

F&B – BOOTH CATERING ORDER FORM

[OF-019]

This is an order form for booth catering. Please complete this form and email to services@suntecsingapore.com no later than Monday 2nd November 2020.

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	M	Y	Y
---	---	---	---

V-Code/CVV:

--	--	--	--

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

*All orders are subject to 10% service charge and 7% GST.

F&B – BOOTH CATERING ORDER FORM


[OF-019]

Terms & Conditions

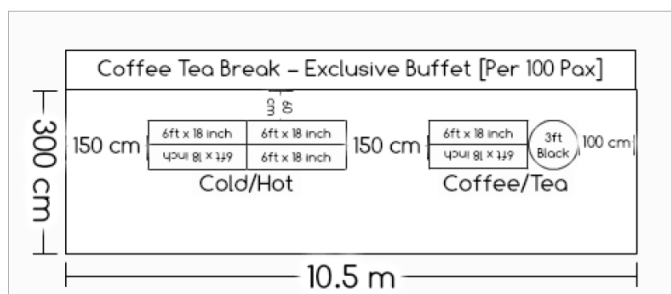
- Upon submission of this form, Suntec Singapore will issue an invoice for endorsement.
- Pre-payment is required for all orders.
- Orders will only be confirmed once payment has been made.
- Order forms are applicable for pre-orders only. Submission of pre-orders should follow the stipulated timeline.
- All service offerings stated as a Non-Service Product exclude the provision of service staff, cutlery, crockery and glassware.
- All service offerings stated as a Full Service Product include the provision of service staff, cutlery, crockery and glassware.
- F&B items will be delivered in accordance to the date/time provided within this form.
- For food safety reasons, the maximum service time is 2 hours.
- Suntec Singapore reserves the right to revise the indicative prices and menu items without any prior notice given.
- All menus are no pork / no lard. Halal menus can be arranged upon request.
- All confirmed orders are non-refundable and non-returnable.
- All prices are subject to 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

Inclusions: Booth Catering	
Furniture	This product is designed for F&B catering at exhibition booths. Furniture is only provided for Full Service F&B layouts from the Full-Service Products offerings. Any other furniture/ seating requirements should be ordered from your stand contractor.
Crockery, Service & Glassware	Non-Service Products exclude the provision of service staff, cutlery, crockery and glassware. Full Service Product include the provision of service staff, cutlery, crockery and glassware.
Floral	Fresh floral options can be arranged at an additional charge, see [OF-023 Floral Order Form] .
Room Rental	Booth catering requirements should be delivered to booths within existing contracted space.
Service Time	From 0800hrs to 2200hrs daily.
Menu Tasting	Not applicable for this service.
Beverage	Please refer to Service Offerings.
VIP Service	Not applicable for this service.
Layout / Space Requirements	Where stated exhibitors should take note of the minimum setup area for F&B requirements. Should sufficient area not be provided onsite, F&B services may not be provided.
Menu	See Service Offerings.

Event organisers should take note of the minimum area required for each  , as per the indicated measurements.

Each buffet station serves up to 100 pax.
Each beverage station serves up to 200 pax.



[illegible]

F&B – BOOTH CATERING ORDER FORM

[OF-019]

Service Offerings [Non- Service Product] ^

The following item are suitable for booth delivery. These items are served in disposable boxes.

Services staff, crockery and cutlery are not included in the package price, and should be ordered from the below sections if required.

Cold/Sweet Selection [Non-Service Product] ^

The following products are delivered in disposable boxes to the booth. Packages do not include cutlery, crockery and/or service staff.

Item Code	Item	Unit of Measurement	Price
BC001	Mini Sandwiches with Chicken Roll & Cheese	Box of 24	\$50.00
BC002	Mini Tortilla Wraps with Tuna & Cheese	Box of 24	\$50.00
BC003	American Cheesecake	Box of 24	\$50.00
BC004	Assorted Macaroons	Box of 24	\$60.00
BC005	Chocolate Brownies with Walnut & Strawberry	Box of 24	\$50.00
BC006	Tutti Frutti in Pastry Shell	Box of 24	\$60.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

Hot Selection [Non-Service Product] ^

The following products are delivered in disposable boxes to the booth. Packages do not include cutlery, crockery and/or service staff.

