

# STAND CATERING ORDER FORM

## IMPORTANT INFORMATION

A minimum order value of £15.00 applies on ALL food & beverage or catering orders (including top up orders on site). Cancellations or part cancellations to your order will not be permitted within 7 days of your exhibition. Orders must be placed 14 days before the first event day of your exhibition. All prices are subject to VAT at the statutory rate. Please note that deliveries will be served within 30 minute time slots (For example between 09:00 - 09:30, 09:30 - 10:00) Price and products are subject to change. Please inform us if you have any particular dietary requirements.

Exhibitors are NOT permitted to bring food beverage (including alcoholic) onsite to sell or offer to visitors from their stands - exhibitors must apply for approval or purchase the food and beverages from Ricoh Arena. The Ricoh Arena reserves the right to confiscate any food or beverage brought onsite. Some of the menu items may contain a trace of nuts, seeds and other allergens.

## INSTRUCTIONS:

1. Select the services you require by specifying the quantity in the box provided
2. Ensure you have read the Terms and Conditions on the website, including those specific to your type of Service.
3. Complete all contact details and payment details
4. Send your completed Order Form to [orders@ricoharena.com](mailto:orders@ricoharena.com) or fax to 0844 873 6598

### Event Dates:

| All items serve 10 unless otherwise stated   | Per Item      | Delivery     | SUN       | MON | TUES | WED | THU | FRI | SUN | SUN | Total |
|--|---------------|--------------|-----------|-----|------|-----|-----|-----|-----|-----|-------|
| <b>Breakfast Rolls</b>   | <b>£38.00</b> | <b>09:00</b> | <b>X2</b> |     |      |     |     |     |     |     |       |
| <b>Food</b>  |               |              |           |     |      |     |     |     |     |     |       |
| Breakfast Rolls  | £38.00        |              |           |     |      |     |     |     |     |     |       |
| Danish Pastries  | £20.00        |              |           |     |      |     |     |     |     |     |       |
| Fruit Bowl   | £10.00        |              |           |     |      |     |     |     |     |     |       |
| Platter of Muffins   | £25.00        |              |           |     |      |     |     |     |     |     |       |
| Sandwich Platter with Chips  | £ 50.00       |              |           |     |      |     |     |     |     |     |       |
| Platter of wraps and baguettes   | £ 50.00       |              |           |     |      |     |     |     |     |     |       |
| Pack Lunch, serves one bag per person – Sandwich, Fruit, Crisps, Bole of Water and Chocolate Bar | £ 12.00       |              |           |     |      |     |     |     |     |     |       |
| Selection of Canapé  | £ 50.00       |              |           |     |      |     |     |     |     |     |       |
| Selection of Mini Cakes  | £20.00        |              |           |     |      |     |     |     |     |     |       |

\* Bespoke catering packages available on request

### Hot Drinks

|  |         |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|
| Flask of Tea and Coffee Package (serves up to 6 cups each)   | £20.00  |  |  |  |  |  |  |  |  |  |  |
| Hot Drink Package ( serves 30) - x1 Hot water Urn,x1 jug of milk, x30 sugar sticks, x30 disposable cups, x30 stirrers<br>* please note you will require a 3KW socket on your stand | £120.00 |  |  |  |  |  |  |  |  |  |  |
| Tea/Coffee Voucher Package - x20 vouchers<br>* Redeemable from a kiosk for 1 cup of tea or filter coffee   | £60.00  |  |  |  |  |  |  |  |  |  |  |

### Soft Drinks

|  |         |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|
| Coke Bottle, 500ml x24                           | £45.00  |  |  |  |  |  |  |  |  |  |  |
| Diet Coke Bottle, 500ml x24                      | £45.00  |  |  |  |  |  |  |  |  |  |  |
| Sprite Bottle, 500ml x24                         | £45.00  |  |  |  |  |  |  |  |  |  |  |
| Juice Selection, 500ml x12                       | £36.00  |  |  |  |  |  |  |  |  |  |  |
| Mineral Water - Still, 500ml x10                 | £20.00  |  |  |  |  |  |  |  |  |  |  |
| Mineral Water - Sparkling, 500ml x10             | £20.00  |  |  |  |  |  |  |  |  |  |  |
| Water Tower Package - Water Cooler with 120 cups | £100.00 |  |  |  |  |  |  |  |  |  |  |

