



Exhibitor Catering Order Form

Cold Food Options	Cost	Serving	Quantity Ordered	Total	Customer Information	
Whole Market Fruits Seasonal selection of whole fruits	\$48.00	Per Dozen		\$0.00	Show/ Convention Name:	
Artisinal Cheese Selection- Selection of Artisanal and Local Cheeses from St. James Cheese Co., Pain Frais Breads, Seasonal Fruits, Nut, Local Bayou Honey, Citrus Jam, Pepper Jelly	\$30.00	Per Person		\$0.00	Show/ Convention Dates:	
Crudites - Seasonal Vegetable Selection - Radish, Cauliflower, Broccoli, Snow Peas, Celery, Carrots, Pumpkin Seeds - Olive and Roasted Tomato Tapenade, Spinach and Ranch Dips - Sesame Crackers and Wasa Crisps	\$24.00	Per Person		\$0.00	Company Name and Booth Number:	
Assorted Cookies Chocolate Chunk, Peanut Butter, Oatmeal Raisin, and Sugar	\$83.00	Per Dozen		\$0.00	Address:	
Hors D'oeuvres- 50 Piece Minimum	Cost	Serving	Quantity Ordered	Total	City:	
Cold Options					State:	
Miniature Muffaletta	\$10.00	Piece		\$0.00	Zip Code:	
Miniature BLT with Herb Aioli	\$10.00	Piece		\$0.00	Ordered By:	
Spinach and Artichoke in Phyllo	\$10.00	Piece		\$0.00	Phone:	
Ahi Poke, Cucumber & Sweet Onion Shooter	\$10.00	Piece		\$0.00	Email:	
Smoked Salmon and Fresh Dill Blini	\$10.00	Piece		\$0.00	Orders must be received 14 days prior to the event date. Orders received within 14 days of event are subject to a 25% surcharge.	
Hot Options						
Macaroni and Cheese Popper	\$10.25	Piece		\$0.00	Customer Information	
Coconut Shrimp, Sweet Chili	\$10.25	Piece		\$0.00	On Site Contact:	
Thai Chicken Satay, Peanut Sauce	\$10.25	Piece		\$0.00	Booth #:	
Tomato Basil Arancini	\$10.25	Piece		\$0.00	Delivery Date/ Time:	
Mushroom Croquette	\$10.25	Piece		\$0.00	End Time:	
Sweets	Cost	Serving	Quantity Ordered	Total	Additional Information	
Mini Praline Bites	\$83.00	Dozen		\$0.00	A guaranteed final attendance must be received from the Events Office by 12:00 noon three working days prior to the commencement of the function. If a guarantee is not given to this office by this deadline the estimated attendance indicated on the this Order Form will automatically become the guarantee, and charges will be based on that number. The guarantee count cannot be subject to reduction, and charges will be made accordingly. In no event will the charges be less than the Minimum Charge. The Estimate of Charges must be paid in full in advance of the function	
New Orleans Beignets	\$83.00	Dozen		\$0.00		
Traditional New Orleans King Cake- Your Choice of Flavor: Plain, Cream Cheese or Fruit Filled	\$90.00	Cake		\$0.00		
Beverages	Cost	Serving	Quantity Ordered	Total	Customer agrees to be responsible for any damages done to the function room or any other part of the Hotel by the Customer, his/her guests, invitees, employees, independent contractors or other agents under the Customer's control. The Hotel will not assume or accept any responsibility for damage to or loss of any items left in the Hotel prior to, during or following the Customer's function.	
Royal Cup Rainforest Blen Coffee Regular	\$160.00	Gallon		\$0.00		
Royal Cup Rainforest Coffee Decaf	\$160.00	Gallon		\$0.00		
Assorted Hot Tazo Tea	\$160.00	Gallon		\$0.00		
Assorted Pepsi Soft Drinks, Still and Sparkling Waters, and Assorted Bubly Waters	\$9.00	Drink		\$0.00		
Milks: Whole, 2%, Skim, Half & Half	\$9.00	Gallon		\$0.00		
Classic New Orleans Hurricanes	\$255.00	Gallon		\$0.00		
Canvas Red and White Wine Selection	\$56.00	Bottle		\$0.00		
Service Staff	Cost		Quantity Ordered	Total	Customer agrees to be responsible for any damages done to the function room or any other part of the Hotel by the Customer, his/her guests, invitees, employees, independent contractors or other agents under the Customer's control. The Hotel will not assume or accept any responsibility for damage to or loss of any items left in the Hotel prior to, during or following the Customer's function.	
Chef to complete cooking of outlined items	\$240.00	1.5 Hour		\$0.00		
Server	\$185.00	Hour		\$0.00		
One Time Delivery Fee	\$50.00	Flat		\$0.00		
Dedicated Stewarding Help (4 hour minimum)	\$185.00	Hour		\$0.00		
Food Runner (4 hour minimum)	\$100.00	Hour		\$0.00		
Bartender	\$300.00	Bar		\$0.00		
Food Totals				Total	Ordering Information	
	Food Total			\$0.00	Hyatt Regency New Orleans Events Office 601 Loyola Ave. New Orleans, LA 70113 Tel: 504-613-3930 Fax: 504-648-1575 Email: hrno.sales@hyatt.com	
	Service Charge- 26%			\$0.00		
	Tax- 10.75%			\$0.00		
	Total Due			\$0.00		
Special Instructions:					For more Food and Beverage Options please visit our Full Banquet Menu at https://regencyneworleansfall.hyattmenus.com/	
Authorized Signature			Date			



