

## FORM NO. 16 STANDARD CATERING ORDER FORM



**PLEASE SEND THE COMPLETED FORM WITH THE PAYMENT INFORMATION TO:**  
**EMAIL: [exhibitionsales@qatarconvention.com](mailto:exhibitionsales@qatarconvention.com) TEL.: +974 44546000 FAX: +974 44546006**

**BEFORE 1<sup>ST</sup> NOVEMBER 2011**

### WPC STAND CATERING ORDER FORM 2011

The Qatar National Convention Centre (QNCC) provides an extensive range of food and beverage options for your stand or designated areas within the exhibition.

**The Qatar National Convention Centre has exclusive food and beverage distribution rights within the venue. Any outside food items brought into its premises for consumption and/or sale are strictly prohibited.**

If you would like menus for our full selection of food and beverage offerings and custom menus please contact QNCC's On-stand Event Coordinator – [exhibitionsales@qatarconvention.com](mailto:exhibitionsales@qatarconvention.com).

Alternatively for On-Stand Catering Delivery Service and staffing only, please indicate your requirements on the following pages and return this form **no less than 30 DAYS PRIOR** to the move-in of the event.

**Orders received less than 30 days prior to the move-in of the event cannot be guaranteed and the on-site rate will apply.**

Please send the completed form with the payment information to:

Exhibition Services  
 Qatar National Convention Centre  
 Education City  
 PO Box 34195  
 Doha, Qatar  
 Tel: +974 4454 6000  
 Fax: +974 4454 6006  
 Email: [exhibitionsales@qatarconvention.com](mailto:exhibitionsales@qatarconvention.com)

Event Name	:	_____
Venue/Hall	:	_____
Stand Name	:	_____
Onsite Contact Person	:	_____
		Delivery Date/s : _____
		Stand No : _____
		Mobile : _____

**NB: A separate form must be submitted for each delivery day if items and quantities vary each day.**


#### Billing Address

Company	:	_____
Attention	:	_____
Address	:	_____
City	:	_____
State	:	_____
Tel	:	_____
Email	:	_____
		Designation : _____
		Postal Code : _____
		Country : _____
		Fax : _____
		Mobile : _____

No	Menu	Unit	Incentive Rate US\$	Onsite Rate US\$	Please advise of quantities and delivery times			TOTAL
					Quantity / Time	Quantity / Time	Quantity / Time	
<b>SOMETHING SWEET</b>								
1.	Pastries Danish – Assorted	12 pieces	33.00	38.50	/	/	/	
2.	Pastries French – Assorted	12 pieces	42.60	49.50	/	/	/	
3.	Pastries Arabic – Assorted Baklava	24 pieces	34.40	39.90	/	/	/	
4.	Pastries Arabic – Assorted Halva & Mamool	24 pieces	34.40	39.90	/	/	/	
5.	Croissants – Assorted	12 pieces	34.40	39.90	/	/	/	
6.	Cookies – Selection of Shortbread, chocolate chip, date, and almond	24 pieces	31.60	35.80	/	/	/	
7.	Muffins – Assorted varieties	12 pieces	33.00	38.50	/	/	/	
8.	Brownies – Double Chocolate	24 pieces	33.00	38.50	/	/	/	
9.	Tart – Portuguese Custard	12 pieces	30.30	34.40	/	/	/	
10.	Fruit – Fresh Skewers	12 pieces	30.30	34.40	/	/	/	
11.	Fruit – Whole , pieces	12 pieces	13.80	16.50	/	/	/	
<b>SOMETHING SAVOURY / SALTY</b>								
12.	Cheese – International platter with condiments	12 people	50.90	57.70	/	/	/	
13.	Cheese – Individual skewers with garnishes	24 pieces	63.20	72.90	/	/	/	
14.	Sushi – Vegetarian Maki with Wasabi & Soy	16 pieces	59.10	68.70	/	/	/	
15.	Sushi – Assorted Maki with Wasabi & Soy	16 pieces	64.60	74.20	/	/	/	
16.	Sandwiches – Chef's choice of tea sandwiches	12 pieces	49.50	56.40	/	/	/	
17.	Sandwiches – Chef's choice of wraps	12 pieces	45.40	52.20	/	/	/	
18.	Canapés – Vegetarian, Chef's selection	24 pieces	60.50	70.10	/	/	/	
19.	Canapés – Assorted, Chef's selection	24 pieces	72.90	83.80	/	/	/	
20.	Mezzeh – Cold Platter with crispy pita chips	12 people	26.10	30.30	/	/	/	
21.	Vegetable Anti pasto – Platter, assorted items	12 people	33.00	38.50	/	/	/	
22.	Crudités – Vegetable with Thousand Island Chilli Dip	12 people	26.10	30.30	/	/	/	
23.	Charcuterie – Cured cold cuts with ciabatta, oil and balsamic vinegar	12 people	52.20	62.70	/	/	/	
<b>SOMETHING ELSE</b>								
24.	Dates – Plain Plate	500 gram	17.90	21.50	/	/	/	
25.	Dates – Stuffed Assorted Plate	500 gram	48.10	57.70	/	/	/	

