

George R. Brown Convention Center Exhibitor Catering Order Form & Service Contract

Event Name: _____ Date Order was placed: _____
 Booth Number: _____ Booth Name: _____
 Company Name (Bill To): _____ Contact Name: _____
 Phone Number: _____ On-Site Contact Cell Phone Number: _____
 On-Site Contact/Authorized Signatures for Event: _____
 Street Address: _____ Fax Number: _____
 City, State, Zip: _____ E-Mail Address: _____

ORDER FORM

Delivery Date	Start Time	End Time	Description of Item	Quantity	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Please use additional sheet if needed)

Subtotal: _____

20% Late Fee: _____

(Applied to orders received within 3 weeks of show)

20% Admin Fee: _____

8.25% Sales Tax: _____

Total: _____

Please submit this completed form back to Christina
 Mihalow at mihalow-christina@aramark.com
 Phone: 713-853-8182 Fax: 713-853-8188

IMPORTANT INFORMATION:

- **ARAMARK** is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an ARAMARK Representative. **THIS INCLUDES BOTTLED WATER.** All prices are subject to a (++) charge, which represents a 20% Administrative Fee and Texas State Sales Tax 8.25% (as applicable). Our food and beverages are provided on compostable disposable ware. Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **DEADLINE:** All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 20% late Fee will apply to all orders received within 21 days of the show. **(DEADLINE: January 10, 2017)**
- **CHANGES/CANCELLATIONS:** Changes/Cancellations must be submitted in writing 3 business days prior to start of event. Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.
- **PAYMENT POLICY:** All food and beverage orders require 100% of payment in advance. We accept American Express, MasterCard, VISA, or Discover. We will require a credit card authorization for any additional services ordered onsite during the show. Initial order, as well as additional services ordered on-site, will be billed to the customer's credit card.
- **DELIVERY FEE:** A \$25.00++ Delivery/Refresh Fee will apply for each food and beverage delivery.
- **TABLES & ELECTRICAL:** ARAMARK DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You **MUST** order through your service contractor. Please contact SmartCity at 713.853.8900 to order any electrical needs for your booth service order.
- **ALCOHOL SERVICE:** ARAMARK requires that an ARAMARK TABC Certified Bartender serve ALL alcoholic beverages. Any remaining product must be consumed onsite and is not allowed to be taken off premise. Alcohol is not charged on consumption and any remaining will be forfeited. Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away/promotions.

FOOD AND BEVERAGE SAMPLING

- If your company manufactures, produces, or distributes food or beverages (non-alcoholic ONLY) - and your products are related to the nature of the show, you may provide samples of it for your guest's enjoyment in your booth on the trade show floor. Maximum food sample sizes are one (1) ounce, and maximum beverage sample sizes are two (2) ounces. The food manufactures sampling form must be submitted no less than 14 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval. **(DEADLINE: January 17, 2017)**

Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

Form of Payment (Check One) VISA _____ MasterCard _____ AMEX _____ Discover _____

Credit Card Number: _____ Expiration Date: _____ Security Code: _____

Name as it Appears on Card: _____

Signature of Card Holder: _____

Booth Catering Menu 2015

Beverages

Keurig Coffee Machine Rental (Limited Quantities Available)	\$150.00/day
Includes: (5) 1 gallon jugs of water, creamers, sugar/sweetener, stirrers, napkins & disposable cups Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900	
Assorted Coffee K-Cups (16 Assorted)	\$68.00
Assorted Tea K-Cups (16 Assorted)	\$60.00
Water Cooler Rental	\$100.00/day
Client to supply: 120v15 amp – please contact SmartCity at 713-853-8900	
5 Gal Water Jug & Cups	\$40.00
Seattle's Best Regular & Decaf Coffee**	\$54.00/gallon
Assorted Hot Tea**	\$54.00/gallon
Iced Tea**	\$37.00/gallon
Lemonade**	\$37.00/gallon
Assorted Sodas*	\$78.00
Bottled Water*	\$78.00
Assorted Fruit Juice*	\$90.00
LOGO Bottled Water Buy-Out Fee	Varies
Please contact your Sales Manager for pricing and approval	
20lb Bag of Ice	\$11.00

Please note that all food and beverage items must be purchased through ARAMARK – **this includes bottled water.**

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A \$25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

- * (24) beverages per case, minimum of (1) case required
- **Price per gallon, minimum of (3) gallons required

