



Exhibitor Information at a Glance

ORDERING FOOD/BEVERAGE/EQUIPMENT RENTAL

- Complete the order form (attached) upon reviewing the menu and exhibitor supply order form (attached)
- Send completed form to TRsekrans@LevyRestaurants.com for processing.
- A contract, banquet event order (BEO), and credit card authorization form will be sent to the exhibitor for review and approval. Upon review, the exhibitor is sent a signed contract, initialized BEO, and completed credit card information back to Levy
- 20% service charge and an 8% sales charge will apply to all food and beverage orders

EARLY BIRD SPECIAL/DISCOUNT

Exhibitor orders received 45 days before 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 adequately labeled with the trade show, company name, booth number, and product description
- Delivery hours are Monday-Friday, 9:00 a.m. - 3:00 p.m.

DELIVER PRODUCT TO:

The Classic Center
Attn. Levy
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 The Classic Center/Levy Commissary Department via a local licensed distributor with a "zero" balance invoice. (Alcohol delivery information attached)

BARS/BARTENDER FEES

- Alcohol purchased or delivered (with "zero" invoice) to be consumed within the facility must have a Levy bartender to distribute alcohol to guests. The bartender fee is \$300.00 for the day (8 hours) and \$60.00 per hour after the first eight, 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 are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show. All items are limited to a sampling size of 2 oz. food and 4 oz. non-alcoholic beverages.
- Sampling authorization form (attached must be completed and returned to Levy at least two weeks before start of the show to ensure confirmation