Item Code	Item	Unit of Measurement	Price
BC007	Chicken Frank Rolls	Box of 24	\$50.00
BC008	Chicken Karaage	Box of 24	\$50.00
BC009	Mushroom Quiche with Cheese	Box of 24	\$50.00
BC010	Seafood Cake with Vanilla Chilli Dip	Box of 24	\$50.00
BC011	Soy-Glazed Teriyaki Chicken Skewers	Box of 24	\$50.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

Add-On Disposable Ware

Item Code	Item	Unit of Measurement	Price
BC012	Plastic Forks 6"	Pack of 12	\$7.00
BC013	Plastic Plates 9"	Pack of 12	\$8.00
BC014	Cocktail Napkins	Pack of 250	\$8.00
BC015	Paper Cups (8oz)	Pack of 12	\$7.00
BC016	Wooden Stirrers	Pack of 50	\$3.00

Add-On Chinaware & Cutlery

Item Code	Item	Unit of Measurement	Price
BC017	Dessert Plates	Pack of 12	\$20.00
BC018	Dessert Forks	Pack of 12	\$20.00
BC019	Dessert Knives	Pack of 12	\$20.00
BC020	Dessert Spoons	Pack of 12	\$20.00

F&B – BOOTH CATERING ORDER FORM

[OF-019]

Service Offerings [Non- Service Product]

The following item are suitable for booth delivery.

Services staff, crockery and cutlery are not included in the package price, and should be ordered from the below sections if required.

Beverage [Champagne & Wine] [Non-Service Product]			
The following products are delivered to the booth. Packages do not include glassware and/or service staff.			
Item Code	Item	Unit of Measurement	Price
BC021	House Red Wine	Per 75cl bottle	\$50.00
BC022	House White Wine	Per 75cl bottle	\$50.00
BC023	House Sparkling Wine	Per 75cl bottle	\$80.00
BC024	House Champagne	Per 75cl bottle	\$140.00

Beverage [Beer & Stout] [Non-Service Product]			
The following products are delivered to the booth. Packages do not include glassware and/or service staff.			
Item Code	Item	Unit of Measurement	Price
BC025	Carlsberg Green Label (330ml/bottle)	Per carton of 24 bottles	\$240.00
BC026	Asahi Super Dry (330ml/bottle)	Per carton of 24 bottles	\$260.00
BC027	Kronenbourg Blanc (330ml/bottle)	Per carton of 24 bottles	\$300.00
BC028	Somersby Cider Apple (330ml/bottle)	Per carton of 24 bottles	\$260.00
BC029	Somersby Cider Pear (330ml/bottle)	Per carton of 24 bottles	\$260.00
BC030	Carlsberg Draft (22.7L per barrel, approx. 70 glasses)^	Per barrel	\$600.00
BC031	Asahi Super Dry Draft (19L per barrel, approx. 55 glasses)^	Per barrel	\$600.00
BC032	Kronenbourg Blanc Draft (22.7L per barrel, approx. 70 glasses)^	Per barrel	\$700.00
BC033	Connor's Porter Stout Draft (10L per barrel, approx. 30 glasses)^	Per barrel	\$300.00

^Price includes rental 1unit beer dispenser per day. Client to provide 1 unit of 13 amp power supply. Please note that the does not include manpower. Dimension of beer dispenser: 44cm (L) x 44cm (W) x 140cm (H).

Beverage [Non-Alcoholic] [Non-Service Product]			
The following products are delivered to the booth. Packages do not include glassware, cutlery, crockery and/or service staff.			
Item Code	Item	Unit of Measurement	Price
BC034	Suntec Singapore Bottled Water [330ml/bottle]	Per carton of 48 bottles	\$50.00
BC035	Evian Mineral Water [330ml/bottle]	Per carton of 24 cans	\$80.00
BC036	Badoit Sparkling Water [330ml/bottle]	Per carton of 24 cans	\$85.00
BC037	Fanta Orange [320ml/can]	Per carton of 24 cans	\$50.00
BC038	Coca-Cola [320ml/can]	Per carton of 24 cans	\$50.00
BC039	Sprite [320ml/can]	Per carton of 24 cans	\$50.00
BC040	Orange Juice [250ml/bottle]	Per carton of 24 cans	\$80.00
BC041	Coffee Airpot [approx. 20 cups]	Per airpot	\$50.00
BC042	Tea Airpot [approx. 20 cups]	Per airpot	\$50.00
BC043	Coffee Canister [approx. 45 cups]	Per canister	\$200.00
BC044	Tea Canister [approx. 45 cups]	Per canister	\$200.00

