

# Exhibitor Beverage Service Order Form



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Doc No:  
 Date of Update:

F53  
 1/9/2019

**DEADLINE DATE: 2 Weeks prior to the event.**  
**Beverage Service Order Form 2019**

Return to: Conference & Exhibition Services Department (Confex)  
 1 Lower Long Street, Roggebaai, Cape Town  
 Tel: +27 21 410 5000 / Fax: +27 21 410 5191  
 Email: services@cticc.co.za

<b>Company Name</b>	
<b>Street Address</b>	
<b>Postal Code</b>	
<b>VAT No.</b>	

<b>Event</b>	
<b>Stand/Room</b>	

<b>Office No</b>	
<b>Mobile No</b>	
<b>Facsimile No</b>	
<b>Email Address</b>	

<b>Authorised By</b>	
<b>Signature</b>	
<b>Quote Date</b>	

<b>Dates Required</b>	
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Description	Quantity required	Unit price per event	No of days	Unit Price ZAR	Delivery Date & Time	Deliver Dates
<b>LIMITED MACHINES AVAILABLE</b>						
<b>A Semi Espresso Machine</b> which includes (300 cups) of coffee limited to Cappuccino, Espresso & Hot Chocolate, cups, saucers teaspoons, tea bags, milk, white & brown sugar sachets. (Includes a Barista for a period of 8 hours. Anything after will be charged for).				R 9,794.08		R 0.00
<b>A Semi Espresso Machine</b> which includes (200 cups) of coffee limited to Cappuccino, Espresso & Hot Chocolate, cups, saucers teaspoons, tea bags, milk, white & brown sugar sachets. (Includes a Barista for a period of 8 hours. Anything after will be charged for).				R 7,216.70		R 0.00
<b>A Semi Espresso Machine</b> which includes (120 cups) of coffee limited to Cappuccino, Espresso & Hot Chocolate, cups, saucers teaspoons, tea bags, milk, white & brown sugar sachets. (Includes a Barista for a period of 8 hours. Anything after will be charged for).				R 4,413.29		R 0.00
<b>COFFEE MACHINE</b>						
Option 1: Coffee machine (± 50 cups) of coffee limited to cappuccino and espresso. (Includes cups, saucers, teaspoons, tea bags, milk, white and brown sugar sachets) and a waiter for 4 consecutive hours.				R 1,733.79		R 0.00
<b>URN OF COFFEE</b>						
Option 2: Urn of coffee/tea (± 40 cups) includes milk, sugar, hot water. Crockery, cutlery e.g. cups, saucers teaspoons, glasses etc. and a waiter for 4 consecutive hours.				R 1,050.00		R 0.00
Additional Coffee per cup				R 29.49		R 0.00
Additional Waitron = Min. of 4 consecutive hours per day				R 84.10		R 0.00

