



IMPORTANT INFORMATION

DELIVERY TIME SLOTS

08:30-09:30 / 09:30-10:30 / 10:30-11:30 / 11:30-12:30 / 12:30-13:30 from 13:30 hourly delivery slots continue until 30 minutes before the exhibition closes.

ORDERS

- Minimum order value of £25.00 prices include VAT
- All initial orders must be returned a minimum of 7 working days prior to your event
- Subsequent orders can be placed on site for next day delivery if placed before 12:00pm
- If you have any special requirements
 please let us know and we will endeavour to
 meet your needs
- No return of stock
 can be credited at the end of the exhibition
- Electric supplies for all equipment will need to be ordered with Stagecraft UK please call 01952 281 600 to arrange

EVENT STAFF

Don't forget we can assist with hostess & service staff **from £14.50 per hour**.

PAYMENT

Payments can be arranged via invoice.

The Invoice payment must be received 48 hours before the event start date.

CORKAGE FEE OPTION

Payment required 2 days prior to the event, failure to do so may incur an additional admin fee on the day.

Please note that this option allows you to bring a pre agreed quantity of the specific items

Any electrical items brought on to site require PAT testing certification. Electric supplies for all equipment will need to be ordered with Stagecraft UK, please call 01952 281 600.

If you are serving food on your stand a member of your team must have a level 1 food hygiene certificate. Please ensure you have this with you for the duration of the event. You must also conform to the guide catering regulations for food & beverage.

HOT BEVERAGE EQUIPMENT,
PRODUCT & SNACKS - £120.00 PER DAY

ALL BEVERAGE INCLUDING ALCOHOL & SNACKS - £150.00 PER DAY

CONTACT

TIC FOOD & BEVERAGE DEPARTMENT

TEL: **01952 281 601** FAX: **01952 281 686**

 ${\sf EMAIL:} \textbf{ sally.cooke} @ \textbf{southwatereventgroup.com}$



			QUANTITY PER DAY						
ALCOHOLIC BEVERAGES	PRICE	TIME SLOT	М	Т	W	т	F	S	S
House red wine (per 750ml bottle)	£16.00								
House white wine (per 750ml bottle)	£16.00								
House champagne (per 750ml bottle)	£44.00								
House prosecco (per 750ml bottle)	£23.00								
Bottle of beer (per bottle)	£4.00								
2kg bag of ice	£5.00								
SOFT BEVERAGES	PRICE	TIME SLOT	М	т	w	т	F	S	S
Coke or Diet Coke per 12 (500ml PET bottle)	£24.00								
Heartsease Farm per 12 (500ml PET bottle) A mix of raspberry lemonade, traditional lemonade, apple & rhubarb)	£24.00								
Wenlock mineral water per case of 12 (500ml PET bottle)	£24.00								
Wenlock mineral still or sparkling water (per 750m bottle)	£23.00								
Bottle of beer (per bottle)	£2.50								
Fresh fruit juice (per 1 litre jug) orange, cranberry or apple	£5.50								
SUNDRIES	PRICE	TIME SLOT	М	т	w	Т	F	S	s
Bean to cup coffee machine 3 KW, daily capacity of 250 cups Inclusive package - 50 free of charge hot beverages - Coffee products, sugar, stirrers, milk jiggers - Coffee machine staff operator (4 hours included) - Additional hot drinks (disposable cups) charged at £2.05 per drink thereafter	£250.00 per event								
Thermal flask of tea (10 cups approx.) includes disposable cups, milk, sugar & stirrers	£18.00								
Thermal flask of coffee (10 cups approx.) includes disposable cups, milk, sugar & stirrers	£22.00								
Thermal cups & stirrers (50 of each item)	£12.00								
Water tower 1kw Cold water machine (hire charge per event) includes 1 water butt and cups	£75.00								
Water butt (19 litre butt for water machine including cups)	£33.50								



			QUANTITY PER DAY						
DINE WITH US	PRICE	TIME SLOT	М	т	W	т	F	S	S
Bacon sub rolls / sausage sub rolls (platter of 10 items) Please specify vegetarian & dietary requirements	£35.00								
Danish pastry selection (platter of 10)	£18.00								
Box of assorted sweet biscuits 1 KG	£15.00								
Grab & go grab bag Individual bag per person includes a sandwich wedge, crisps, chocolate bar, fruit & 500ml water	£8.50								
Seasonal fruit basket (10 mixed items)	£22.00								
Sandwich platter (for 8) Prawn Marie Rose & rocket, BLT, roast chicken salad, tomato wrap filled with mozzarella, green pesto, tomato & spinach, ham & tomato, chicken & stuffing, tuna mayonnaise & cucumber, cheese & tomato, feta Cheese, sliced olives & tomato wrap Please specify vegetarian & dietary requirements	£35.00								
Gourmet handmade pies deep filled with the finest ingredients, delivered hot to your stand (10 mixed variety options) Sausage roll, steak & ale pie, chicken & mushroom, cheese & onion pasty - Napkins & disposable plates / cutlery included Please specify vegetarian % required	£35.00								
Quintessential afternoon tea (14 slices pre-cut) Classic Victoria sponge, Carrot cake, Coffee & walnut	£25.00								
ADDITIONAL FOOD & DRINK NOTES									



				QUANTITY PER DAY					
TABLEWARE	PRICE	TIME SLOT	М		w				
Teacup & saucer (per set)	£0.60								
175ml Wine glass (per glass)	£0.30								
Half-Pint Slim Jim (per glass)	£0.30								
Pint glass (per glass)	£0.30								
Champagne flute (per glass)	£0.30								
EQUIPMENT	PRICE	TIME SLOT	М	Т	w	Т	F	S	S
Trays per tray (non-slip or silver)	£5.00								
Ice Bucket (each)	£5.00								
Display Bowls (each)	£5.00								
DISPOSABLES	PRICE	TIME SLOT	М	Т	w	Т	F	s	S
Plates	£0.30								
Pint Glass (per glass)	£0.30								
Half-Pint Glass (per glass)	£0.30								
Wine Glass (per glass)	£0.30								
LINEN	PRICE	TIME SLOT	М	Т	w	Т	F	S	s
Black Table Cloths - Black (hire per item: 90x90)	£15.00								
Black Table Cloths - Black (hire per item: 70x108)	£15.00								
White Linen Napkin (per item)	£1.50								
ADDITIONAL ORDER NOTES									



ORDER DETAILS

EVENT NAME
COMPANY
LOCATION / HALL NUMBER OR NAME
STAND NUMBER & NAME
CONTACT NAME
CONTACT TELEPHONE NUMBER(S)
CONTACT EMAIL
ADDRESS & POSTCODE
ON-SITE CONTACT NAME
ON-SITE CONTACT TELEPHONE NUMBER

BILLING DETAILS

INVOICE TO
CONTACT NAME
TELEPHONE
EMAIL
INVOICE ADDRESS & POSTCODE

The Invoice payment must be received 48 hours before the event start date.

CONFIRMATION

SIGNED		
PRINT NAME		
DATE		