

F&B – EXHIBITOR STAFF MEAL ORDER FORM

[OF-021]

This is an order form for exhibitor staff meals. Please complete this form and return to booth_catering@suntecsingapore.com no later than 21 days prior to move-in day of the event.

All forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

Contact Details

Event Name:

Hall Number:

Booth Number:

Billing Name:

Billing Company:

Billing Address:

Billing Contact Number:

Onsite Contact Person:

Onsite Contact Number:

Payment

I have read and acknowledged the terms and conditions below.

Ordered by: _____ Signature & Date _____

Please charge the total amount* of this order to the credit card below.

Name on Credit Card: _____

Credit Card Type:

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Credit Card Expiry Date (MM/YY):

M	
---	--

 /

Y	
---	--

V-Code/CVV:

--	--	--	--

Client must provide a front and back photocopy of the above credit card.

*All orders are inclusive of 10% service charge and 7% GST.

F&B – EXHIBITOR STAFF MEAL ORDER FORM

[OF-021]

Terms & Conditions

- Upon submission of this form, Suntec Singapore will issue an invoice upon request.
- Pre-payment is required for all orders.
- Orders will only be confirmed once payment has been made.
- Order forms are applicable for pre-orders only. Submission of pre-orders should follow the stipulated timeline.
- All F&B orders exclude provision of service staff.
- Exhibitor packed meals are provided in disposable boxes with plastic cutlery.
- For exhibitor packed meals, a minimum order of 5 packed meals per order per delivery is applicable.
- For buffet lunch, a minimum purchase of 10 vouchers per order per day is applicable.
- F&B items will be delivered in accordance to the date/time provided within this form.
- For food safety reasons, food should be consumed within 2 hours of delivery.
- Suntec Singapore reserves the right to revise the indicative prices and menu items without any prior notice given.
- All confirmed orders are non-refundable and non-returnable.
- All prices are inclusive of 10% service charge and prevailing government taxes.
- All standard terms and conditions apply.
- All information is intended as a guide only.
- This form is valid till 31 December 2019.

Technical Specifications

Event organisers can refer to the below table for an overview of logistical inclusions:

Inclusions: Exhibitor Staff Meal

Furniture	This product is designed for F&B catering for exhibitor staff meals. Therefore, furniture is not provisioned and exhibitors should provide booth build up for any furniture requirements.
Crockery & Glassware	All items unless otherwise stated are provided in disposable ware.
Linen	No linen will be provided.
Floral	Fresh floral options can be arranged at an additional charge, see [OF-023 Floral Order Form].
Room Rental	Exhibitor staff meal requirements should be delivered to booths within existing contracted space.
Service Time	Lunch: 1230hrs – 1330hrs Dinner: 1830hrs – 1930hrs
Menu Tasting	Not applicable for this service.
Beverage	Not applicable for this service.
VIP Service	Not applicable for this service.
Layout / Space Requirements	Orders will be consolidated and delivered to the stipulated delivery location
Menu	See Service Offerings.

F&B – EXHIBITOR STAFF MEAL ORDER FORM

[OF-021]

Service Offerings

Exhibitor Packed Meals				
Daily Menus	Item Code	Item	Unit of Measurement	Price (\$ Nett)
Monday	ESM001	Chicken Karaage, Stir-Fried Cabbage with Dried Shrimps & Steamed Rice	Per box	\$9.50
	ESM002	Fried Chicken Drumlet, Stir-Fried Cabbage with Dried Shrimps & Fried Rice Vermicelli	Per box	\$9.50
	ESM003	"Gong Bao" Hairy Mushrooms, Stir-Fried Cabbage with Fried Rice Vermicelli (V)	Per box	\$9.50
Tuesday	ESM004	Sweet and Sour Fish, Stir-Fried Broccoli & Steamed Rice	Per box	\$9.50
	ESM005	Chicken Katsu, Stir-Fried Broccoli & Fried Noodles	Per box	\$9.50
	ESM006	Sweet and Sour Mock Chicken, Stir-Fried Broccoli & Steamed Rice (V)	Per box	\$9.50
Wednesday	ESM007	Fried Chicken with Tomato Sauce, Stir-Fried Cauliflower & Steamed Rice	Per box	\$9.50
	ESM008	Chicken Yakitori, Stir-Fried Cauliflower & Oriental Fried Rice Vermicelli	Per box	\$9.50
	ESM009	Sambal Mock Mutton, Stir-Fried Cauliflower & Oriental Fried Rice Vermicelli (V)	Per box	\$9.50
Thursday	ESM010	Braised Soya Chicken with Mushroom, Stir-Fried Mixed Vegetables & Steamed Rice	Per box	\$9.50
	ESM011	Fried Fish with Black Bean Sauce, Stir-Fried Mixed Vegetables & Fried Rice Vermicelli	Per box	\$9.50
	ESM012	Vegetarian Fish in Piquant Sauce, Stir-Fried Mixed Vegetables & Steamed Rice (V)	Per box	\$9.50
Friday	ESM013	Sambal Fried Chicken, Stir-Fried Broccoli & Steamed Rice	Per box	\$9.50
	ESM014	Grilled Herbed Chicken Chop, Stir-Fried Broccoli & Spaghetti in Tomato Sauce	Per box	\$9.50
	ESM015	Stir-Fried Mock Lobster Bits, Stir-Fried Broccoli & Fried Rice Vermicelli (V)	Per box	\$9.50
Saturday	ESM016	Chicken in Dark Soy Sauce, Fried Spicy Cabbage & Steamed Rice	Per box	\$9.50
	ESM017	Grilled Teriyaki Chicken Steak, Fried Spicy Cabbage & Steamed Rice	Per box	\$9.50
	ESM018	Stir-Fried Black Bean Mock Chicken, Fried Spicy Cabbage & Steamed Rice (V)	Per box	\$9.50
Sunday	ESM019	Chicken with Thai Chilli Sauce, Stir-Fried French Beans & Steamed Rice	Per box	\$9.50
	ESM020	Fried Fish in Nonya Sauce, Stir-Fried French Beans & Spaghetti in Carbonara Sauce	Per box	\$9.50
	ESM021	Stir-Fried Mock Mutton with Oyster Sauce, Stir-Fried French Beans & Steamed Rice (V)	Per box	\$9.50

All-You-Can-Eat Buffet Lunch			
Item Code	Item	Unit of Measurement	Price (\$ Nett)
ESM022	All-You-Can-Eat Buffet Lunch Voucher	Per voucher	\$8.00