

# Manual for placing an order in the „Motto Catering – Onlineshop“

*The motto is... „online shopping for congresses“*



# Please select „Conferences“!

MOTTO  
CATERING

WEBSHOP

CONFERENCES



## THE MOTTO IS THE CONFERENCE OF GOOD TASTE

*The Austria Center Vienna & Motto Catering – a culinary journey through classic as well as young and urban Vienna.*

As the exclusive catering partner of Austria's largest congress and event center, Motto Catering reflects the different facets of the city in culinary creations – from the classic mini gugelhupf to the modern Viennese street food and hip take-aways.

[to conferences →](#)

PROMS



## THE MOTTO IS CULTURE ON YOUR PLATE

*Glamorous balls with Motto Catering in HOFBURG Vienna – a hint of Sisi and imperial chic*

In the former imperial residence of the Habsburg family, Motto Catering, exclusive catering partner of HOFBURG Vienna, provides for culinary delights of the highest quality.

[to proms →](#)

# Now choose your congress!

MOTTO  
CATERING

KONGRESSE



## PLEASE CHOOSE YOUR EVENT

### September

07.09.2022 – 10.09.2022

ICS 2022

07.09.2022 – 09.09.2022

ÖGG JAHRESTAGUNG

14.09.2022 – 18.09.2022

EANO 2022

15.09.2022 – 17.09.2022

AGA KONGRESS

22.09.2022 – 22.09.2022

EUROMONEY / ECBC CONGRESS

### October

07.10.2022 – 10.10.2022

JAHRESTAGUNG 2022

14.10.2022 – 19.10.2022

ECNP 2022

18.10.2022 – 22.10.2022

DREILÄNDERTAGUNG

### November

07.11.2022 – 09.11.2022

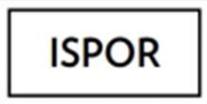
ISPOR

## Information in Advance

You are now in the window where you specify **ALL deliveries**. Please note that we charge a **flat rate of € 38.00 excl. VAT** per delivery.

Please specify your deliveries to get to the **produce range**.  
*(If you first want to get an overview of our assortment, please specify a delivery, select the button "Continue to the product range" and you will have an overview of our entire online range.)*

Please indicate the **time of your delivery!**



7.11.2022 — 9.11.2022

Your delivery dates

08. November ▼

Room ▼

optional comment (max. 255 characters)

Contact data: webshop@mottogroup.at

Delivery time ▼

Delivery time
09:00
09:15
09:30
09:45
10:00
10:15
10:30
10:45
11:00
11:15
11:30
11:45
12:00
12:15
12:30
12:45
13:00
13:15
13:30

SAVE →

[Privacy Policy](#) | [Imprint](#) | [General order and payment conditions as well as delivery conditions](#)

Select **your room** or your **hall**!  
(If you are ordering for an exhibition booth, please indicate the area where your booth is located)



7.11.2022 — 9.11.2022

Your delivery dates

08. November ▼      09:00 ▼

Room ▼      Return time ▼

Room  
Level -2, Hall X1  
Level -2, Hall X2  
Level -2, Hall X3

\_\_\_\_\_ (max. 50 characters)

Contact data: webshop@mottogroup.at

SAVE →

Please specify the **pick-up time** in such a way that there is still staff from you on site on this day in order to be able to handle the collection of dirty dishes and empties well.

**MOTTO**  
CATERING

ISPOR

7.11.2022 — 9.11.2022

Your delivery dates

08. November

09:00

Level -2, Hall X2

Return time

- 14:00
- 14:15
- 14:30
- 14:45
- 15:00
- 15:15
- 15:30
- 15:45
- 16:00
- 16:15
- 16:30
- 16:45
- 17:00
- 17:15
- 17:30
- 17:45
- 18:00**
- 18:15
- 18:30
- 18:45

optional comment (max. 255 characters)

Contact data: webshop@mottogroup.at

SAVE →

Privacy Policy | Imprint | General order and payment conditions as well as delivery conditions

Please use the optional comment field to provide your exhibition booth number.