Exhibitor Equipment Order Form

Purchase	Cost	Serving	Quantity	Total				
Credits will not be given for any unused items.					Customer Information			
Ordered	Total							
Plastic Cups 12 oz.	\$50.00	per 500		\$0.00	Show/ Convention			
Plastic Cups 9 oz.	\$45.00	per 500		\$0.00	Show/ Convention			
Paper Plates (6" Small; White)	\$50.00	per 100		\$0.00	Company Name:			
Plastic Forks	\$50.00	per 1200		\$0.00	Address:			
Plastic Spoons	\$50.00	per 1200		\$0.00	City:			
Plastic Knives	\$50.00	per 1200		\$0.00	State:	Zip Code:		
Plastic Stir Sticks	\$25.00	per 1000		\$0.00	Ordered By:			
Straws	\$15.00	per 500		\$0.00	Phone:			
Cocktail Napkins	\$35.00	per 1500		\$0.00	Email:			
Frill Picks	\$20.00	per 1000		\$0.00	Orders must be received 14 days prior to the event date. Orders received within 14 days of event are subject to a 25% surcharge.			
10 lb. Bag of Ice	\$25.00	Each		\$0.00				
5 Gallons of Water	\$50.00	Each		\$0.00	Customer Information			
Paper Ice Bucket	\$20.00	Each		\$0.00	On Site Contact:			
Sterno- 2 hour	\$12.00	Each		\$0.00	Booth #:			
Thin Plastic Cutting Boards	\$20.00	Each		\$0.00	Delivery Date/ Time:			
Plastic Wrap-12" roll, 2000' per box	\$45.00	Each		\$0.00	End Time:			
Rentals	Cost	Serving	Quantity	Total				
Ordered	Total							
Spatula	\$10.00	Each/Day		\$0.00	Additional Information Rental Equipment- All Equipment must be returned to the facility in the condition in which it was received and promptly upon commencement of the end of the event. Once in your possession, you are liable for any damage to or loss of the equipment rented. If equipment is not returned at the end of the exhibit, the hotel will assess full market value for each item. *Items are limited- First Come, First Serve. The Estimate of Charges must be paid in full in advance of the function Customer agrees to be responsible for any damages done to the function room or any other part of the Hotel by the Customer, his/her guests, invitees, employees, independent contractors or other agents under the Customer's control. The Hotel will not assume or accept any responsibility for damage to or loss of any items left in the Hotel prior to, during or following the Customer's function.			
Large Spoon	\$10.00	Each/Day		\$0.00				
Small Tongs	\$10.00	Each/Day		\$0.00				
Heat Lamp (1 Bulb)	\$50.00	Each/Day		\$0.00				
Heat Lamp (2 Bulb)	\$70.00	Each/Day		\$0.00				
Cutting Boards- For Display Use Only (Boos Block*)	\$85.00	Each/Day		\$0.00				
Linen Napkins	\$5.00	Each		\$0.00				
Tablecloths (90 x 90 White)	\$20.00	Each		\$0.00				
Bus Tub	\$15.00	Each		\$0.00				
Serving Tray	\$25.00	Each		\$0.00				
Ice Cream Scoop	\$10.00	Each		\$0.00				
Salad Plates (china)	\$5.00	Each		\$0.00				
Equipment Totals				Total				
Equipment Total				\$0.00				
Service Charge- 26%				\$0.00				
Tax- 10.75%				\$0.00				
Total Due				\$0.00				
					Ordering Informatino Hyatt Regency New Orleans Events Office 601 Loyola Ave. New Orleans, LA 70113 Tel: 504-613-3930 Fax: 504-648-1575 Email: hrno.sales@hyatt.com For more Food and Beverage Options please visit our Full Banquet Menu at https://regencyneworleansspringsummer.hyattmenus.com/			
Authorized Signature			Date					