Booth Catering Menu 2015

Breakfast & Bakery

HOT Breakfast Items

- Minimum of 12 required

Buttermilk Biscuit Sandwich	\$7.00 each
•Choice of Sausage or Bacon with Egg & Cheese	
Breakfast Taco with Salsa	\$7.00 each
•Choice of Bacon, Sausage or Potato with Egg & Cheese	

Bakeries

- price per dozen; minimum of (1) dozen required

Assorted Danish••	\$54.00
Assorted Muffins••	\$54.00
Assorted Breakfast Pastries••	\$54.00
Assorted Bagels & Cream Cheese••	\$60.00
Assorted Jumbo Cookies••	\$51.00
Fudge Brownies••	\$48.00

Sheet Cakes*

- 2 weeks advanced notice required. Both size cakes include napkins, 6" plates & disposable cutlery
- Please contact us for more information regarding logo requirements.
Booth Attendant recommended for cutting & serving cake

Full Sheet Cake – 80 slices	\$275.00
With Logo	\$350.00
Half Sheet Cake – 40 slices	\$200.00
With Logo	\$275.00

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Booth Catering Menu 2015

Snacks & Trays

A La Carte

*Minimum of 12 each required

Assorted Whole Fruit*	\$3.00 each
Assorted Granola Bars*	\$2.75 each
King Size Candy Bars*	\$4.00 each
Individual Bags of Chips*	\$3.75 each
Assorted Bags of Snacks*	\$3.75 each
Jumbo Soft Pretzels with Spicy Mustard* Served in Chaffing Dish	\$5.75 each

By the Pound

*Minimum of (3) pounds required

Fiesta Trail Mix*	\$22.00/lb
Mini Pretzels*	\$18.00/lb
Goldfish Crackers*	\$18.00/lb
Mixed Nuts with Peanuts*	\$38.00/lb

Display Trays

*Serves 24 and includes disposable plates, napkins and cutlery if required

Potato Chips with Ranch & French Onion Dip*	\$90.00
Tortilla Chips with Salsa & Guacamole*	\$108.00
Pita Chips with Spinach Dip & Hummus*	\$138.00
Farmer's Market Crudités with Ranch Dip*	\$192.00
Gourmet Cheese Board with Fruit Garnish*	\$228.00
Seasonal Sliced Fruit Tray*	\$168.00

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Booth Catering Menu 2015

Lunch

Boxed Lunches

*12 Person minimum required; includes chips, whole fruit, cookie, condiments & bottled water

Roast Turkey & Smoked Gouda• \$19.50 each
Red Leaf Lettuce, Tomato & Bermuda Onion on Wheat Berry Bread

Honey Ham & Swiss• \$19.50 each
Mesclun Greens, Tomato & Bermuda Onions on a Soft Hoagie Roll

Marinated Grilled Vegetable Wrap• \$21.00 each
Portobello Mushroom, Bell Pepper, Zucchini, Tomato, Red Onion,
Daikon Sprouts & Provolone in a Spinach Wrap

Fiesta Chicken Garden Salad• \$19.00 each
Mesquite Grilled Chicken on Mixed Greens with Tomato, Cheddar Cheese
Cut Corn, Red Pepper Strips & Seasoned Black Beans with Ranch Dressing

Display Tray

*Serves 24 and includes disposable plates, napkins and cutlery

Deli Platter• \$480.00 each
Includes Assorted Deli Meats & Cheeses, Assorted Sliced Breads & Rolls
With Potato Salad, Lettuce, Tomatoes, Onions, Pickles, Condiments
And Assorted Cookies.

Assorted Mini Sandwiches• \$125.00 each
Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll

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Booth Catering Menu 2015

Hors D'Oeuvres

Cold

*Based on 50 piece minimum; includes disposable plates & napkins

Tomato, Mozzarella & Basil Skewer*	\$200.00
Cucumber Cup with Boursin*	\$200.00
Mini Baguette with Pesto Goat Cheese & Tomato*	\$200.00
Chilled Beef Tenderloin on Crostini*	\$350.00

Hot

*Based on 50 piece minimum; includes disposable plates & napkins

Adobo Chicken Taquito with Cilantro Dipping Sauce*	\$200.00
Bacon-Wrapped Stuffed Jalapenos with Texas Peach BBQ Sauce*	\$225.00
Pork Pot Stickers with Ginger Hoisin & Sweet Thai Chili Sauce*	\$200.00
Black Bean Empanada with Chipotle Ranch*	\$225.00
Chipotle Honey Chicken Wings (bone-in)*	\$150.00