MOTTO CATERING

ISPOR

7.11.2022 — 9.11.2022

Your delivery dates

08. November 09:00

Level -2, Hall X2 18:00

Booth 07

Contact data: webshop@mottogroup.at

SAVE →

MOTTO CATERING

ISPOR

7.11.2022 — 9.11.2022

Your delivery dates

08. November 09:00

Level -2, Hall X2 18:00

Booth 07

Contact data: webshop@mottogroup.at

SAVE →

Then please click on „SAVE“ and create each delivery.

**MOTTO CATERING**

**ISPOR**

7.11.2022 — 9.11.2022

Your delivery dates

08. November 09:00

Level -2, Hall X2 18:00

Booth 07

Contact data: webshop@mottogroup.at

**SAVE +**

**MOTTO CATERING**

**ISPOR**

7.11.2022 — 9.11.2022

Your delivery dates

8. November 2022	09:00 (Return time: 18:00)	Room: Level -2, Hall X2	REMOVE
Comment: Booth 07			
9. November 2022	09:30 (Return time: 18:30)	Room: Level -2, Hall X2	REMOVE
Comment: Booth 08			

Delivery date Delivery time

Room Return time

If you now click on „Continue to the product range“, you will be taken to our product overview.

The screenshot displays the MOTTO CATERING website interface. At the top right, the heading "OUR ASSORTMENT" is visible. Below it, the "FOOD" category is active, showing three product cards, each with the MOTTO CATERING logo and the label "ISPOR".

Below the food section, the "BEVERAGES" category is shown, featuring two sub-sections: "HOT BEVERAGES" with an image of a cup of soup and "COLD BEVERAGES" with an image of water bottles.

At the bottom, the "LUNCHBAGS" category is visible, showing three product cards with the MOTTO CATERING logo and labels "OMNIVOR", "VEGETARIAN", and "VEGAN".

On the left side of the page, there is a detailed view of the "ISPOR" product. It includes a date range "7.11.2022 — 9.11.2022", a "Your delivery dates" table, and a "SAVE" button. The "CONTINUE TO ASSORTMENT" button is circled in orange.

Your delivery dates			
8. November 2022	09:00 (Return time: 18:00)	Room: Level -2, Hall X2	REMOVE
Comment: Booth 07			
9. November 2022	09:30 (Return time: 18:30)	Room: Level -2, Hall X2	REMOVE
Comment: Booth 08			

Delivery date:  Delivery time:

Room:  Return time:

optional comment (max. 50 characters):

Contact data: webshop@mottogroup.at

SAVE →

CONTINUE TO ASSORTMENT →

# Select the desired category and click on the desired article.

MOTTO  
CATERING

ISPOR

to product overview

Food » Savoury Snacks » open-faced sandwiches with cooked ham ...

## FOOD

Savoury Snacks  
Sweet Snacks  
Brainfood

## BEVERAGES

Hot beverages  
Cold beverages

## LUNCHBAGS

omnivor  
vegetarian  
vegan



back to assortment

Food » Savoury Snacks

## Savoury Snacks

MOTTO  
CATERING

open-faced sandwiches with roastbeef and mustard butter 6 pcs.

22,60 EUR  
Price per Package, plus VAT

ADD TO CART



open-faced sandwiches with cooked ham and horseradish butter 6 pcs.

22,60 EUR  
Price per Package, plus VAT

ADD TO CART



open-faced sandwich with Halloumi and pea and chili spread 6 pcs.

22,60 EUR  
Price per Package, plus VAT

ADD TO CART



open-faced sandwiches with purple carrot hummus 6 pcs.

22,60 EUR  
Price per Package, plus VAT

ADD TO CART



## open-faced sandwiches with cooked ham and horseradish butter 6 pcs.

These small, open-faced sandwiches are a popular and versatile snack. This one is topped with delicious cooked ham, horseradish butter, gravy, fresh horseradish and red onions. Simply delightful!

