

GENERAL INFORMATION

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Fax _____

EVENT INFORMATION

Name of Show _____ Event Date _____

Person Ordering _____

Phone _____ Cell Phone _____

Email _____ Fax _____

Booth/Room _____ Facility/Hall _____ Guest Count _____

Delivery Time _____ Clean Up Time _____

On-Site Contact _____ Cell Phone _____

PLEASE REMIT ALL ORDERS TO LEVY AT KENTUCKY EXPOSITION CENTER

DEADLINE

All orders must be received 14 days prior to the first event day.
All orders received after the deadline will be processed with a 15% late fee.

CREDIT CARD AUTHORIZATION FORM

AmEx _____ Visa _____ MasterCard _____

CARD HOLDER'S NAME _____

CREDIT CARD # _____

EXPIRATION _____

SIGNATURE _____

PLEASE REMEMBER

- No food or beverage is to be brought into the Kentucky Exhibition Center for any purpose without the consent of Levy.
- All orders must be paid for in advance of delivery to booth or order will not be processed.
- Customer must either fax or e-mail order with signature of cardholder.
- Full cancellation of an order must be made 7 business days prior to the delivery date or full charges will incur. Cancellation of special order items is not permitted once the order has been placed.
- Due to our current supply chain we are encouraging all guests to place their orders a minimum of 6 weeks in advance of the event to allow proper time to ensure product is in house and staffing needs are met. No orders will be taken onsite during the event.



EXHIBITOR ORDER FORM

PLEASE REMIT ALL ORDERS TO LEVY AT KENTUCKY EXPOSITION CENTER

Name of Show _____

Company Name _____

Person Ordering _____

SERVICE TIME	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL

GENERAL INFORMATION

Levy @ Kentucky Exposition Center
937 Phillips Lane Louisville, KY. 40209

Catering Sales Coordinator **502.614.7888**
Email KEC-Sales@Levyrestaurants.com

Sub-Total _____

23% Administrative Charge _____

Total _____