

NAEC Catering – Stand Catering Order Form

IMPORTANT INFORMATION

PLEASE NOTE: A minimum order value of £35 applies on ALL food and beverage or catering equipment orders. If orders are cancelled less than 5 working days before the exhibition commences, you will be required to make payment in full.

Food orders must be placed by a minimum of 14 days in advance of the start of the exhibition date.

Dependent on food choice we reserve the right to deliver food or goods up to an hour before the time stated. Menus may be subject to seasonal variation.

Due to our production being carried out in commercial kitchens, we cannot guarantee that our food products are free from traces of nuts. Please let us know if you have an allergy or intolerance to specific ingredients.

Example

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
<i>E.g., Bacon Bap</i>	£50.00	09:00	X 2							£100.00

Breakfast Platters (Serves 10)

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Bacon Bap	£50.00									
Sausage Bap	£50.00									
Egg Bap	£50.00									
Gluten Free Rolls- additional £1 per person supplement										

Lunch Platters (Serves 10)

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Cold Meat Ploughman's	£80.00									
Vegetarian Ploughman's	£80.00									
Meat & Fish Sandwich Platter	£50.00									
Vegetarian Sandwich Platter	£50.00									
Gluten Free Platter – additional £10 supplement										



NAEC, Stoneleigh,
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Packed Lunch Bags (Per Person)

(Sandwich (choose from list below), Fruit, Chocolate Bar, Packet of Crisps, Bottle of Water)

Item	Item Price	Delivery Time Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Packed Lunch Bags Sandwich, fruit, chocolate bar, bottle of water, packet of crisps (per person). Please choose sandwich from the selection on the day.	£10.75									

Gluten Free Options Available- additional £1 supplement Per person

Individual Sandwich Selection

Vegetarian, Vegan, Meat and Fish selection. Please choose from the selection on the day	£5.00									
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Minimum order varies dependent upon event size and dietary requirements. Please enquire about the minimum order for your event.

Individual Salads (Per Unit)

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Vegetarian, Vegan, Meat, and Fish selection. Please choose from the selection on the day	£5.95									

Minimum order varies dependent upon event size and dietary requirements. Please enquire about the minimum order for your event.

Snacks (Serves 10 unless stated below)

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Olives	£15.00									
Crisps	£10.75									
Tortillas & Salsa Dip	£15.00									
Salted Peanuts	£10.00									
Fruit Basket	£17.75									
Platter of Seasonal Fruit	£23.50									
Platter of Mini Danish Pastries	£23.00									
Gluten Free Croissant (Per Person)	£4.75									
Platter of Mini Muffins (2 per person)	£34.50									
Gluten Free Muffins (Per Person)	£4.25									
Biscuit Tin 1kg	£22.50									

Hot Drinks Packages

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Filter Coffee Package (serves 10)	1 x Percolator (Requires 13-amp socket), 1 x Hot Water Jug, 2 x Packs of ground coffee, Milk, Sugar, disposable cups and stirrers									
	£31.50									
Instant Tea & Coffee Package (Serves 100)	1 x Hot Water Urn (requires 13-amp socket), Instant Coffee sachets, Tea Bags, Milk, Sugar, disposable cups, and stirrers									
	£140.00									
Instant Tea & Coffee Additional (Serves 10)	Additional covers in multiples of 10 can be added to the above Instant Tea & Coffee Package (additional urn not included)									
	£10.50									

Hot Drinks										
Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Instant Coffee (100 sticks)	£15.00									
Filter Coffee Bags (10 servings per bag)	£12.50									
Tea Bags (100 bags)	£10.00									
Milk Portions (120 jiggers)	£10.00									
Diary Alternative Milk Portions (120 Jiggers)	£15.00									
Fresh Milk (2.2L)	£2.50									
Diary Alternative (1ltr)	£3.50									
Mixed Sugar Sachets (white, brown & sweeteners x 50)	£5.50									

Alcoholic Drinks										
Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Bottled Beer	£4.00									
Bottled Ale	£4.95									
Bottled Cider	£4.75									
Spirits (Assorted)	POA									
Mixers (Assorted)	POA									
Wine Bottles – Red, White, or Rosé (75 cl)	£22.50									
House Champagne (75 cl)	POA									
House Prosecco (75 cl)	£29.50									