This sandwich includes:  
6 open-faced sandwiches

22,60 EUR  
Price per Package, plus VAT  
Article number: 13586

ADD TO CART

## Allergens & additional

No allergens or additional have been specified.

We would like to point out that the traditional production of our food, in spite of the greatest possible care, may contain slight traces of allergens other than those indicated.

As soon as you have selected the item that suits you, add it to the **shopping cart**. This will open a window where you can specify the **quantity for each individual delivery**.

**Savoury Snacks**  
open-faced sandwiches with cooked ham and horseradish butter ✕  
pcs.

Price per Package, plus VAT 22,60 EUR

8.11.2022	09:00	Room: Level -2, Hall X2	Amount <input type="text"/>
9.11.2022	09:30	Room: Level -2, Hall X2	Amount <input type="text"/>

**Total** 0,00 EUR

**ADD TO CART**

**Savoury Snacks**  
open-faced sandwiches with cooked ham and horseradish butter ✕  
pcs.

Price per Package, plus VAT 22,60 EUR

8.11.2022	09:00	Room: Level -2, Hall X2	Amount <input type="text" value="2"/>
9.11.2022	09:30	Room: Level -2, Hall X2	Amount <input type="text" value="5"/>

**Total** 113,00 EUR

**ADD TO CART**

If you would like to see the exact content of the articles please click on the pictures.

← back to assortment  
Beverages » Cold beverages

Cold beverages



Still mineral water 6 x 0.75l

27,00 EUR  
Price per Package plus VAT

ADD TO CART



Sparkling mineral water 6 x 0.75l

27,00 EUR  
Price per Package plus VAT

ADD TO CART



Mineral water mix 6 x 0.75l

27,00 EUR  
Price per Package plus VAT

ADD TO CART



Beverage mix

35,80 EUR  
Price per Package plus VAT

ADD TO CART



Naturally cloudy apple juice 1l

9,50 EUR  
Price per bottle plus VAT

ADD TO CART



Naturally cloudy pear juice 1l

9,50 EUR  
Price per bottle plus VAT

ADD TO CART



Red grape juice 1l

9,90 EUR  
Price per bottle plus VAT

ADD TO CART



White grape juice 1l

9,90 EUR  
Price per bottle plus VAT

ADD TO CART



Organic orange juice 0.9l

8,50 EUR  
Price per bottle plus VAT

ADD TO CART

← to product overview  
Beverages » Non-alcoholic beverages » Beverage mix



### Beverage mix

It's all in the mix. With this package you get exquisite juices from Mitterhauser and refreshing mineral water from Vöslauer. To mix or enjoy on their own.

This package includes:  
2 bottles of Vöslauer mineral water still (0.75l each)  
2 bottles of Vöslauer mineral water carbonated (0.75l each)  
1 bottle natural apple juice from Mitterhauser (1l)  
1 bottle of red grape juice from Mitterhauser (1l)  
12 glasses

The beverages are delivered at room temperature

35,80 EUR

Price per Package plus VAT  
Article number: 13498

ADD TO CART

Allergens & additional

No allergens or additional have been specified.

When you have added all items to your deliveries, please click on the **shopping bag** in the upper right corner. Now you see your **shopping cart** and can **check each delivery** in detail.

DE

← back to assortment

## Cart

### Deliveries

<b>8. November 2022</b> <small>(event day)</small> total 5 articles Comment: Booth 07	<b>09:00 (Return time: 18:00)</b> Room: Level -2, Hall X2 <b>152,60 EUR</b> Details →
<b>9. November 2022</b> <small>(last event day)</small> total 5 articles Comment: Booth 08	<b>09:30 (Return time: 18:30)</b> Room: Level -2, Hall X2 <b>139,40 EUR</b> Details →

Subtotal 292,00 EUR  
Delivery fee 76,00 EUR  
plus VAT 63,10 EUR

Invoice total  
**431,10 EUR**

**CHECKOUT**

\* We charge a delivery fee of 38,00 EUR for every delivery made. Exceptions are personnel orders.