No	Beverages	Unit	Incentive Rate US\$	Onsite Rate US\$	Please advise of quantities and delivery times			TOTAL
					Quantity / Time	Quantity / Time	Quantity / Time	
<b>CHILLED BEVERAGES</b>								
1.	Juice Chilled – Orange	2 litres	13.90	16.70	/	/	/	
2.	Juice Chilled – Assorted, Mixed Fruit, Berry, Apple	2 litres	13.90	16.70	/	/	/	
3.	Cans – Coca Cola	12 cans	16.50	17.90	/	/	/	
4.	Cans – Diet Coke	12 cans	16.50	17.90	/	/	/	
5.	Cans – Coke Zero	12 cans	16.50	17.90	/	/	/	
6.	Cans – Assorted Soft Drinks – Fanta, Sprite, Fanta Citrus	1 case	33.00	35.80	/	/	/	
7.	Cans – Red Bull	12 cans	49.50	55.00	/	/	/	
8.	Water – Still Local (Small)	24 bottles	33.00	35.80	/	/	/	
9.	Water – Still Imported (Small)	24 bottles	66.00	69.40	/	/	/	
10.	Water – Sparkling (Small)	24 bottles	99.00	108.60	/	/	/	
11.	Water – Still Local (Large)	12 bottles	33.00	35.80	/	/	/	
12.	Water – Still Imported (Large)	12 bottles	66.00	69.40	/	/	/	
13.	Water – Sparkling (Large)	12 bottles	82.50	90.70	/	/	/	
14.	Water – Cooler (supplied for duration of event)	1 unit	34.40	37.10	/	/	/	
15.	Water – Bottle for Cooler	5 gallon	8.30	9.70	/	/	/	
16.	Water – Cups, Plastic	100 pieces	16.50	17.90	/	/	/	

No	Beverages	Unit	Incentive Rate US\$	Onsite Rate US\$	Please advise of quantities and delivery times			TOTAL
					Quantity / Time	Quantity / Time	Quantity / Time	
<b>TEA &amp; COFFEE</b>								
17.	Tea – selection of teas, milk & sugar – with cups	12 cups	39.90	44.00	/	/	/	
18.	Coffee – Brewed Coffee, milk & sugar – with cups	12 cups	45.40	49.50	/	/	/	
19.	Coffee – Arabic Coffee (Gahwa) with cups	1 Litre	31.60	34.40	/	/	/	
<b>COFFEE &amp; TEA PACKAGES</b>								
<b>Urns priced for the duration of the event</b>								
20.	<b>HOT WATER URN** with COFFEE &amp; TEA SELECTION            (**13 amp power required)</b> - 50 Cup Hot Water Urn – filled - 40 Nescafe Sachets - 10 English Breakfast Tea Bags - 5 Herbal Tea Bags - 5 Hot Chocolate - 50 heat barrier disposable cups with stirrers - 60 sugar sticks - 50 portion milk  <u>Replenishment stock available – detailed below on page 6</u>	50 cups	164.90	178.60	/	/	/	
21.	<b>HOT WATER URN** with COFFEE &amp; TEA SELECTION            (**13 amp power required)</b> - 100 Cup Hot Water Urn – filled - 80 Nescafe Sachets - 20 English Breakfast Tea Bags - 10 Herbal Tea Bags - 10 Hot Chocolate - 100 heat barrier disposable cups with stirrers - 120 sugar sticks - 100 portion milk  <u>Replenishment stock available – detailed below on page 6</u>	100 cups	302.20	329.70	/	/	/	

