



Centerplate

655 West 34th Street, New York, NY 10001
Phone: 212-216-2400 Fax: 212-216-2495

Welcome to Centerplate

Exclusive provider of Food & Beverage for the Javits Convention Center!

Centerplate has been the Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades. We offer a full range of items which cater to every taste and budget, from simple snacks to elegant main courses

To follow are some answers to questions that our clients frequently ask:

When do I need to place my catering orders by?

It has been our experience, that beginning the process of entering orders at the earliest date possible, and then adjusting as needed makes for a smooth and seamless process. The cutoff deadline for catering orders is (14) business days prior to show. Orders received less than (14) business days prior are subject to late fees.

How do I go about placing an order?

Please view a complete set of our menus and order forms at:

<http://www.ezplanit.com/OrderForm.asp?VID=260>

2012 Menu will be available mid November

Fax your completed order form to 212.216.2495

The Centerplate Sales Team will create an official contract from your order which will be emailed to you for your review and approval

or

Call us directly at 212-216-2400 and our Catering Sales Team will answer your questions, email menus to you and assist you in placing your catering order.

How do I confirm my order?

We must receive signed contract, Banquet Event Orders, and full payment no later than (7) business days prior to the first service. If these steps are not completed, your service cannot be confirmed.

What is Centerplate's Payment Policy?

Centerplate requires full payment prior to the start of the first service. We accept all major credit cards and corporate checks. Corporate checks must be received (10) days prior and *must be accompanied by a credit card*. The credit card will be applied only if the charges exceed the check amount, or the check does not arrive by the deadline.

Am I allowed to bring any outside food or beverage into the Javits Center?

Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center and therefore no outside food or beverage is permitted. This includes all bottled beverages and displays of candy.

If I order alcoholic beverages can I serve them myself?

All alcoholic beverages served in the building must be served by a licensed Centerplate bartender. No exceptions will be made due to NY State liquor laws.

Am I able to cancel my order?

Orders may be reduced or cancelled up to (7) days prior to show. After that point, which is your Guarantee Date, the order may not be reduced or cancelled.

All of us at Centerplate are committed to making your event a complete success. Please do not hesitate to contact us at 212-216-2400 with any questions. We truly appreciate the opportunity to provide catering for your event.



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CATERING ORDER FORM

Fax completed orders and signed forms to 212.216.2495

For questions or to request a complete menu packet

Call Catering Sales at 212.216.2400

This order is not confirmed until you have received a Centerplate contract, provided payment information and faxed a signed contract with all Banquet Event Orders to 212.216.2495

To be processed, all orders must have an onsite contact listed below with cell phone number

Show:		
Company Name:		
Contact:		On-Site Contact:
Address:		
City:	State:	Zip:
Telephone :	Fax:	
Cell Phone:		On-Site Cell Phone:
Email:		
Event Date: _____ Rm/Booth: _____ # of Guests: _____ Start: _____ am/pm End: _____ am/pm		
Item	Quantity	Price
		\$
		\$
		\$
		\$
		\$

Event Date: _____ Rm/Booth: _____ # of Guests: _____ Start: _____ am/pm End: _____ am/pm		
Item	Quantity	Price
		\$
		\$
		\$
		\$
		\$

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Uniformed Wait staff will be assigned and charged as follows:

Wait staff rate: 145 per (4) hour minimum

Captain rate: 165 per (4) hour minimum

Disposable service will require: (1) wait staff per (40) guests

China Service will require: (1) wait staff per (20) guests

Wait staff required to dispense alcoholic beverages

Bar Service will require: (1) wait staff per (75) guests

Captain: (1) captain per (200) guests

All orders placed are subject to Centerplate terms and conditions and must be signed and accompanied by your catering request.