← ADD DELIVERY

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h pastries 12 pcs.

### Mini Danish pastries 12 pcs.

12 pieces of Danish pastries - the classic little sweet snack with coffee and during meetings  
varieties: cranberry pastry, chocolate pastry, curd cheese pocket, curd cheese pastry, cinnamon roll  
with paper napkins

Once you have checked all deliveries, please select „Checkout“. Now you are in our login window.

Deliveries			
8. November 2022 <small>(event day)</small> total 5 articles Comment: Booth 07	09:00 (Return time: 18:00 ) Room: Level -2, Hall X2	152,60 EUR	<a href="#">Details →</a>
9. November 2022 <small>(last event day)</small> total 5 articles Comment: Booth 08	09:30 (Return time: 18:30 ) Room: Level -2, Hall X2	139,40 EUR	<a href="#">Details →</a>
<a href="#">+ ADD DELIVERY</a>			

Subtotal	292,00 EUR
Delivery fee	76,00 EUR
plus VAT	63,10 EUR
Invoice total <b>431,10 EUR</b>	
<a href="#">CHECKOUT</a>	
<small>* We charge a delivery fee of 58,00 EUR for every delivery made. Exceptions are personnel orders.</small>	

### Login

Your login

[Forgot password?](#) →

[LOGIN](#)

### Register now

No account yet?

[Register now](#)

Already customer at Motto Catering GmbH?

[Generate password](#) →

You have **3 options** here. Either you log in with your **existing account**, or you have **forgotten your password** and can generate a new one, or you need to register as a **new customer**.

Your login

E-mail

Password

**LOGIN**

Forgot password? →

Register now

No account yet?

Register now

Already customer at Motto Catering GmbH?

Generate password →

Register now

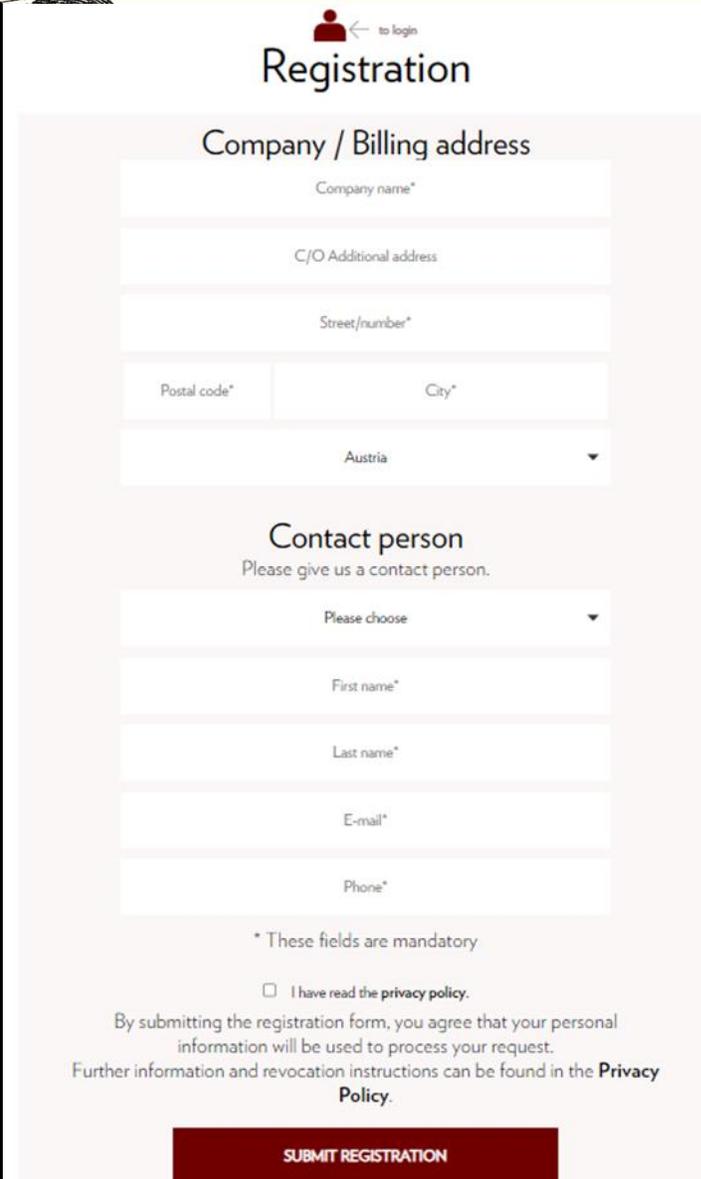
No account yet?

