



Exhibition/Stand Catering Order Form

Please complete and return by Friday 15 March 2019

Event:	Event Date:	Stand No:
	
Onsite Contact Name:	Contact Telephone Number:	
.....	

Payment Details		
Company Name:	Method of Payment (Please cross out):	Email address for receipt:
.....	Cheque/Credit Card
Name on Card:	
.....	
Cardholder Signature:	Date:	
.....	
<p>To complete the card payment, please call Leith's on 0131 519 4008, 3 working days prior to the event.</p> <p><i>Cheques to be made payable to Leith's Ltd and to be received no later than 7 days prior to the event</i></p>		

Order					
Description	Date Required	Time	Quantity Ordered	Cost Each (Ex VAT)	Total Cost (Ex VAT)
Total					

Important Information
<p>Payment of goods must be provided before the event with by cheque or a credit card supplied. All food items are non returnable. Please note, that due to contractual guidelines, Exhibitors are not permitted to distribute any item of food or drink NOT supplied by Leith's at the EICC, without prior written consent.</p>
<p>Leith's at the Edinburgh International Conference Centre 150 Morrison Street, Edinburgh, EH3 8EE tel: 0131 519 4007 fax: 0131 5194064 email: abbie1@eicc.co.uk</p>

STAND CATERING MENU

Description	Price	Description	Price
Hot Drinks		Cakes and Savoury Items	
Tea and Coffee Small Flask (7 cups)	£13.50	Plate of Biscuits (Charged on Consumption)	£5.50
Large Flask (16 cups)	£30.00	Muffins/Pastries	£2.80
Herbal Tea (Collection of Organic Herbal Teas)		Croissants (Served with Butter and Preserves)	£3.00
Flavia Machine Hire (Limited Number Available)	£20.00	Ciabattas and Baguettes (Savoury Filled)	£4.95
Flavia Sachets	£0.90	Bacon Rolls (Egg for Vegetarians)	£3.50
Coffee, Tea, Chocolate (Inc. cups, stirrers, milk and sugar)		Bowls of Dry Snacks (for 10 people)	£25.00
Soft Drinks		Canapés (4 canapés per person)	£11.20
Mineral Water (1 Litre) Still or Sparkling	£3.90	Additional Items	
Mineral Water (500mls) (6 bottles)	£6.00	Fresh Fruit Basket (for 10 people)	£19.50
Selection of Fruit Juice (1 Litre) (Orange Juice, Apple Juice, Cranberry Juice)	£4.50		
Soft Drinks (6 Cans)	£6.60		
Wines and Champagne			
(Includes 5 wine or champagne glasses)			
House Wine (White and Red) (Other wine available on request)	£18.85		
Jeio Prosecco ~ Sparkling Wine (Other wine available on request)	£28.00		
House Champagne (Other Champagne available on request)	£56.00		
Beer and Lager			
Bottled Beer Packs (minimum order - 10 bottles)	£36.50		
All Spirits, Brandies, Liqueurs, Ports are available on request			

All prices exclude VAT

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