**Agricultural Trade Show 2025 – Food & Beverage Order Form**

If you’re meeting or event during the ATS requires food or beverage, the Augusta Civic Center is pleased to accommodate. Please fill out the form completely and send ***no later than January 1, 2025*** to:

Augusta Civic Center

ATTN: Melanie Baillargeon

76 Community Drive, Augusta, ME 04330

Melanie.Baillargeon@augustaciviccenter.org

The Augusta Civic Center does not allow food or beverage purchased from outside of the building to be brought inside the building. We are pleased to offer full catering service and can provide for all your catering needs.

If you have questions before ordering, please call Melanie Baillargeon at (207) 626-2405, ext. 3713. Our current menu can be found on our website at <https://www.augustaciviccenter.org/s/MENU2024_Revised14November2024.pdf>. ***We can also accommodate off-menu requests, locally sourced products and special diets.***

Please fill in this form completely – the text area will expand as needed.

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| **Name of Organization:** |       |
| **Contact Person Full Name:** |       |
| **Contact Person Phone/Email:** |       |
| **Full Billing Address for Invoicing:** *(Please include Organization name, contact name, address, city, state, zip code and phone number. If you would like the invoice emailed, provide email address.)* |       |
| **Tax Exemption:** *(If you are tax exempt, please send in this order form* ***with a copy of your tax exemption certificate) We cannot waive tax without a copy of this form.*** |       |
| **How many people are we serving?** *(Guaranteed counts are due with this form no later than* ***January 2, 2022****.* ***Final counts are due 5 business days prior*** *to your meeting. If a final count is not provided, we will use the guarantee. Final counts cannot be lower than guaranteed count.)* |       |
| **Meal Selection & Delivery Time(s):**  *(Please write in your menu here and provide delivery times. Please include any dietary needs in this section as well as any other details or directions you would like our staff to follow.*       |

**ALL ORDERS MUST BE RECEIVED NO LATER THAN JANUARY 1, 2025.**