# American Academy of Periodontology (AAP)
# Hawai'i Convention Center
# F&B Exhibitor Booth Services Order Form

**To place your order, please complete the information and email to the Catering Sales Manager listed below.**

Levy Restaurants holds the exclusive rights to all food and beverage within the Hawaii Convention Center. No one is allowed to bring food or beverage into the facility without the express written approval of Levy Restaurants. For additional information, please contact:

**Mia Youth, Sr. Catering Sales Manager**
**E-Mail: myouth@levyrestaurants.com**
**Tel: 808-943-3558 Fax: 808-943-3547**

**Contact Name:** _____ **Organization:** _____

**Address:** _____ **City:** _____ **State:** _____ **Zip:** _____

**Phone:** _____ **Cell Phone:** _____ **Email:** _____

**On-Site Contact:** _____ **On-Site Contact Cell Phone:** _____

**Event Location/Meeting Room/Booth Number:** _____

**Food and Beverage Order**

| Event Date | Start Time / End Time | Quantity | Description | Unit Price | Extended Price |
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| | | | | **Subtotal** | |
| | | | | **23% Service charge** | |
| | | | | **4.712% tax charge** | |
| | | | | **Total Due** | |

## IMPORTANT INFORMATION

**Upon receipt of the Food and Beverage Order Form an event order will be generated and sent via email for your final signature and approval. If any changes are required please communicate them to your catering sales manager.**

## FORM OF PAYMENT

**Accepted forms of payment:**
Company Check PAYABLE TO: Levy Restaurants
Visa, Master Card, American Express, Discover

Please contact your Catering Sales Manager for secure link to provide electronic payment information.

## ORDER DEADLINE

To insure prompt delivery & product availability, orders must be placed 30 days prior to the first day of your exhibit opening

**Deadline: October 1, 2020**
**20% Late fee may apply for orders received after deadline.**