Add-On Chinaware & Glassware			
Item Code	Item	Unit of Measurement	Price
BC045	Coffee Cups [Including teaspoons and saucers]	Pack of 12	\$20.00
BC046	Water Goblets	Pack of 25	\$40.00
BC047	Champagne Flutes	Pack of 36	\$40.00
BC048	High Ball Glasses	Pack of 36	\$40.00
BC049	Wine Glasses	Pack of 25	\$40.00

F&B – BOOTH CATERING ORDER FORM

[OF-019]

Service Offerings [Non- Service Product]

The following item are suitable for booth delivery.

Services staff, plates and cutlery are not included in the beverage price and should be ordered from the below sections if required.

Beverage [Equipment] [Non-Service Product]			
The following products are delivered to the booth. Packages do not include cutlery, crockery and/or service staff.			
Item Code	Item	Unit of Measurement	Price
BC050	Water Dispenser ^{#2} Dimension of Water Dispenser: 27cm (L) x 38cm (W) x 111cm (H)	Per unit per day	\$130.00
BC051	Coffee Machine ^{#3} Dimension of Coffee Machine: 38cm (L) x 50cm (W) x 55cm (H)	Per unit per day	\$250.00
BC052	Coffee & Cappuccino Machine ^{#4} Dimension of Coffee Machine: 38cm (L) x 50cm (W) x 55cm (H) Dimension of Milk Fridge: 18cm (L) x 25cm (W) x 27cm (H)	Per unit per day	\$300.00

^{#1} Price includes stirrers, creamers, sugar sachets and paper cups.

^{#2} Price includes 100 paper cups & drinking water tub [18.9L].

^{#3} Price includes coffee beans [500g], 60 stirrers, 60 creamers, 120 sugar sachets and 60 paper cups.

Client to provide 1 unit of 13 amp power supply.

^{#4} Price includes coffee beans [500g], 60 stirrers, 60 creamers, 120 sugar sachets, 60 paper cups and 1 packet of milk.

Client to provide 2 units of 13 amp power supply.

Miscellaneous [Non-Service Product] ^			
The following products are delivered to the booth. Packages do not include cutlery, crockery and/or service staff.			
Item Code	Item	Unit of Measurement	Price
BC053	Wine Opener	Per piece	\$10.00
BC054	Drinking Water Tub [18.9L]	Per tub	\$30.00
BC055	Coffee Beans [500g]	Per pack	\$25.00
BC056	Tea Box [100 Sachets]	Per box	\$25.00
BC057	Brown Sugar [250 Sachets]	Per pack	\$15.00
BC058	White Sugar [250 Sachets]	Per pack	\$15.00
BC059	Creamer [240 Capsules]	Per pack	\$25.00
BC060	Fresh Milk [1L]	Per pack	\$5.00
BC061	Ice-Cubes in Styrofoam Box [2kg]	Per box	\$10.00
BC062	Peanuts [500g]	Per pack	\$10.00
BC063	Potato Chips [500g]	Per pack	\$15.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

Add-On Service Staff			
Item Code	Item	Unit of Measurement	Price
BC064	Wait Staff [Minimum 4 Hours]	Per staff per hour	\$35.00
BC065	Barman [Minimum 4 Hours]	Per staff per hour	\$40.00

F&B – BOOTH CATERING ORDER FORM

[OF-019]

Service Offerings [Full-Service Product]

The following item are full service products are suitable for booth setups.
Services staff, plates and cutleries are included in the package price presented.

Exclusive Coffee Tea Break – Buffet [Full Service Product] ^

The following product is offered in a buffet style, with cutlery, crockery and service staff. All menus include coffee & tea.

Item Code	Item	Unit of Measurement	Price
BC066	Exclusive Coffee Tea Break – 3 Snack Items [Chef's Selection] ^	Per person	\$28.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

Cocktail – Mix & Mingle [Butler Pass] [Full Service Product]^

The following products are offered in a butler pass style with cutlery, crockery, glassware and service staff. All menus include soft drinks.