Soft Drinks										
Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Sparkling Water (24 x 600ml)	£24.64									
Still Water (24 x 600ml)	£22.74									
Orange/ Apple Juice Smooth (1L)	£5.50									
Coca Cola X 24 500ml	£51.80									
Diet Coke X 24 500ml	£40.90									
Coke/Cherry Coke Zero X 12 500ml	£21.78									
Fanta Orange/Fruit Twist/ Fanta Zero x 12 500ml	£24.48									
Sprite/ Sprite Zero x 12 500ml	£24.32									
Dr Pepper/ Dr Pepper Zero x 12 500ml	£24.48									
Oasis Citrus Punch/Summer Fruits 500ml X 12	£25.78									
Monster energy Drink (all varieties available on pre-order) 500ml X 12	£32.00									
Cordial (1L)	£4.50									
Ice Cubes (2kg bag)	£3.50									
Water Cooler Bottles (19.5l)	£25.00									
If there is a specific soft drink requirement not listed above, please contact for a quotation.										

Equipment (for duration of show) * = 13 amp socket required for item										
Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Coffee Pour & Serve *	£20.00									
Water Cooler* (Does not include bottle – order above)	£30.00									
Urn *	£50.00									
Kettle*	£10.00									



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Wine/Bottle Opener	£2.50									
Wine Glasses individual	£0.50									
Champagne Glasses individual	£0.50									
Glass Tumblers individual	£0.50									
Crockery Cups & Saucer's individual	£1.50									
Plates individual	£0.75									
Knives individual	£0.75									
Forks individual	£0.75									



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Dessert Spoons individual	£0.75									
Teaspoons individual	£0.75									

Equipment Replacement (Charged for Missing/Damaged Equipment)

Item	Replacement Price
Coffee Urn	£100.00 + hire fee
Kettle	£50.00 + hire fee
Water Boilers	£150.00 + hire fee
Water Cooler Machine	£200.00 + hire fee

Catering Staff (for food/drink service etc.)

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Catering Staff Member (min. 4 hr. shift)	£29.60 per hr.									

Cleaning Materials

Item	Item Price	Delivery Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL COST
Blue Roll	£5.75									
Refuse Bags x 5	£2.50									
Multi-surface Cleaner (bottle)	£5.75									



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NAEC – Terms & Conditions for Orders

IMPORTANT INFORMATION

Below are the standard Terms & Conditions for orders placed for NAEC Services.
Please ensure that you read them carefully before completing your order.

In these Conditions Grandstand Stoneleigh Events Ltd is referred to as 'the Company'. Any person, firm or any other body contracting to purchase services or goods will be referred to as 'the Client'.

1. These Conditions are the only terms and conditions upon which the Company will do business with a Client and shall override any other terms and conditions contained in any order of acceptance of our estimate, unless a specific contract is made in writing wherein it is expressly stated that these conditions shall not be applicable or shall be treated as variable.
2. Initial orders for Services must be placed on official Company Order Forms. An authorised employee of the Client upon delivery must sign orders.
3. All initial orders must be placed through the Company's Events Office and must be accompanied by full payment to cover the cost of the order; both should arrive at least 7 days before the show opens. Acceptance of orders received after this period will be at the Company's discretion and should the delivery not be possible, the Client will be informed at the earliest opportunity.
4. Payment is accepted by: Visa/MasterCard, bank transfer.
5. The Company will endeavor to supply the goods as described, but reserves, at its discretion, the right to substitute products with items of equal suitability.
6. The Company shall endeavor to adhere to the requested delivery time wherever possible, however occasionally, business commitments may be such that the Client's orders may be delivered 30 minutes either side of the agreed delivery time.
7. The Company requires the Client's authorised signature with corresponding printed name confirming receipt for all items delivered. Any discrepancies must be identified at the time of delivery.
8. It is the Client's responsibility to ensure that authorised personnel be available on their stand to accept receipt of orders at the specified delivery time.
9. It is the Client's responsibility to return all hired items of equipment to the Company and obtain a signature of safe receipt from the company. The Company will charge for any damaged or non-returned equipment.
10. The Company cannot be responsible in any way for equipment other than company equipment hired by the Client. The Company cannot be responsible for any injuries caused as a result of misuse of equipment.
11. Company personnel are only contracted to undertake such duties as instructed by the Company.
12. The Company reserves the right to cancel any orders in the event of the Client materially failing to perform any of their obligations within these Terms and Conditions.
13. Any complaint regarding Event Orders or its staff or their performance should in the first instance be made to the Company, at the time of the event taking place.
14. The Company shall not be liable to the Client by reason of any delay in performing or any failure to perform any of the companies obligations in relation to an order if such delay or failure is due to any cause beyond the Company's reasonable control (including (without limitation) regulations, bye laws, prohibitions of any kind on the part of any governmental or local authority, strikes, or other industrial or trade disputes, acts of god, national or local disasters, flood, fire, accident, sabotage, insurrection, civil disturbance, war, acts of terrorism or the threat of war or terrorism or any event causing the whole or part of the Company to be closed to the public) in such circumstances the charges payable by the Client may be subject to abatement by a fair and reasonable
15. The Company shall have no liability to the Client for any consequential loss to the Client arising out of or in connection with the provision of an order pursuant to the contract formed by these terms and conditions (except in respect of death or personal injury resulting from negligence) and the total liability of the Company for any other loss of the Client shall not exceed the price payable by the client for the order.
16. The Company does not accept liability for loss or damage to any object. Equipment, furniture, stock or other property of any sort brought onto the premises by the Client or hired by the Company on the Clients behalf howsoever such loss or damage may occur unless as a direct result of the company's negligence. All such property will remain under the care and control of the Client and is entirely at the Client's own risk.
17. Any written variation of any of the above conditions shall not invalidate the remainder.
18. The contract will be governed and construed in accordance with the law of England.
19. All prices shown are excluding VAT.