Register now

Already customer at Motto Catering GmbH?

Generate password →

Please insert the desired billing address. Once you have completed all mandatory fields, please click on „I have read the privacy policy“ and finally on „SUBMIT REGISTRATION“.



Registration

← to login

### Company / Billing address

Company name\*

C/O Additional address

Street/number\*

Postal code\* City\*

Austria ▼

### Contact person

Please give us a contact person.

Please choose ▼

First name\*

Last name\*

E-mail\*

Phone\*

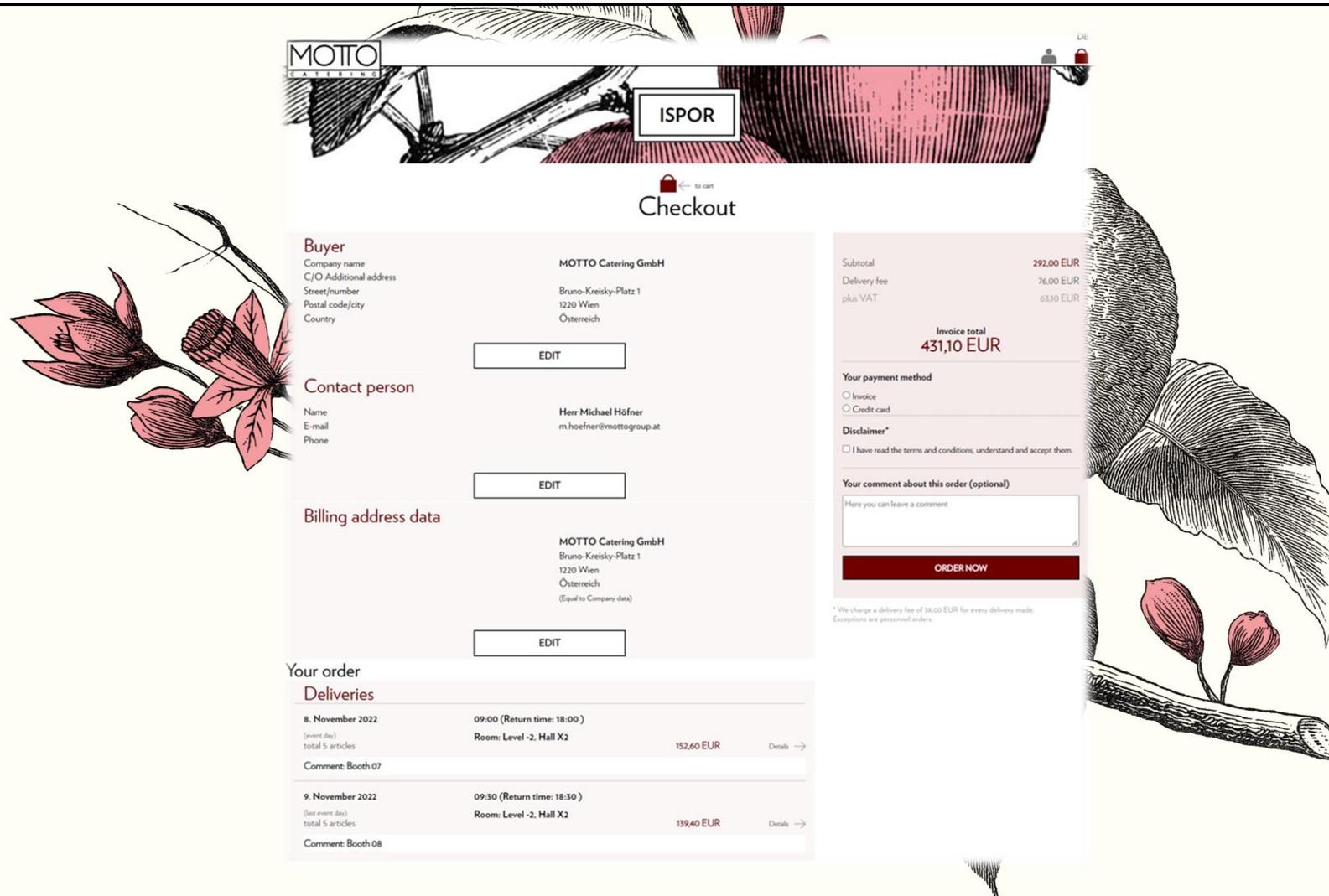
\* These fields are mandatory

I have read the [privacy policy](#).

By submitting the registration form, you agree that your personal information will be used to process your request. Further information and revocation instructions can be found in the [Privacy Policy](#).

**SUBMIT REGISTRATION**

As soon as you are **logged in**, you can **check** all data again and make sure that you have not forgotten anything.



The image shows a screenshot of the MOTTO Catering checkout page. The page is decorated with botanical illustrations of flowers and leaves. At the top, there is a navigation bar with the MOTTO logo, a user profile icon, and a shopping cart icon labeled 'ISPOR'. Below the navigation bar, the page title 'Checkout' is displayed. The main content area is divided into several sections: Buyer information, Contact person, Billing address data, Your order, and a summary section on the right. The Buyer information section shows 'MOTTO Catering GmbH' with an 'EDIT' button. The Contact person section shows 'Herr Michael