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Booth Catering Menu 2015

Stations

Table Top Popcorn Machine Rental	\$150.00/day
Booth Attendant Required	
Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900	
Popcorn Pack (serves 8-10)	\$5.00 each
Includes Corn Kernels, Butter, Salt & Popcorn Bags	
Novelty Ice Cream Freezer Rental	\$75.00/day
Booth Attendant Optional	
Client to Supply: 120v 20 amp – please contact SmartCity at 713-853-8900	
Novelty Ice Cream Bars	\$5.00 each
Minimum of 48 Required	
Cappuccino Express	
Attendant Required	
250 cup minimum per day, no carry overs.	
Includes: Espresso, Cappuccino, Latte & Americano	
One-Time Set-Up Fee	\$180.00
Capp Express Barista	\$35 per hour/ 4 hour minimum
250 – 8oz cups of Starbucks Premium Coffee Products	\$1375.00/day
Each Additional 8oz cup	\$5.50
250 – 8oz cups Cappuccino Express Premium Blend Products	\$1285.00/day
Each Additional 8oz cup	\$5.15
Add Optional Flavorings: Mocha, Hazelnut & Vanilla	\$150.00/day
Please contact us for additional package sizes, cart dimensions, and electrical needs	
Maui Wowi Smoothies (limited stands available)	\$1500.00/day
Attendant Required	
250 cup minimum per day, no carry overs.	
Includes (2) flavors of All Natural Fruit Smoothies Blended at your booth	
One-Time Set-Up Fee	\$100.00
Flavors: Strawberry, Mango Orange, Black Raspberry, Piña Colada & Kiwi Lemon Lime	
Additional Flavors	\$50.00/flavor
Each Additional Cup	\$5.00
Please contact us for additional package sizes, cart dimensions, and electrical needs	

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Booth Catering Menu 2015

Alcoholic Beverages

Bartender (4 hour minimum) \$35.00/hour
Alcohol MUST be served by an ARAMARK TABC Certified Bartender

Domestic Beer: Budweiser, Bud Light, Miller Light
Import/Craft Beer: Shiner Bock, St. Arnolds Amber, Heineken & Corona

Kegs

ARAMARK will provide the Kegorator and biodegradable/disposable cups
Client to Supply: 120v20 amp – please contact SmartCity at 713-853-8900

Domestic Keg \$475.00
Import/Craft Keg \$675.00

Bottled Beer

• (24) beverages per case, minimum of (1) case required

Domestic Beer* \$5.50 each
Import/Craft Beer* \$6.25 each

Wine by the Bottle

Canyon Road Chardonnay, Merlot or Cabernet Sauvignon \$28.00/bottle
House Sparkling Wine \$30.00/bottle

Full Service Bar & Specialty Cocktails

*Minimum of 50 drinks; served in biodegradable/disposable cups
** 6 ft. Bar Front is Included

Premium Spirits** \$7.50 each
Finlandia Vodka, Bombay Original Gin, Bacardi Rum, Jack Daniels Whiskey, Jim Beam Bourbon,
Jose Cuervo Gold Tequila. Mixers and garnishes included.

Bloody Mary Bar** \$7.75 each
Garnishes to include: Tabasco & Worcestershire Sauce, Celery, Green Olives, Limes & Pearl Onions

Mimosas** \$7.50 each
Fresh Orange Juice & House Champagne served in disposable flutes

Texas Tea** \$7.50 each
Lemonade & Deep Eddie's Sweet Tea Vodka with Sugared Rim

Alcohol Policy

- All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the Texas Alcoholic Beverage Commission (TABC) and ARAMARK is responsible for the administration of their rules and regulations.
- Alcohol is NOT charged on consumption and can't be transferred for use the following day(s).
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away/promotions.
- Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.
- All alcoholic beverages will be removed from your booth at the conclusion of your event by an ARAMARK bartender.

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Booth Catering Menu 2015

Staffing & Additional Services

Delivery/Refresh Fee	\$25.00
Per Trip or Request	
6 ft. Bar Front Rental	\$150.00
Subject to availability	

Staffing

•Minimum of 4 hours required per day

Booth Attendant*	\$35.00/hour
Wait Staff*	\$35.00/hour
Bartender*	\$35.00/hour
Espresso/Cappuccino Attendant*	\$35.00/hour

Floral Arrangements

2 Weeks Prior notice required

Small Centerpiece	\$75.00
Large Centerpiece	\$150.00

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