Catering specific

1. In the case where items are to be charged on consumption the Company shall charge for an estimated amount beforehand with the difference being invoiced after the event.
2. All orders placed may be cancelled up to 7 days before delivery.



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3. Variations from listed standard menu items are available at the discretion of the Company's Stand Catering Manager.
4. Where hospitality or Stand Catering is undertaken at the Company, the Client or the Client's guests for consumption on the premises may bring no other food, wine, beer or spirits into the venue.
5. Exhibitors are NOT permitted to bring any food or beverage (including Alcoholic) onsite to sell or offer to visitors from their stand – exhibitors must apply for approval or purchase the food and beverages from the Company. The Company reserves the right to confiscate any food or beverage brought on site



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NAEC – Booking Form

Please complete this form in BLOCK CAPITALS.

Contact Details

Exhibition Name		Hall		Stand Number	
Company Name		Stand Name			
Address Line 1					
Address Line 2					
Postcode		Website			
Company Tel No.		Company Fax No.			
VAT Reg No.					
Order Contact Name		Order Contact No.			
Order Contact Email		Position in Company			
Onsite Contact Name		Onsite Contact No.			

Summary of Order

Catering	£	
Cleaning	£	
Event Services	£	
Health & Safety	£	
IT & Telephony	£	
Total (Excl. VAT)	£	
VAT Amount (20%)	£	
Final Total	£	



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Your Information

The NAEC, Stoneleigh (Grandstand Stoneleigh Events Ltd) will hold & process your contact details on our database, and we may use it to provide details of services, products, events or offers that we feel may be of interest to you. We may also make this information available to carefully selected third parties who may contact you with further information on their services, products, events or offers.

Please tick the box if you wish to receive information from:

NAEC, Stoneleigh Selected 3rd Parties

Please tick the box to indicate your preferred contact method: By Email By Telephone

How can we Help?

In order to assist us and to make it as easy as possible for you to order them please indicate below where you heard about the products & services we offer:

Previous Visitor Our Website Show Website Online Manual
Exhibitor Manual Word of Mouth Telephone Enquiry Email Enquiry

Are there any other products or services that you would like us to provide?

If you have any other feedback, then please email us at: eventorders@stoneleighevents.com

Signature

The signatory declares that he/she has read and accepts the standard terms & conditions and is duly authorised by the Customer to bind the Customer and make it subject to the rights and obligations as set out in this agreement. Please tick box to confirm

Signature: _____ Print Name: _____ Date: _____

Payment Details

The customer confirms that if they incur any call charges or fail to return any equipment, the NAEC, Stoneleigh may take additional payment in relation to such in accordance with the standard terms & conditions using the payment method and details provided below. Payments for any services **MUST** be made in advance of the show.

Total Value of Order (inc. VAT) _____ £

PAYMENT CAN BE MADE VIA THE METHODS SHOWN BELOW:

Bank Transfer
(BACS)

Bank of Scotland, Account No. 06021277, Sort Code 121740



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Credit/Debit Card	Please call our Finance Team on 02476 858248 to process a card payment
Cheque	To be made payable to Grandstand Stoneleigh Events Ltd.

Service Location Plan

Please indicate the position of the connections you have ordered on the Service Location Plan below:

A large, empty grid consisting of 20 columns and 20 rows of small squares, intended for marking the positions of connections on a service location plan.

Front of Stand