## Exhibitor Beverage Service Order Form

SOFT DRINKS (24 units) Airline Mixers						
Description	Charged per	Quantity required	No. of days	Cost Per Item		
Coke/Coke Light/Lemonade/Tonic/Soda Water	200 ml			R 595.56	R 0.00	
Appeltiser/ Grapetiser	330 ml			R 747.56	R 0.00	
Fresh Fruit Juice	330 ml			R 594.93	R 0.00	
Mineral Water (Still & Sparkling)	500 ml			R 530.67	R 0.00	
CIDER (24 Units)						
Alpha Dry Cider	330 ml			R 1,059.56	R 0.00	
Alpha Ginger Cider	330 ml			R 1,059.56	R 0.00	
BEER (24 units)						
Description	Charged per	Quantity required	No. of days	Cost Per Item		
Assorted Local beers	330ml			R 781.60	R 0.00	
Devils Peak Craft Beer	per unit			R 1,116.50	R 0.00	
SPIRITS (per bottle)						
Gin - Woodstock Inception	750ml			R 733.83	R 0.00	
Vodka - Hope Small Batch	750ml			R 733.83	R 0.00	
Whisky - Bains Cape Mountain	750ml			R 733.83	R 0.00	
Rum - Bacardi or Zulu Impi	750ml			R 672.96	R 0.00	
Brandy - KWV 10 yr	750ml			R 672.96	R 0.00	
Liqueurs and Digestives	750ml			R 672.96	R 0.00	
OTHER						
Red Wine	750ml			R 191.40	R 0.00	
Dry White Wine	750ml			R 176.40	R 0.00	
Sparkling Wine	750ml			R 360.97	R 0.00	
Bar Refrigerator (per day)	Per day			R 840.62	R 0.00	
18 Litre Water Cooler Bottle (Mineral water)	Per bottle			R 164.13	R 0.00	
Water Cooler machine (per day)	Per day			R 193.57	R 0.00	
Ice Cubes	Per 10kg			R 35.00	R 0.00	
<b>Staffing can be hired with a minimum charge of 4 consecutive hours.</b>						
	Number of Staff	No of hours	No of days	Cost per Hour		
Wine Steward				R 94.60	R 0.00	
Waitron				R 84.10	R 0.00	
Barman				R 94.60	R 0.00	
Cocktail Barman				R 189.10	R 0.00	
Barista (Additional Hours Charged)				R 178.60	R 0.00	
				SUB TOTAL	ZAR	R 0.00
					ZAR	R 0.00
					VAT 15% ZAR	R 0.00
					<b>TOTAL ZAR</b>	<b>R 0.00</b>

Orders received after deadline date are subject to an additional 20% surcharge.

Acceptance of Quotation (incl. Terms & Conditions)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Kindly note: Upon confirmation of this quote, an invoice will be generated. Payment is to be made on the invoice.

## Exhibitor Beverage Service Order Form

### TERMS & CONDITIONS

(Please read carefully. The completion of this form implies understanding and acceptance of the below.)

1. The CTICC is the sole provider of all food and beverage.
2. All orders are to be confirmed and paid in full 2 weeks prior to the Event going live.
3. Full EFT payment is required prior to the service being provided/delivered.
4. Payment received after the deadline date, as well as additional orders, is subject to a 20% surcharge.
5. Orders to the value of R1 000.00 or less, is to be paid in cash or via credit card on-site.
6. In the interest of merchant and cardholder security, CTICC's Bank has made the decision to remove the manual-entry function from all credit card devices. The manual credit card transaction is no longer available as a payment option. Credit card transactions can only be processed on-site, with the card holder present.
7. Only in exceptional circumstances, where the CTICC is not able to provide a specific food or beverage product, will the CTICC management consider a client's request to sell/serve food and beverage items on our premises.
8. In such exceptional circumstances, a corkage fee, on a per item basis, will apply to any and all food and beverage brought onto the premises. Exhibitors are NOI allowed to bring in their own Soft-drinks, Beers, Spirits or other Beverages into the venue, or arrange for its delivery by third parties.
9. The corkage fee applicable will be at the sole discretion of CTICC management, and must be paid prior to the start of the event.
10. Approval for the provision of food and beverages by any external third party will only be approved in exceptional circumstances.
11. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to setup.
12. On-site cooking required detailed discussions and approvals to be issued by both the CTICC Food & Beverage Department and the Health & Safety Officer.
13. All prices are exclusive of VAT and are valid for 2019. Total costs are inclusive of VAT.
14. Under no circumstances will ordered items be returned for credit.
15. The provision of cutlery, crockery, glassware, etc, is subject to the service booking of a waitron.
16. Special requirements regarding equipment and services can be addressed to our Conference & Exhibition Services Department (Confex) at [confex@cticc.co.za](mailto:confex@cticc.co.za) or +27 21 410 5000.

### EXHIBITOR SERVICES BANKING DETAILS

(Please use the invoice number as reference.)

**Bank: Absa Bank Limited**  
**Account Name: CTICC Exhibitor Services**  
**Account Number: 4072900731**  
**Branch Name: 632005**  
**S.W.I.F.T Address: ABZA JJ**  
**Vat Registration Number: 4500188182**