



ALLEN COUNTY WAR
MEMORIAL COLISEUM

4000 Parnell Avenue
Fort Wayne, IN 46805
Phone: 260-482-9502



Booth Service Order Form

Please fax or email order form to Katie Steigmeyer:

ksteigmeyer@memorialcoliseum.com

Fx. (260) 484-1637

For any questions, please call Katie at (260) 480-3711

Show Name: _____

Company Name: _____

Contact Name: _____

Address: _____

Email: _____

Telephone _____ Fax: _____ Cell: _____

Booth/Room # _____ # of People: _____

Day/Date	Start/End Time	Quantity	Item Description	Item Price
			Subtotal	
			10% Late Fee	
			19% Service Charge	
			8% Sales Tax	
			Amount Due	

Cardholders Name _____ Visa _____ Mastercard _____

Cardholders Signature _____ Amex _____ Discover _____ Check _____

Card # _____ Expiration Date _____

Security Code _____

IMPORTANT INFORMATION

The Client or any of the client's guests may not bring food or beverages into the Facilities without written permission from the ACWMC. Aramark is the preferred food and beverage provider for the ACWMC. Catering Event Order(s) must be on file, with signatures, in the catering sales office 21 days prior to the event date, otherwise items and prices cannot be guaranteed and a 10% surcharge will be incurred to the subtotal.

DEADLINE

All original orders must be received 21 business days prior to the first show day or a 10% late charge will be applied. Changes and /or cancellations must be received 3 business days in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received by the Sales Department and will result with a 20% late fee.

PAYMENT POLICY

Aramark Corporate Policy requires 100% full payment prior to event date and/or commencement of services. Additionally , a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.