Höfner' with an 'EDIT' button. The Billing address data section shows the same address as the Buyer information with an 'EDIT' button. The Your order section lists two deliveries for 8th and 9th November 2022. The summary section on the right shows a subtotal of 292.00 EUR, a delivery fee of 76.00 EUR, and a plus VAT of 63.10 EUR, resulting in an invoice total of 431.10 EUR. There are options for payment method (Invoice or Credit card), a disclaimer checkbox, and a comment field. An 'ORDER NOW' button is at the bottom of the summary section. A small note at the bottom of the summary section states: '\* We charge a delivery fee of 38.00 EUR for every delivery made. Exceptions are personal orders.'

**MOTTO**  
CATERING

ISPOR

Checkout

**Buyer**  
Company name: MOTTO Catering GmbH  
C/O Additional address: Bruno-Kreisky-Platz 1  
Street/number: 1220 Wien  
Postal code/city: Österreich  
Country: Österreich  
EDIT

**Contact person**  
Name: Herr Michael Höfner  
E-mail: m.hoefner@mottogroup.at  
Phone:   
EDIT

**Billing address data**  
MOTTO Catering GmbH  
Bruno-Kreisky-Platz 1  
1220 Wien  
Österreich  
(Equal to Company data)  
EDIT

**Your order**  
**Deliveries**

8. November 2022 <small>(event day)</small> total 5 articles Comment: Booth 07	09:00 (Return time: 18:00) Room: Level -2, Hall X2 152,60 EUR Details →
9. November 2022 <small>(sell event day)</small> total 5 articles Comment: Booth 08	09:30 (Return time: 18:30) Room: Level -2, Hall X2 139,40 EUR Details →

Subtotal: 292,00 EUR  
Delivery fee: 76,00 EUR  
plus VAT: 63,10 EUR  
Invoice total: 431,10 EUR

