

stand catering

STAND CATERING PROCEDURES AND TERMS AND CONDITIONS

stand catering order procedure

1. Please confirm orders as soon as possible on receipt of this form.
2. We are delighted to take short notice and on the day orders, however these will be subject to a restricted food and drink choice, availability and a given delivery time. All bookings received within 10 working days of the exhibition will be subject to a 20% late booking charge. Top up orders received during the show will not be subject to the 20% surcharge.
3. Pre-payment for all orders must be received prior to any stand delivery.
4. All food/drink deliveries will be subject to an authorised signatory at the stand at the time requested. Should authorisation not be

available, the food/drink will be redelivered at a later time for signature. The time of the delivery will be noted and food safety issues highlighted.

5. Letheby & Christopher (L&C) is the sole caterer on site. The exhibition organiser is aware a charge for estimated loss of income will be made to all stands providing their own catering.
6. Should prior agreement be reached to allow a stand to provide their own catering, these stands could be subject to Environmental Health Officer inspection.

stand catering / hospitality terms and conditions

Definitions

"Reservation" is the written request of the Customer for which Letheby & Christopher accepts upon these conditions, services and goods.

"Letheby & Christopher" is Compass Group trading as Letheby & Christopher and its employees.

"Customer" is the person, firm or other body contracting to purchase services and goods.

"Scottish Exhibition + Conference Centre" is the conference and exhibition centre and premises situated at Queens Dock, Finnieston, Glasgow G3 8YW

"Event" is the event situated within the demise of the Scottish Exhibition + Conference Centre site in respect of which the customer has made a booking and are services/goods for which a customer has made a booking with Letheby & Christopher.

1. Stand Catering Reservations

- 1.1 Provisional reservations will state the minimum guaranteed price for the order.
- 1.2 All provisional stand-catering orders will be held for a 10-day period. After this time Letheby & Christopher reserves the right to cancel the order, if confirmation by way of full pre-payment of the minimum guaranteed price is not received.

2. Payment Terms

- 2.1 Cheques are to be made payable to Letheby & Christopher Ltd. All payments to Letheby & Christopher must be paid in pounds sterling.
- 2.2 Acceptable methods of payment for Letheby & Christopher are Cash, Cheques along with suitable bankers guarantee card, or by prior arrangement a recognised major credit card: Visa, Access, MasterCard, American Express. A commission charge of 5% will be made on all credit card payments.
- 2.3 Letheby & Christopher reserve the right to retain any payments received when a cancellation is made of the bookings, in accordance with clause 4.2.1 and 4.2.2.
- 2.4 The payment of all sums due from the customer shall be made on receipt of the Letheby & Christopher account.
- 2.5 If the customer has reasonable grounds for believing the account rendered to be incorrect, it may give immediate written notice to Letheby & Christopher stating its grounds for disputing the amount payable. Unless such notice is/has been given within thirty days of the Customer receiving the account, the account is payable in full as aforesaid and in any case shall be subject only to the deduction of the sum in dispute.
- 2.6 All payment dates shall be of the essence and if the Customer fails to comply with the payment dates, Letheby & Christopher shall be entitled to charge interest on any amounts overdue at the rate of 4% per annum over the Bank of England's base rate from time to time from the payment date until actual payment.

3. Minimum Guaranteed Stand Catering Order

- 3.1 The minimum guaranteed Stand Catering Order value will be agreed at the initial enquiry stage. Where the actual order value is not reached, the minimum guaranteed Stand Catering Order will be charged.

4. Cancellation

- 4.1 Letheby & Christopher reserve the right to cancel a Stand Catering Order in the event of the customer materially failing to perform any of its obligations.
- 4.2.1 If this contract is terminated or cancelled by the customer in writing to The Stand Catering Office of Letheby & Christopher at anytime prior to the event.

- 4.2.2 Letheby & Christopher in accordance with 4.1 opposite will calculate a cancellation fee based on the table below.