| Alcoholic Drinks                                       |         |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|
| Heineken (Glass bottles) x10                           | £40.00  |  |  |  |  |  |  |  |  |  |  |
| Heineken - Blade (15 pints)*                           | £60.00  |  |  |  |  |  |  |  |  |  |  |
| Birra maretta - Blade (15 pints)*                      | £75.00  |  |  |  |  |  |  |  |  |  |  |
| Cooler unit with Draught Lager (11 gallons)*           | £300.00 |  |  |  |  |  |  |  |  |  |  |
| Cooler unit with draught bitter (11 gallons)*          | £300.00 |  |  |  |  |  |  |  |  |  |  |
| Purity Mixed (440ml) x8                                | £29.60  |  |  |  |  |  |  |  |  |  |  |
| Gordon's Gin, 70cl                                     | £30.40  |  |  |  |  |  |  |  |  |  |  |
| Courvoisier, 70cl                                      | £30.40  |  |  |  |  |  |  |  |  |  |  |
| Smirnoff Vodka, 70cl                                   | £30.40  |  |  |  |  |  |  |  |  |  |  |
| Jack Daniels Whisky, 70cl                              | £30.40  |  |  |  |  |  |  |  |  |  |  |
| House White Wine                                       | £14.80  |  |  |  |  |  |  |  |  |  |  |
| House Red Wine   | £14.80  |  |  |  |  |  |  |  |  |  |  |
| Pavillion des Trois Arches Merlot, PGI Pays d'Oc (red) | £18.00  |  |  |  |  |  |  |  |  |  |  |
| Prosecco   | £22.40  |  |  |  |  |  |  |  |  |  |  |
| Champagne  | £44.00  |  |  |  |  |  |  |  |  |  |  |

\* Please note you will require a 1kw socket

# STAND CORKAGE

Exhibitors are NOT permitted to bring food beverage (including alcoholic) onsite to sell or offer to visitors from their stands - exhibitors must apply for approval or purchase the food and beverages from Ricoh Arena. The Ricoh Arena reserves the right to confiscate any food or beverage brought onsite. A Corkage charge is applied for any of the below items that will be brought in and offered on stands.

## Event Dates:

| Wine per bottle   | £10.00  | 3      | £30.00 |
|---|---------|--------|--------|
| <b>Beverages:</b>   |         |        |        |
| Type  | Cost    | Amount | Total  |
| Wine Still per bottle   | £10.00  |        |        |
| Wine Sparkling per bottle   | £12.00  |        |        |
| Champagne per bottle  | £15.00  |        |        |
| Spirits 70cl bottle   | £20.00  |        |        |
| Bottled Beer per bottle   | £1.50   |        |        |
| Soft Drinks per bottle  | £1.00   |        |        |
| Mixers per bottle   | £1.00   |        |        |
| Small Coffee Pod Style Machine per day  | £50.00  |        |        |
| Barista/Large Coffee Machine per day  | £150.00 |        |        |
| Water per bottle  | £0.50   |        |        |
| <b>Food</b>   |         |        |        |
| Confectionary items such as chocolate bars/biscuits                                       | £1.00   |        |        |
| Cupcakes  | £1.00   |        |        |
| Sandwiches  | £2.00   |        |        |
| <b>Please inform venue of any other food item not listed above and charges may apply.</b> |         |        |        |
| <b>Total</b>  |         |        |        |

\*All above prices are subject to VAT at the current rate.

\*\*All food items must comply with food hygiene regulations and the venue will request relevant paperwork where required.

\*\*\*None of these items can be sold.

**Contact Details ( Please Complete in BOLD Print )**

|                         |  |                       |  |
|-------------------------|--|-----------------------|--|
| Name of Exhibition      |  | Date:                 |  |
| Hall No.                |  | Stand No.             |  |
| Company Name            |  | Stand Name            |  |
| Address                 |  |                       |  |
| Postcode                |  | Website               |  |
| Company Tel No          |  | Company Fax No        |  |
| Order Contact Name      |  | Order Contact Number  |  |
| Order Contact Email     |  | Position in Company   |  |
| Onsite Contact Name     |  | Onsite Contact Number |  |
| Arena IT                |  | £                     |  |
| Total                   |  | £                     |  |
|                         |  |                       |  |
| VAT ( Prevailing Rate ) |  | £                     |  |
| Grand Total             |  | £                     |  |

Signed ..... Name ..... Date .....

By signing this document you are agreeing and contracting to all the terms and conditions set out below

| Method                        | Details  | Tick Method |
|-------------------------------|--|-------------|
| <b>Debit/<br/>Credit Card</b> | Please tick box and return booking form signed. We will send you an email with a link to make payment via WorldPay.<br>We cannot accept card payment via phone, email or fax.  |             |
| <b>Cheque</b>                 | To arrange a BACS transfer please use:<br><b>Account Name:</b> IEC Experience Ltd<br><b>Account Number:</b> 04126564<br><b>Sort Code:</b> 40-18-17<br><br>** Please note all prices are subject to VAT, ensure this is included into the amount paid** |             |
| <b>Invoice</b>                | Please tick this box if you require an invoice prior to payment.   |             |

Please note payments will be required a minimum of 5 working days prior to the event.  
Exhibition order deadlines apply. Please refer to your organiser for event specific deadlines.

VAT REG NO: GB 135 0288 32

Ricoh Arena Conference & Banqueting is managed by IEC Experience Limited.

Reg. Office: Ricoh Arena, Phoenix Way, Foleshill, Coventry, CV6 6AQ

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