

# Levy Restaurants

## Exhibitor Information At A Glance

### **ORDERING FOOD/BEVERAGE/EQUIPMENT RENTAL**

- \*Complete Order Form (attached) upon reviewing menu and Exhibitor Supply Order Form (attached)
- \*Send completed form to [trosekrans@levyrestaurants.com](mailto:trosekrans@levyrestaurants.com) for processing.
- \*A contract, BEO (Banquet Event Order) and credit card authorization form will be sent to exhibitor for review and approval. Upon review; exhibitor send signed contract, initialized BEO's and completed credit card information back to Levy
- \*20% service charge and 8% sales charge will apply to all food and beverage orders

### **EARLY BIRD SPECIAL/DISCOUNT**

- \*Exhibitor orders received 45 days prior to event day will receive a **10% discount**. Please write "Early Bird" on your order form to receive the discount.

### **EXHIBITOR PRODUCT STORAGE/DELIVERY**

- \*Exhibitor requesting storage and delivery from Levy must complete Storage Information Sheet (**attached**)
  - \*All products delivered for storage/DELIVERY must be properly labeled with Trade Show, Company's Name, Booth Number and product description
  - \*Delivery hours are Monday-Friday 9am-3pm
- DELIVER PRODUCT TO: LEVY RESTAURANTS 300 N. Thomas Street, Athens GA 30601

- \*8% Sales tax will apply to storage and delivery fees

### **ALCOHOL DELIVERY**

- \*All alcohol (Beer, Wine and spirits) must be delivered to Levy Restaurants at The Classic Center via a local licensed distributor with a "Zero" balance invoice. (**Alcohol delivery information attached**)

### **BARS/BARTENDER FEES**

- \*Alcohol that has been purchased or delivered (with "Zero" invoice) to be consumed within the facility must have a Levy Bartender to distribute alcohol to guest. Bartender fee is 150.00 for the first four (4) hours and 60.00 per hour after the first four; plus an 8% sales tax.
- \*20% service charge, 8% sales tax and 3% liquor tax on all bars with spirits (beer and wine-3% liquor tax does not apply)

### **SAMPLING**

- \*All items being dispensed is limited product manufactured or processed by exhibiting firms and are related to the purposed of the show.
- \*Sampling Authorization Form (attached must be completed and returned to Levy Restaurants at least two weeks prior to start of show to ensure confirmation