



DCU Center

50 Foster Street, Worcester, MA 01608

Phone: 508-755-6800

Fax: 508-929-0111

Exhibitor Food & Beverage Order Form

Forms available online www.dcucenter.com

IMPORTANT CONDITIONS AND REGULATIONS

1. ALL ORDERS

All orders and full payment must be received a minimum of 14 days prior to the first scheduled move-in day.

2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

Payment in full must accompany the Food and Beverage order form. Tax must be included unless you produce required State of Massachusetts Tax Exemption documentation.

3. CANCELLATIONS

Refunds will be handled as follows:

- 7+ days prior to the first scheduled move-in day – 100% Refund
- Less than 7 days prior to the first scheduled move-in day – No Refund

4. FOOD AND BEVERAGE

SMG is the exclusive food & beverage provider for the DCU Center. No food or beverage of any kind will be permitted to be brought into the facility by any guest or vendor. Food items may not be taken off the premises.

Name of Event: _____ Event Date(s): _____

Company Name: _____ Telephone: _____ Fax: _____

Address: _____ E-Mail: _____

City: _____ State: _____ Zip Code: _____ Booth #: _____

On Site Contact: _____ Title: _____

I have read and agree to all Terms and Conditions of the order.

Signature: _____ Date: _____

(*All Food & Beverage Orders will be removed 90 minutes after delivery.)

PAYMENT INFORMATION – PAYMENT MUST ACCOMPANY ORDER

Please make checks payable to: DCU Center.

_____ MasterCard _____ Visa _____ American Express _____ Discover

Name on Card: _____ Expiration Date: _____

Credit Card # _____ V-Code: _____

Authorized Signature: _____

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Item	Price	Move-In Quantity	Event Day 1 Quantity	Event Day 2 Quantity	Event Day 3 Quantity	Total Price	
BEVERAGES (includes paper and plastic products)		Time: _____		Time: _____		Time: _____	
* Each gallon serves 18-20 cups							
Fresh Brewed Coffee	\$35 gallon						
Fresh Brewed Decaf Coffee	\$35 gallon						
Fine Quality Teas / Hot Water	\$35 gallon						
Iced Tea	\$36 gallon						
Fruit Punch	\$36 gallon						
Lemonade	\$36 gallon						
Assorted Soda	\$2.50 each						
Bottled Water	\$2.50 each						
BREAK ITEMS (includes paper and plastic products)		Time: _____		Time: _____		Time: _____	
Assorted Muffins	\$24 dozen						
Jumbo Cinnamon Buns	\$26 dozen						
Assorted Bagels & Cream Cheese	\$26 dozen						
Assorted Scones	\$26 dozen						
Assorted Fresh Baked Cookies	\$28 dozen						
Fudge Brownies	\$28 dozen						
Individual Bags of Chips	\$2 each						
Individual Bags of Pretzels	\$2 each						
Individual Bags of Popcorn	\$2 each						
Individual Bags of Craisins	\$3 each						
Candy Bars	\$24 dozen						
Granola Bars	\$36 dozen						
Power Bars	\$36 dozen						
Whole Fresh Fruit	\$1.75 each						
Mixed Nuts	\$18 pound						
BOXED LUNCHES (includes paper and plastic products)		Time: _____		Time: _____		Time: _____	
Includes Sandwich, bag of Potato Chips, Gourmet Cookie and Choice of Bottled Soda or Water							
Roasted Turkey Wrap	\$16 each						
Cured Ham Wrap	\$16 each						
Roast Beef Wrap	\$16 each						
Tuna Wrap	\$16 each						
Roasted Veggie Wrap	\$16 each						
Marinated Grilled Chicken Breast w/Tomato, Basil and Mozzarella on Flatbread	\$16.75 each						
Chicken Caesar Salad	\$16 each						
SANDWICH PLATTERS (includes paper products)		Time: _____		Time: _____		Time: _____	
Platter of Assorted Mini Club Sandwiches (Assorted Deli Meats & Cheeses)	\$50 dozen						
ICE / WATER COOLERS (includes plastic cups)		Time: _____		Time: _____		Time: _____	
Ice (20 lb. bag)	\$7 each						
Water Cooler Set-Up (5 Gallon)	\$25 each						
Water Cooler Refills	\$10 each						
Oil Removal w/Attendant	\$50 per gal						
Day of Utensils	\$2 each						
Plastic Knives, Forks or Spoons	\$1 doz						
						F&B Subtotal	
						20% Admin Fee	
						Subtotal	
						6.25% State Tax	
						.75% Local Tax	
						Total	

APPROVED: _____

Food & Beverage Director

APPROVED: _____

Catering Sales Manager