A 35.00 delivery charge will be added to all orders under 50.00 exclusive of service charge and sales tax

All orders are subject to: Centerplate's terms and conditions , 8.875% NY State tax and 20% Admin Charge

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2010 WATER COOLER ORDER FORM

Fax completed orders and signed forms to 212.216.2495

This order is not confirmed until you have received a Centerplate contract, provided payment information and faxed a signed contract with all Banquet Event Orders to 212.216.2495

To be processed, all orders must have an onsite contact listed below with cell phone number

Show:
Company Name:
Contact: _____ On-Site Contact: _____
Address:
City: _____ State: _____ Zip: _____
Telephone : _____ Fax: _____
Cell Phone: _____ On-Site Cell Phone: _____
Email:
Event Date: _____ Rm/Booth: _____ # of Guests: _____ Start: _____ am/pm End: _____ am/pm

Item	Price	Qty
Water Cooler Rental up to 3 days	170.00	
Additional Day Rental	55.00	
5 Gallon Water Bottles	27.50	

RETURNING CLIENTS PLEASE NOTE: WATER COOLER POLICY AND PRICE STRUCTURE HAS CHANGED

Clients are responsible for providing the following electrical requirements:
3 amps & 300 watts

Rental fee of \$170 for up to 3 days
All rentals for longer than 3 days will be charged at \$55 per day

All orders are subject to:
Centerplate's terms and conditions, 8.875% NY State tax and 20 %Service Charge
PRICES SUBJECT TO CHANGE WITHOUT NOTICE



Quick Catering Order Form

This quick catering form is intended for exhibitors in need of small breakfast, break, or lunch deliveries
Orders for over 12 guests will not be accepted - Orders under \$50 will be assessed a delivery fee

Fax completed orders to 212.216.2495

For questions or to request a complete menu packet call Catering Sales at 212.216.2400

**This order is not confirmed until you have received a Centerplate contract,
provided payment information and faxed a signed contract with all
Banquet Event Orders to 212.216.2495**

To be processed, all orders must have an onsite contact listed below with cell phone number

LUNCH		
Item	Price	Qty
Turkey & Gouda Sandwich	9.00	
Italian Combo Sandwich	9.00	
Roast Chicken & Havarti Sandwich	9.00	
Tuna Salad Sandwich	9.00	
Grilled Vegetable Wrap	8.75	
Grilled Chicken Wrap	8.75	
Chicken Caesar Salad	8.75	
Javits Salad	8.75	
Cobb Salad	8.75	
Garden Salad	6.75	
Red Bliss Potato Salad (Serves 6)	41.00	
Pasta Primavera Salad (Serves 6)	43.00	

BREAKFAST		
Item	Price	Qty
Assorted Muffins (dozen)	38.50	
Fruit & Cheese Danish (dozen)	38.50	
NY Bagels (dozen)	35.00	
Good Morning Assortment (4) bagels (4) muffins & (4) danish	38.50	
Seasonal Whole Fruit (dozen)	22.00	
Fruit Yogurt (dozen)	44.10	

BEVERAGES & BREAK ITEMS		
Regular Coffee (per gallon)	43.50	
Decaf Coffee (per gallon)	43.50	
Tea (per gallon)	43.50	
Assorted Juices (10 oz bottle)	3.25	
Assorted Sodas (12 oz can)	3.00	
Dasani Bottled Water (20 oz bottle)	3.75	
Freshly Baked Cookies (dozen)	22.50	
Fudge Brownies (dozen)	21.00	
Individual Bags Assorted Chips (dozen)	25.00	

Date: _____ **Room/Booth:** _____ **# of People:** _____
Delivery Time: _____ **am/pm**

Show/Event: _____

Company Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Cell Phone: _____

Onsite Contact: _____ Cell Phone: _____

Credit Card Information Required to Process All Orders

If you prefer to pay by company check, credit card information is required for security until check arrives.

Card Number: _____

Expiration Date: _____ Security Code: _____

Card Holder (Print): _____

Card Holder (Signature): _____

****All pricing is subject to 8.875% NY State tax and 20% Service Charge****