**Your payment method**  
 Invoice  
 Credit card

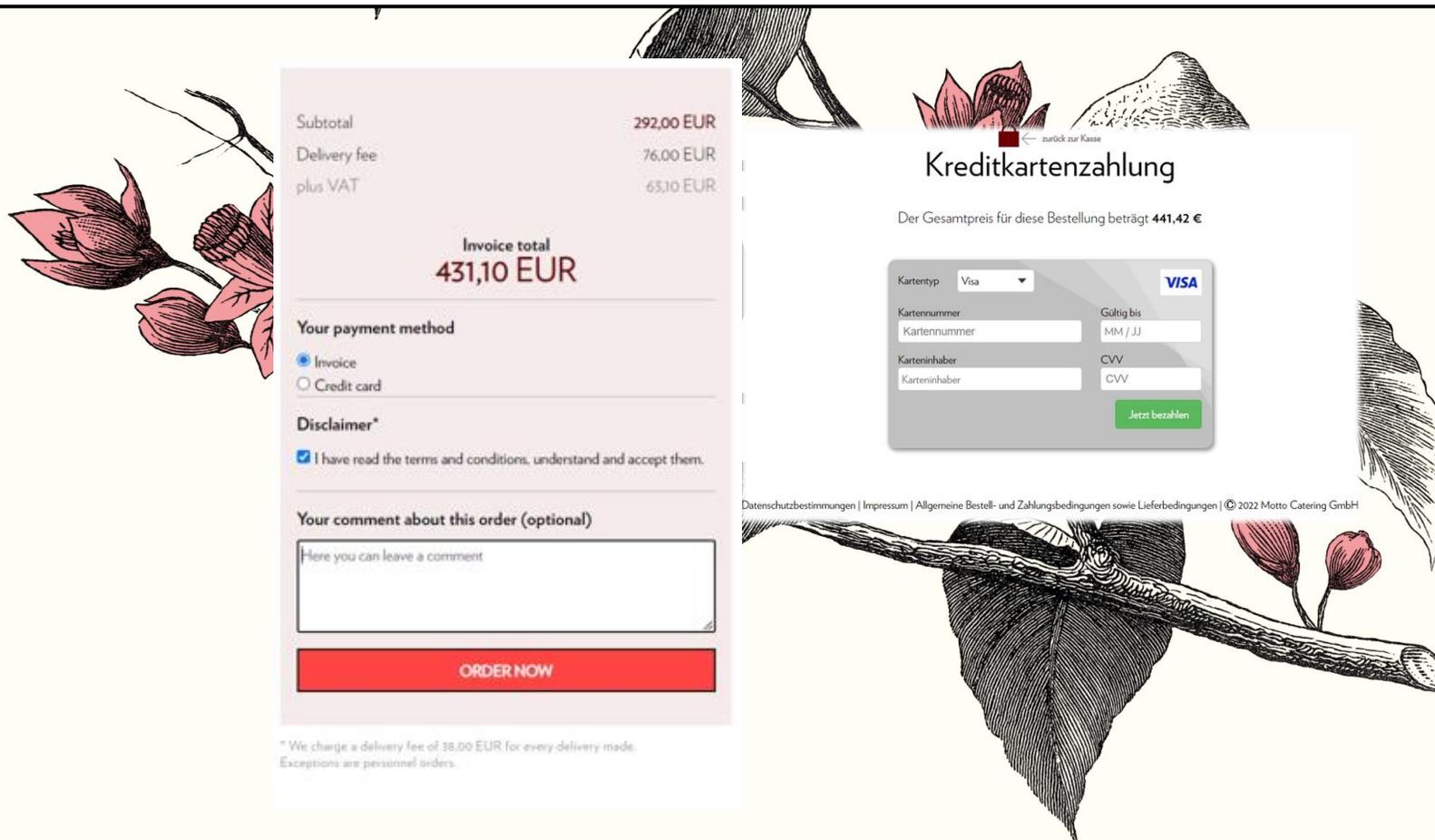
**Disclaimer\***  
 I have read the terms and conditions, understand and accept them.