Cancellation period before event:	
More than two months up to and including three months	20%
More than one month, up to and including two months	50%
Up to and including 1 month	100%

- 4.3.1 Letheby & Christopher reserves the right to cancel the booking if the customer becomes insolvent or enters into liquidation or receivership or is subject to any similar process. In such an event Letheby & Christopher will refund the amounts already paid to the customer and will have no further liability to them.
- 4.3.2 If the venue or any part of it is closed due to fire, employee dispute, alterations, decorations or by order of any Public Authority.
- 4.3.3 If it believes that the reservation might prejudice the reputation of the company.

5. Supply of Additional Goods or services

- 5.1 The customer to pay Letheby & Christopher's charges for any goods and services provided by Letheby & Christopher at the request of the customer, or any person purporting to act on behalf of the customer and having ostensibly authority to do so unless covered by other provisions of the contract.
- 5.2 Where hospitality or stand catering is undertaken in the Scottish Exhibition + Conference Centre, no food, wine, beer or spirits may be brought into the Scottish Exhibition + Conference Centre by the Customer or the Customer's guests for consumption on the premises, unless the prior written consent of Letheby & Christopher has been obtained and an additional charge agreed.

6. Damage / Loss of Property

- 6.1 The customer will take every precaution not to injure any person or damage any property of Letheby & Christopher or any third party. The customer shall satisfy all claims based on any such damage or injury, whether such claims are made by Letheby & Christopher or by a third party against Letheby & Christopher or the customer. The customer agrees to indemnify Letheby & Christopher from and against claims by third parties (including the employee's sub-contractors and guests of the customer) in connection with the event. Notwithstanding the foregoing nothing in this condition shall render the customer liable in respect of any death, injury or damage caused solely by any negligent act or omission of Letheby & Christopher, its employees or agents.

7. Force Majeure and Liability

- 7.1 If Letheby & Christopher is prevented from carrying out its obligations hereunder by circumstances beyond its reasonable control including (without limitation) Government intervention, strikes, labour, disputes, accidents, acts of God, national or local disasters or war or any event causing the whole or a substantial part of The Scottish Exhibition + Conference Centre to be closed to the public then Letheby & Christopher may:
 - 7.1.1 Cancel the order and refund the amounts already paid by the Customer and shall have no further liability to the customer.
 - 7.2 Letheby & Christopher does not accept liability for loss of or damage to any object, equipment, furniture, stock or other property of any sort bought on to the premises by the Customer or hired by Letheby & Christopher on the Customers behalf howsoever such

loss or damage may occur unless as a direct result of Letheby & Christopher's negligence. The Customer acknowledges that any such objects, equipment, furniture, stock or other property of any sort will remain under the control and care of the Customer and that the Customer is in the best position to insure such property and accordingly it is reasonable for Letheby & Christopher to exclude liability for such property to the extent referred to above.

- 7.3 Nothing in this clause affects Letheby & Christopher liability for personal injury or death suffered by the Customer or any third party as a result of Letheby & Christopher's negligence.

8. Licensing Regulations

- 8.1 The customer will ensure that the event will not be conducted and that its guests will not behave in a way which will or may constitute a breach of the law, or cause a nuisance, or be an infringement of or occasion for or render possible forfeiture or endorsement or non renewal of licenses for Letheby & Christopher.
- 8.2 Letheby & Christopher as licensee reserves the right to exclude or eject any persons from an event on The Scottish Exhibition + Conference Centre premises who it shall reasonably consider to be an objectionable (including any person engaged by the Customer to provide production, entertainment or perform any other duties at the function). The Customer will be liable for any liability arising thereby saves where the Customer establishes negligence or bad faith by Letheby & Christopher. The Customer shall indemnify Letheby & Christopher in respect of any claims whether from guests, staff or otherwise.

