



Welcome to Centerplate - Exclusive In-House provider of Food & Beverage for the Javits Convention Center!

We're pleased to welcome you to Centerplate at the Jacob K. Javits Convention Center!

As the Javits Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades, Centerplate is renowned for its impeccable service and superb selection of menus. As a direct result of Centerplate's dedication to excellence, The Javits Center has held the Exclusive Food & Beverage contract for over 20 years.

We offer a full range of menus and items which cater to every taste and budget, from simple snacks to elegant main courses. Centerplate's commitment to superb cuisine and impeccable service has helped the Jacob K. Javits Center to emerge as one of America's foremost convention center complexes.

Frequently Asked Questions: to follow are some answers to questions that our clients frequently ask:

When is the best time to place Catering orders? 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 deadline for orders is (14) days prior to show start. Please keep in mind that you are completely able to adjust or cancel any orders up until (7) days prior to the event. As a courtesy, we will do our best to arrange for orders placed on site but there will be a late fee attached.

What services does Centerplate offer? The Executive chef and his culinary team enjoy designing a wide variety of extraordinary menus inspired by culinary influences from around the world. As a result, they create sophisticated dishes that appeal to ethnic or regional tastes. Each day they prepare Breakfast & Luncheons for 25 -2,000, Breaks for as few as 10 and Elegant Banquets for as many as 5,000.

How do I go about placing orders?

- **Centerplate's catering menus and order forms are now available online to download at:** <http://www.ezplanit.com/OrderForm.asp?VID=260>
- Please call us directly at 212-216-2400 and our catering Sales Staff will answer all your questions and assist you in placing your catering order
- **Fax your orders to 212.216.2495 or email to Sales:** cpjavitssales@centerplate.com

What are the food & beverage policies?

- Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.**
- Orders placed on site: Additional orders are always welcome! Please keep in mind that due to heavy activity during show dates, on site orders may take one hour or more to reach you and will incur a late fee charge.
- To confirm your order: We must receive signed contract, BEO and full payment no later than (14) days prior to the first event. If these steps are not completed, your service cannot be confirmed.
- Payment Policy: Please remember that Centerplate requires full payment prior to the start of the first service. We accept corporate check, major credit cards and wire transfers.
- Uniformed Wait staff will be assigned and charged as follows:
Disposable service (1) wait staff per (40) guests **China Service** (1) wait staff per (20) guests
Captain (1) per (200) guests

All of us at Centerplate have a true love of hospitality and are committed to making your event a complete success. Please do not hesitate to contact us with any questions. Call our direct line at 212-216-2400. We truly appreciate the opportunity to provide catering for your event. Our goal is - to not only meet - but exceed your expectations!



Centerplate

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

CATERING ORDER FORM

Fax completed orders to 212-216-2495 for contract processing.
For questions or to receive a complete menu packet

BUSINESS (COMPANY) INFORMATION

COMPANY NAME: (include both names if different)			
BILLING ADDRESS:			
CITY:	STATE:	ZIP CODE:	COUNTRY:
MAIN CONTACT:			
TELEPHONE NUMBER:		CELLPHONE NUMBER:	
FAX NUMBER:			
EMAIL ADDRESS:			

SITE (VENUE) INFORMATION

EVENT/SHOW NAME:
EVENT DATE(S):
BOOTH/ROOM NUMBER:
NUMBER OF GUESTS:
ONSITE CONTACT:
ONSITE CONTACT CELLPHONE NUMBER:

DATE OF SERVICE	START TIME/ END TIME	MENU ITEM	QTY	PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$

This order is **not confirmed** until you have received a Centerplate contract, and provided a complete signed contract and payment information

PRICE SUBJECT TO CHANGE WITHOUT NOTICE*

Uniformed wait staff will be assigned and changed as follows:
 Disposable service requires (1) wait staff per every (40) guests
 China service requires (1) wait staff per every (20) guests
 (1) Captain required per every (200) guests
 Wait staff / bartender required to dispense alcoholic beverages
 Bar service will require (1) bartender per every (75) guests

All orders are subject to Centerplate terms and conditions, and must be signed and accompanied by your catering request.
 A \$35.00 delivery fee will be added to all orders under \$50.00 exclusive of admin charge and NYS taxes
 \$35.00 fee assessed to all orders with a subtotal under \$350.00 that are sent in under fourteen (14) days prior to the event. Orders over \$350.00; a 10% late fee will be assessed.

All orders are subject to 8.875% NYS Tax and 22% admin charge