**Your comment about this order (optional)**  
Here you can leave a comment

**ORDER NOW**

\* We charge a delivery fee of 38.00 EUR for every delivery made. Exceptions are personal orders.

Please choose the preferred **payment option**.  
You can enter **requests or comments** in the comment  
field.



The image shows a checkout page for a catering service. On the left, a summary box displays the following information:

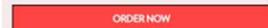
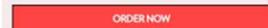
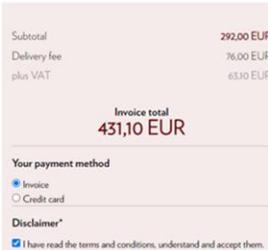
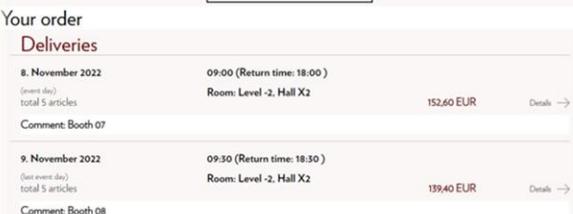
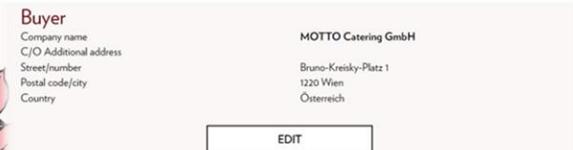
Subtotal	292,00 EUR
Delivery fee	76,00 EUR
plus VAT	63,10 EUR
<b>Invoice total</b>	<b>431,10 EUR</b>

Below this, the 'Your payment method' section has two options: 'Invoice' (selected with a blue dot) and 'Credit card'. A 'Disclaimer\*' section has a checked box for 'I have read the terms and conditions, understand and accept them.' At the bottom of this section is a text input field for 'Your comment about this order (optional)' with the placeholder text 'Here you can leave a comment'. A red 'ORDER NOW' button is at the bottom of the summary box.

On the right, the 'Kreditkartenzahlung' (Credit Card Payment) section shows a total price of 441,42 €. The card type is set to 'Visa'. The form includes fields for 'Kartennummer' (Card number), 'Gültig bis' (Valid until) in MM/JJ format, 'Karteninhaber' (Cardholder name), and 'CVV'. A green 'Jetzt bezahlen' (Pay now) button is at the bottom of the form.

At the bottom of the page, there is a small disclaimer: '\* We charge a delivery fee of 38,00 EUR for every delivery made. Exceptions are personal orders.' and a footer with links for 'Datenschutzbestimmungen', 'Impressum', and 'Allgemeine Bestell- und Zahlungsbedingungen sowie Lieferbedingungen', along with the copyright notice '© 2022 Motto Catering GmbH'.

Please do not forget to **read** and **accept** the **terms and conditions**, and then confirm your order by clicking on „**ORDER NOW**“.



Date	Time	Room	Price	Details
8. November 2022	09:00 (Return time: 18:00)	Room: Level -2, Hall X2	152,60 EUR	Details →
9. November 2022	09:30 (Return time: 18:30)	Room: Level -2, Hall X2	139,40 EUR	Details →

\* We charge a delivery fee of 18,00 EUR for every delivery made. Exceptions are government orders.

Now you have **placed the order**.  
As soon as you see **this window** (see below), you should receive an **order confirmation** by e-mail shortly afterwards. Your order has arrived in our system and will be finally processed by one of our employees.  
We will send you soon the official invoice.  
**Thank you for your order!**



 [← back to start page](#)

**Thank you for your order!**

Order number: 2022\_0000117

You will shortly receive an e-mail with your order confirmation.

If you have any questions about your order, please contact:

[webshop@mottogroup.at](mailto:webshop@mottogroup.at)

+43 (1) 585 23 03

