

HOW TO ORDER

VISIT OUR WEBISTE:

<https://mccnoexpresscatering.ezplanit.com>

- Select your event
- Select your location **Exhibit Hall (Trade Shows) or Meeting Rooms**
- Make your menu selections
 - Click on the item you would like to order
 - Update the quantity and select **Add to Cart** once finished
 - Repeat until all items have been successfully added to cart
- Once you have completed your order, click **Your Cart** in the upper right corner, confirm cart and select **Checkout**
- First time ordering? Sign up for an account by clicking **Create Your Account**
 - Complete all fields, including a mobile number for the person onsite and select **Register Account**
- Returning user? Log in to your account
- Checkout
 - Enter your Booth or Meeting Room Number
 - Select your desired delivery time(s)
 - Add any notes or delivery instructions
 - Enter payment info by clicking **Change Payment Method**, followed by **Add New Card** and enter card info
 - Confirm order is correct and select **Place Order**

*You will receive an email indicating your order has been placed and is pending approval. You will hear from our catering team within 3-5 business days, confirming the order. Your card will not be charged at the time of ordering.

**The online ordering portal will close 14 days prior to the first day of the respective trade show. Requests for catering past the deadline are NOT guaranteed and will be subject to availability. Late fees may apply.



POLICIES & SERVICES

All food and beverage items in the exhibit halls must be purchased through the food and beverage department. This includes bottled water.

- Exhibitor catering does not supply tables or electrical for your booth.

Please order this equipment through your service contractor.

- All food and beverage orders require full payment in advance.

We accept American Express, Discover, Mastercard, Visa or company check. Please make checks payable to Sodexo Live!.

- MCCNOFB requires payment by credit card for all advance and on-site orders.

- Disposable service ware is used on all food and beverage functions on the exhibit floor.

- Menu items and prices are subject to change without notice.

CDC, State & Local Policies Guidelines & Recommendations

Sodexo Live! will adhere to all CDC, State & Local policies. We reserve the right to modify or cancel a service if we are no longer able to execute due to changes from authorities or if a safe working environment is not available at time of service.

Cancellation Policy

Full charges will be applied to cancellation of any menu items received within 3 business days, prior to delivery.

Alcohol

All alcohol sales and consumption in the New Orleans Convention Center are regulated by the Louisiana Alcoholic Beverage Control, and Morial Convention Center New Orleans Food and Beverage (MCCNOFB) is responsible for the administration of these regulations. No alcoholic beverages are allowed to be served by anyone other than a MCCNOFB Department Bartender. MCCNOFB prohibits exhibitors and event participants from removing alcohol from the New Orleans Convention Center. Alcoholic products will be delivered to your booth at the scheduled time of your service and removed from your booth at the conclusion of your event by the attending MCCNOFB bartender.

No product can be transferred for use the following day(s).

Staffing

Booth Attendant* \$45 per hour

Chef* \$75 per hour

*Minimum of (5) hours

Bartender* \$45 per hour

Delivery Fee \$30 per trip

A 23% service charge and current sales tax will be added to all food, beverage and labor fees. Menu items and prices may be subject to change without notice.

A \$30.00 delivery fee will be applied to all above orders. Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Service Charges and Tax

A 23% "house" or "administrative" charge will apply to all food, beverage, labor and fees (including corkage). Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The "house" or "administrative" charge of 23% is added to your bill for the catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to MCCNOFB satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