Item Code	Item	Unit of Measurement	Price
BC067	The Mingle Package - Butler Style [Chef's Selection] ^	Per person	\$75.00
BC068	The Socialise Package - Butler Style [Chef's Selection] ^	Per person	\$85.50
BC069	The Connect Package - Butler Style [Chef's Selection] ^	Per person	\$95.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

Cocktail – Butler Pass Canapes [Cold] [Full Service Product] ^

The following products are offered in a butler pass style with cutlery, crockery, glassware and service staff. Beverages are not included.

Item Code	Item	Unit of Measurement	Price
BC070	Mini Apple with Crabmeat Salad	Per platter of 24	\$75.00
BC071	Mozzarella Ball with Tomato & Basil Pesto (V)	Per platter of 24	\$75.00
BC072	Seared Tuna Tataki with Citrus Salsa & Shiso Cress	Per platter of 24	\$85.00
BC073	Boursin Cheese with Dried Apricot & Cranberry Dust (V)	Per platter of 24	\$85.00
BC074	Diver Scallop with Parsnip Puree	Per platter of 24	\$95.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

F&B – BOOTH CATERING ORDER FORM

[OF-019]

Cocktail – Butler Pass Canapes [Hot] [Full Service Product] ^

The following products are offered in a butler pass style with cutlery, crockery, glassware and service staff. Beverages are not included.

Item Code	Item	Unit of Measurement	Price
BC075	Peking Duck with Spring Onion, Cucumber & Sweet Sauce wrapped in Crêpe	Per platter of 24	\$85.00
BC076	Mini Vol Au Vent with Forest Mushroom Ragout & Chives (V)	Per platter of 24	\$85.00
BC077	Soya Glazed Chicken Skewers with Pina Colada Sauce	Per platter of 24	\$85.00
BC078	Pepper Baby Lamb Loin with Morels	Per platter of 24	\$85.00
BC079	Stir-Fried Shrimp with Chilli Crab Sauce	Per platter of 24	\$85.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

Cocktail – Butler Pass Canapes [Sweet] [Full Service Product] ^

The following products are offered in a butler pass style with cutlery, crockery, glassware and service staff. Beverages are not included.

Item Code	Item	Unit of Measurement	Price
BC080	Assorted French Pastries (V)	Per platter of 24	\$60.00
BC081	Pumpkin Crème Brûlée (V)	Per platter of 24	\$75.00
BC082	Manjari Chocolate Mousse with Crunchy Pearls (V)	Per platter of 24	\$75.00
BC083	Assorted Macaroons (V)	Per platter of 24	\$75.00
BC084	Chocolate Pecan Brownie (V)	Per platter of 24	\$85.00

^All menus are no pork / no lard. Halal menus can be arranged upon request.

F&B – BOOTH CATERING ORDER FORM

[OF-019]

Service Offerings [Full-Service]

The following item are full service products are suitable for booth setups.
Services staff, plates and cutlery are included in the package price presented.

Cocktail - Suntec VIP Bar [Open Bar]* [Full Service Product]			
The following product is offered in a butler pass style with glassware and service staff.			
Item Code	Item	Unit of Measurement	Price
BC085	House White Wine*: Indomita Varietal Chardonnay, Chile Yvon Mau Colombard Chardonnay, France McGuigan Private Bin Chardonnay, Australia Tempus Two Sauvignon Blanc, Australia Ochagavia Sauvignon Blanc, Chile Lafite Aussieres Blanc, France	Per bar	\$1,000.00
	House Red Wine*: Indomita Varietal Cabernet Sauvignon, Chile Yvon Mau Cabernet Sauvignon, France McGuigan Private Bin Merlot, Australia Tempus Two Shiraz, Australia Ochagavia Cabernet Sauvignon Merlot, Chile Lafite Los Vascos, France		
	Soft Drinks & Mixers: Coca-Cola Sprite Fanta Orange Orange Juice Evian Mineral Water Badoit Sparkling Water		
	Beer: House Beer		

One bar package consists of a maximum of 100 serves.
Event organisers will be charged \$1,000++ in advance, per bar package.

On the event date, each drink will be totaled using the a la carte pricing [see respective menu section for pricing]
For consumption that exceeds the \$1,000++ pre-charged - event organisers are required to make a top up payment.
For consumption with a total value under \$1,000++ – no further payment is required and there will be no refund for the value difference.

The package will conclude once one of the following criteria has been achieved:

- The minimum spend of the bar has been achieved
- The 100 serves has been delivered or
- The 2 hour service duration has been exhausted.

*House wine offered will be on rotation and subject to availability.