

# KUDOS

WE BRING THE KNOW HOW

## *Stand Catering Order Form*

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Date

Event Date

Event Name

Stand Number

Company Name

Email Address

Contact Name

On-Show Contact

Contact Number

On-Show Contact Number

Invoice Address

Additional Information / Instructions



I HAVE READ AND AGREE WITH THE HIC TERMS AND CONDITIONS

## Providing your own Food & Drink at HIC

Where Hospitality or Stand Catering is undertaken at HIC, the client or the client's guests for consumption on the premises may bring no other food, wine, beer or spirits into HIC, unless the prior written consent of the company has been obtained and a concession fee agreed.

**Corkage** – is the charge placed on wines, beers, liquor & soft drinks items brought into the venue that have been purchased elsewhere and not from the contracted hospitality & stand caterer (Kudos).

This service encompasses storage, chilling, delivery and supply of appropriate disposable glassware. If you are using alcoholic beverages, Kudos will become the licensee for your event and you will be briefed on the relevant licensing legislation. Delivery of drinks must be with us 3 days before the event. There are no minimum quantities for this service.

Champagne £16.10 per bottle  
Sparkling Wine £13.40 per bottle  
Wines £10.70 per bottle  
Spirits £32.10 per bottle  
Beers £1.60 per can/bottle  
Soft drinks £1.60 per can/bottle  
Water & Juice £2.20 per litre

### Contract buy out – stand holders

To cater for yourselves with no input or involvement from Kudos you can take advantage of our 'contract buy out' option. In taking this option all food hygiene regulations become your responsibility. If serving alcohol by law you will need to provide a personal license holder, who will be responsible for the activities on the stand. A copy of the license will need to be provided. Kudos will not be responsible in any way for food safety or licensing regulations.

## Prices

All prices quoted are exclusive of VAT at the current rate. - Kudos Catering (UK) Limited VAT number is 863736005  
Credit card transactions will attract a 4% administration surcharge.

## Stand Hospitality

We will happily work with you to provide a bespoke hospitality package in order for something special to be offered to your clientele.

## To place your order

Please complete the attached order form and e-mail it to us at [Kirsten.Rolph@harrogateconventioncentre.co.uk](mailto:Kirsten.Rolph@harrogateconventioncentre.co.uk) no later than two weeks before the start date of your show. Upon receipt of your order, Kudos Catering (UK) Limited will issue you with an invoice for which payment is required within 7 days. As we do not operate a sale or return policy, all items ordered prior to the event will be delivered to your stand in full and invoiced in full. Subject to availability additional items can be delivered during the show. All additional items must be signed for upon delivery and paid for before the end of the show.

## Delivery

All stand orders are free of delivery charge. Due to volume of orders received, it is not always possible to guarantee a specific time. If a specific time is required the delivery time will be approximate by one hour either side of the requested time.

## Equipment Hire

It is the stand holder's responsibility to return any hired equipment to the catering department. Full replacement cost will be charged for any breakages or items that are not returned to the stand order office.

## Terms and Conditions

Kudos Catering (UK) Limited, in conjunction with the Harrogate International Centre, reserves the right to sell and provide all catering equipment and refreshments including food, wine, spirits, beers and other alcoholic and non-alcoholic beverages, consumed on the premises and reserves the right to impose a surcharge on any goods not supplied by themselves. Any orders cancelled 24hours or less before the event is live will not receive a refund for the items cancelled.