9. General

- 9.1 Any notices given under these conditions must be given in writing and delivered personally or sent by pre paid recorded delivery or registered post, or facsimile as follows.
 - 9.1.1 If by you to us Letheby & Christopher, The Scottish Exhibition + Conference Centre, Queens Dock, Finnieston, Glasgow G3 8YW. Fax 0141 226 3812.
 - 9.1.2 If by us to you to the address or Facsimile number set out at the head of the Stand Catering Form.
 - 9.1.3 Any property addressed notice will, be deemed to be given, if delivered, personally at the time of delivery, if during working hours, if sent by post 72 hours after being placed in the post provided there are no postal strikes affecting the relevant areas (and if so, 72 hours after the end of such a strike) or, if by facsimile immediately upon completion of transmission to the correct facsimile number, Notice is served personally or by facsimile outside normal working hours, notice will be deemed to be received at the start of the next working day.
- 9.2 The failure to exercise or delay in exercising a right or remedy under these conditions will not constitute a waiver of the right to remedy or a waiver of any other rights or remedies. No single or partial exercise of any right or remedy under these conditions will prevent any further exercise of the right or remedy or the exercise of any other right or remedy.
- 9.3 Each of the provisions contained in these conditions will be constructed as independent of every other provision, so that if any provision is determined by any court of competent authority to be illegal, invalid and/or unforeseeable then such determination will not affect any other provisions of these conditions, all of which other provisions will remain in full force and effect.
- 9.4 You may not assign, transfer or change your rights and/or obligations under these conditions. Without prior written consent we may assign our rights and obligations under these conditions, if we sell or otherwise dispose of the whole of the stand catering business at The Scottish Exhibition + Conference Centre.

stand catering

STAND CATERING SELECTOR

menu selector

DESCRIPTION	CODE	PRICE
Gourmet Danish Tray	SR1	£13.00
A selection of freshly baked Pain aux Chocolat, Pain aux Raisin Apricot Danish and Almond Danish (3 of each)		
Croissant and Muffins Platter	SR2	£10.00
Offer a choice to the early starter of Croissants or Muffins served with butter and a selection of preserves (6 of each)		
Coffee Break	SR3	£9.00
Take a break with some Fudge Brownies and Carrot Cake (6 of each)		
Cookies (12)	SR4	£9.00
'American Style' Cookies		
Fruit Platter	SR5	£30.00
Assortment of fresh fruit for 20		
Tortilla Chips (175g)	SR6	£7.50
Accompanied with a Spicy Red Salsa		

DESCRIPTION	CODE	PRICE
Kettle Chips (300g)	SR7	£4.50
With a French Onion Dip		
Sweet Tooth!	SR8	£6.00
Assorted Boiled Sweets, Celebrations, Mini Chocolate Bars, Foxes Glacier Mints		
Strawberry Tea	SR9	£26.00
A Sweet Afternoon Snack that consists of: a platter with Scones, Clotted Cream and Strawberry Preserve alongside a bowl of Fresh Strawberries (serves 4 people)		
Sandwich Platter (10)	SR10	£39.00
A platter of freshly made Sandwiches, suitable for all tastes! Vegetarian also available.		
Assorted Bagels	SR11	£39.00
Four styles of Bagels, served with three fillings for you to Choose: – Cream Cheese and Smoked Salmon, Cream Cheese and Chive or simply low fat Cream Cheese (3 of each bagel)		

small equipment hire

DESCRIPTION	CODE	PRICE
Daily Charge		
Cups, Saucers, Teaspoons (12)	E1	£5.00
Side Plates (12)	E2	£5.00
Large Plates (12)	E3	£5.00
Glass Jug (each)	E4	£2.00
Table Knives (12)	E5	£3.00
Table Forks (12)	E6	£3.00
Table Spoons (12)	E7	£3.00
Wine Glasses (12)	E8	£4.00
Champagne Flutes (12)	E9	£4.00
Glass Tumblers (12)	E10	£5.00
Ice Containers and Tong (1)	E11	£2.50
Drinks Trays	E12	£2.00
Linen Tablecloth (each)	E13	£7.00

essential items

DESCRIPTION	CODE	PRICE
Handy Bucket: including 6 refuse sacks, bottle opener, cork screw, 6 J cloths, washing up liquid, tea towel and kitchen roll.	E14	£12.00
Ice (2kg) and disposable ice bucket	E15	£5.00

disposal

Duni slip cloths/napkins	E16	£1.00
Bin Liners (5)	E17	£1.00

When hiring equipment, please complete credit card details as any replacements and washing will be charged for.