No	Beverages	Unit	Incentive Rate US\$	Onsite Rate US\$	Please advise of quantities and delivery times			TOTAL
					Quantity / Time	Quantity / Time	Quantity / Time	
<b>COFFEE &amp; TEA PACKAGES</b>								
	<b>NESPRESSO MACHINE SEMI-AUTOMATIC**</b> <b>subject to availability</b> <b>(**13 amp power required)</b> Machine Dimensions – 370mm (h) x 560mm (w) x 392mm(d) <i>Coffee espresso machine provided for the duration of the event – re-order product on a daily basis on page 6</i>							
22.	<u>Operational Details</u> - Milk frothed or steamed in 20 seconds with a simple press of a button - 1-litre thermal container to store cold milk for up to 8 hours. - Semi-automatic capsule insertion and ejection. - 3 programmable cup sizes and hot water dispenser. - 2 waste containers for used capsules (35 used capsules each). - Two 3-litre removable water tanks.    A lovely addition to your stand and to delight your visitors with freshly produced espresso, cappuccino, latte, tea and chocolate, this package includes: - 30 Nespresso coffee assorted pods - 10 Tea bags - 10 Hot Chocolate - 50 heat barrier disposable cups, sugar with stirrers - 2 litres of milk - 12 litres water  <i>Replenishment stock available – detailed below on page 6</i>	1	480.80	522.00	/	/	/	

No	Beverages	Unit	Incentive Rate US\$	Onsite Rate US\$	Please advise of quantities and delivery times			TOTAL
					Quantity / Time	Quantity / Time	Quantity / Time	
<b>REPLENISHMENT ITEMS</b>								
23.	Nespresso Pod	1	3.30	3.90	/	/	/	
24.	50 Nescafe Coffee Sachets	1	68.70	75.60	/	/	/	
25.	10 Tea Bags	1	2.80	3.30	/	/	/	
26.	10 Hot Chocolate	1	60.50	66.00	/	/	/	
27.	2 Litres Milk	1	15.20	16.50	/	/	/	
28.	Disposable Cups – 100 cups	1	13.80	15.20	/	/	/	
29.	50 Portion Milk UHT	1	41.30	45.40	/	/	/	
30.	Sugar Sachets / Stirrers (with order)	1	N/C	N/C	/	/	/	
31.	Water – Still Local (Large)	12 bottles	33.00	35.80	/	/	/	
32.	Water – Bottle for Cooler or Urn	5 gallon	8.30	9.70	/	/	/	
<b>STAFFING REQUIREMENTS</b>								
34.	Service Staff On-Stand (Minimum 10 hours)	1	96.20	96.20	/	/	/	
<b>MISCELLANEOUS</b>								
35.								
36.								

### Rules and Regulations

- Qatar National Convention Centre (QNCC) HAS THE SOLE RIGHT FOR THE SALE OR DISTRIBUTION OF ANY ARTICLE OF FOOD OR DRINK. Therefore no food or beverage may be brought into QNCC without prior consent. Generally QNCC will have no objection to exhibitors providing food & beverages, i.e. samples, as a means of demonstrating any plant or equipment forming part of an exhibit, or product manufactured/supplied by the exhibitor. Sampling and health regulations apply and, therefore, written approval will be required from QNCC.

### Notes

- Appropriate, where required, crockery and cutlery will be provided. The cost of lost or missing crockery and cutlery will be borne by exhibitors.
- Power connection shall be arranged for any order as required.
  - Please arrange with the appointed Stand contractor prior to build-up.
- For the hiring of service personnel, please ensure appropriate instruction is provided to enable us to meet your requirements.
- The Stand Catering order(s) and services are subject to availability.

### Terms & Conditions

- **INCENTIVE RATES** require that **ORDER FORMS AND FULL PAYMENT** or **CREDIT CARD AUTHORISATION** form is received a minimum of thirty (30) days prior to the event move-in date.
- **ONSITE RATES** will apply after the deadlines and **are** applicable for each on-site order.
- Notice of cancellation must be given at least fourteen (14) days before the event date, failing which your payment is non refundable and will be forfeited.
- The final reconciled invoice will be provided within fourteen (14) days after the show closing date.
- Refunds or overpayment will be processed by the QNCC's Finance Department 30 days after the show closing date.
- **The above price quoted is subject to change without prior notice.**
- **Prices quoted above are in an estimated US Dollar rate against the Qatar Riyal.**
- **RATES ARE ALL INVOICED IN THE LOCAL CURRENCY QATAR RIYALS (QAR) – the QAR is pegged against the US Dollar (US\$ = QAR 3.64) at time of printing.**

