5 gallon water bottle			80.00						am / pm	am / pm
Additional 5 Gallon bottle of Water			35.00						am / pm	am / pm

*Booth Attendent is Required @ \$125.00 minimim of 4 hours

Client Initials:

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST	
All orders must be received 72 hours in advance of delivery. Please add 22% Catering Service Fee, 9.25% Sales Tax and .25% Zone Fee. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A 25% ADDITIONAL CHARGE.	Sub-Total: _____
	Service Fee (22%) _____
Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. <i>TERMS AND CONDITIONS on page 2.</i>	Sales Tax 9.25% _____
	Zone Fee .25% _____
Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate	Total: _____
Credit Card: <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	Billing Zip: _____
Credit Card Number: _____	Exp. Date: _____ CVC# _____
(Print) Card Name: _____ Signature: _____	Date: _____
Revised March 2017 Mail To: Clint Strange MCC 201 5th Avenue South, Nashville, TN 37203	

Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute ***Craveable Experiences*** and ***Raveable Results*** for our clients and our guests.

The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City Center.

PAYMENTS: **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a **25% additional charge.**

CANCELLATION: Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

The Music City Center does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

25% Additional Charge will be added to all orders received within 72 hours of delivery order date. **22%** Catering Service Fee will be added to all orders. **9.25%** Sales Tax will be added to all orders. **.25** Business Development Fee will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express as credit card payment options via mail or phone.

Date: _____ Client Initials: _____