stand catering

STAND CATERING SELECTOR

beverage selector

DESCRIPTION	CODE	PRICE
Joe To Go Coffee Pack	SR12	£25.00

This pack will give you: hot coffee, biscuits, milk and sugar portions ideal for 20 guests
No power required

Joe To Go Tea Pack	SR13	£20.00
---------------------------	------	--------

This pack will give you: hot water, Individually enveloped Tetley tea bags, biscuits, milk and sugar portions, ideal for 20 guests
No power required

Premier Coffee Pack	SR14	£45.00
----------------------------	------	--------

For those who have a high demand for coffee this is perfect!
You will get a Coffee Machine (for the duration of the show) to make your own freshly Ground Ritazza Coffee, along with sufficient milk and sugar portions for 100 guests
(power required – 13 amp, served with disposables)

Premier Tea Pack	SR15	£41.00
-------------------------	------	--------

If your preference is for a quantity of tea throughout the show: this pack provides you with a kettle, an airpot to store your hot water, individually enveloped Tetley tea bags, biscuits, milk and sugar portions to quench the thirst of 100 guests
(power required – 13 amp, served with disposables)

Hot Beverage Top Up Pack	SR16	£25.00
---------------------------------	------	--------

This pack includes 50 disposable cups, hot coffee, milk and sugar.

spirit selection

Bells Whisky (70cl)	B1	£21.00
Gordons Gin (70cl)	B2	£21.00
Smirnoff Vodka (70cl)	B3	£21.00
Bacardi (70cl)	B4	£21.00
Jack Daniels (70cl)	B5	£26.00
Martell VS (70cl)	B6	£30.00

DESCRIPTION	CODE	PRICE
beer selection		

Bottled Beers Packs (275mls x 6)	B7	£10.50
----------------------------------	----	--------

minerals

Mixer Cans:

Tonic (150ml cans x 6)	B8	£3.00
Bitter Lemon (150ml cans x 6)	B9	£3.00
Lemonade (150ml cans x 6)	B10	£3.00
Soda Water (150ml cans x 6)	B11	£3.00
Canned Sodas (330ml cans x 6)	B12	£4.20

Fresh Orange Juice (1 Litre)	B13	£2.75
Still Mineral Water (1 Litre)	B14	£2.00
Sparkling Mineral Water (1 Litre)	B15	£2.00
Still Mineral Water (6 x 500mls)	B16	£6.00
Sparkling Mineral Water (6 x 500mls)	B17	£6.00
Hire of Water Cooler	B18	£50.00
Water Bottle 18.9 Litre	B19	£20.00

Used in conjunction with Water Cooler, hire and a sleeve of 100 conical cups. (power required).

wine selection

House Red Wine	B20	£12.95
House White Wine	B21	£12.95
Sparkling Wine	B22	£18.95
House Champagne	B23	£26.50

The above includes 6 plastic glasses per bottle

extras

Fresh Milk (1 pint)	B24	£1.00
Milk Jiggers (box of 100)	B25	£8.00
Cubed White Sugar (box)	B26	£10.95
Cubed Brown Sugar (box)	B27	£10.95

hospita**lity**

ADDITIONAL REQUIREMENTS FORM

We do realise that the Stand Catering Selector Order Form may not meet all standholder requirements. We would be delighted to discuss any individual requirements and provide bespoke menus. Staff, china and additional equipment can also be arranged, please fax back this form for more information.

TO: HOSPITALITY DEPARTMENT **FAX: 0141 226 3812**
Letheby & Christopher
Scottish Exhibition + Conference Centre

FROM:

contact name (prior to event)	exhibition name
title	exhibition date
contact name (at event)	stand number
title	number of days
company name	date ordered
company address	telephone
	fax
postcode	e-mail

Please tick appropriate box:

- Please call me to discuss my Stand Catering requirements in more detail as I require bespoke menus.
- Please call to discuss china, equipment and staffing requirements on my stand.
- Hospitality and Banqueting facilities can be provided at the venue. Please tick for information on private breakfasts, lunches, dinners or cocktail receptions.
- Other – please specify
