

F&B – CAKE ORDER FORM

[OF-033]

This is an order form for cake orders. Please complete and return this form to your dedicated Experience Manager no later than 21 days prior to move-in day of the event.

All forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

Contact Details	
Licensee/Authorised Party's Name:	Licensing Agreement Number:
	CP
Event Name:	Contact Number:

Terms & Conditions

- Orders will only be confirmed once a signed contract has been returned and payment has been made.
- Invoices will be issued upon receipt of signed contract.
- Pre-payment is required for all orders.
- Order forms are applicable for pre-orders only. Submission of pre-orders should follow the stipulated timeline. Orders will
 only be confirmed once payment has been made.
- All orders include the provision of cutting, plating, serving and setup on a skirted table at no additional cost.
- Candles will not be provided.
- Customised toppers or icing sheet can be arranged for each cake order. Photo for the topper to be submitted in JPEG no later than 21 days in advance.
- F&B items will be delivered in accordance to the date/time provided within this form.
- Suntec Singapore reserves the right to revise the indicative prices and menu items without any prior notice given.
- All menus are no pork / no lard. Halal items can be arranged upon request.
- All confirmed orders are non-refundable and non-returnable.
- All prices are subject to 10% service charge and prevailing government taxes.
- All standard terms and conditions apply.
- All information is intended as a guide only.
- This form is valid till 31 December 2019.

Technical Specifications

Event organisers can refer to the below table for an overview of logistical inclusions:

Inclusions: Cake Order				
Furniture	Not applicable for this service.			
Crockery & Glassware	All items unless otherwise stated are provided in disposable ware.			
Linen	White paper napkins will be provided.			
Floral	Fresh floral options can be arranged at an additional charge, see [OF-023 Floral Order Form].			
Room Rental	Cake order should be arranged within existing contracted spaces.			
Service Time	From 0800hrs to 2200hrs daily.			
Menu Tasting	Not applicable for this service.			
Beverage	Not applicable for this service			
VIP Service	Not applicable for this service.			
Layout / Space Requirements	Where stated, exhibitors should take note of the minimum setup area for F&B requirements. If sufficient area not be provided onsite, F&B services may not be provided.			
Menu	See Service Offerings.			

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Order Submission

Orders required are to be stated below:						
Item Code	Price	Start Date/Time	End Date/Time	Location	Quantity	Total Price
		:	·			
		:	:			
		:	:			
		:	:			
		:	:			
		:	:			
		:	:			
		:	:			
		:	:			

Service Offerings

Cake Flavours ^						
Item Code	Item	Serves (Approximately)	Unit of Measurement	Price		
CO001	2kg Chocolate Flavour Cake with Customised A4 Topper [Size: 13" x 13"]	30 Pax	Per cake	\$180.00		
CO002	2kg Vanilla Flavour Cake with Customised A4 Topper [Size: 13" x 13"]	30 Pax	Per cake	\$180.00		
CO003	4kg Chocolate Flavour Cake with Customised A4 Topper [Size: 16" x 16"]	60 pax	Per cake	\$360.00		
CO004	4kg Vanilla Flavour Cake with Customised A4 Topper [Size: 16" x 16"]	60 pax	Per cake	\$360.00		
CO005	6kg Chocolate Flavour Cake with Customised A3 Topper [Size: 15" x 20"]	90 pax	Per cake	\$540.00		
CO006	6kg Vanilla Flavour Cake with Customised A3 Topper [Size: 15" x 20"]	90 pax	Per cake	\$540.00		
CO007	8kg Chocolate Flavour Cake with Customised A3 Topper [Size: 16" x 26"]	120 pax	Per cake	\$720.00		
CO008	8kg Vanilla Flavour Cake with Customised A3 Topper [Size: 16" x 26"]	120 pax	Per cake	\$720.00		
CO009	10kg Chocolate Flavour Cake with Customised A3 Topper [Size: 16" x 26"]	150 pax	Per cake	\$900.00		
CO010	10kg Vanilla Flavour Cake with Customised A3 Topper [Size: 16" x 26"]	150 pax	Per cake	\$900.00		
CO011	12kg Chocolate Flavour Cake with Customised A3 Topper [Size: 18" x 26"]	180 pax	Per cake	\$1,080.00		
CO012	12kg Vanilla Flavour Cake with Customised A3 Topper [Size: 18" x 26"]	180 pax	Per cake	\$1,080.00		

 $^{^{\}wedge}$ All menus are no pork / no lard. Halal items can be arranged upon request.

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