



## GENERAL INFORMATION

**Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center.** Absolutely no food or beverage is allowed into the GRB Convention Center without prior written approval from a Houston Inspired Catering representative. THIS INCLUDES BOTTLED WATER.

- **Charges & Fees:** All prices are subject to a (++) charge, which represents a 22% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- **Service Contractor:** HIC does not supply any kind of tables (this includes bar fronts & buffet tables), chairs, equipment, trash removal or electricity for your booth. You must order through your service contractor. For F&B services, HIC can set up on existing tables/counters or you can rent a bar front or table from HIC. Ask your sales manager for pricing.
- **Pricing:** Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **Delivery Fee:** A \$35.00 Delivery/Refresh Fee will apply for each food and beverage delivery.
- **Order Deadline:** All orders must be received a minimum of 21 days prior to the show start date. Any order received within 21 days may incur a 25% Late Fee.
- **Special Order Items:** (e.g., logo cookies, kegs, etc.) cannot be canceled once confirmed.
  - A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a minimum of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.
- **Payment Policy:** All food and beverage orders require 100% payment in advance. We accept American Express, Mastercard, VISA, Discover, check or wire transfer on initial orders. Client **MUST** have a credit card on-file for any additional services ordered on-site during the show.
- **Changes/Cancellations:** Changes/Cancellations must be submitted in writing no later than (14) business days prior to start of event in order to receive a refund. Full charges will be applied to changes/cancellations of any menu items received within (14) days
- **Food Sampling:** If sampling is requested, please contact Sales Manager for proper forms and information regarding policies.
- **Alcoholic Beverages:** All alcoholic beverages **MUST** be purchased and served through HIC.
  - Bartenders will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be intoxicated.
  - Alcohol is not charged on consumption and any remaining will be forfeited.
  - Any alcohol must be consumed on-site and is not allowed to be taken off premise per TABC laws.
  - Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

## CONTACT INFORMATION

**George R. Brown Convention Center**  
1001 Avenida De Las Americas, Houston, TX 77010

Catering Sales Manager **Renee Surette**  
Email [RSurette@levyrestaurants.com](mailto:RSurette@levyrestaurants.com)  
Phone **713-853-8371**

Please turn in your completed **Exhibitor Catering Service Order Form** to your designated Houston Inspired Catering Sales Manager. They will gladly answer any questions you might have.



**ORDER FORM**

Show Name \_\_\_\_\_ Date Order Was Placed \_\_\_\_\_

Booth Number \_\_\_\_\_ Booth Name \_\_\_\_\_

Company Name (Bill To) \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

On-Site Contact (1) \_\_\_\_\_ Cellphone Number \_\_\_\_\_

On-Site Contact (2) \_\_\_\_\_ Cellphone Number \_\_\_\_\_

On-Site Contact (3) \_\_\_\_\_ Cellphone Number \_\_\_\_\_

Delivery Date	Start Time	End Time*	Description	Quantity	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\*End Time is only applicable to running services that have an attendant. With no attendant, all services are dropped off at the start time listed on the form.

**All items** are subject to **taxes** and **applicable fees**. Final **order total** will be shown on **event orders/BEO's**.

By completing this form you are authorizing that you have **read and agree** to the terms contained within this **Exhibitor Catering Service Contract & Order Form**. All policies, procedures and cancelations will be upheld by **Houston Inspired Catering**.

\_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Signature)