



# **The RK Group L.L.C. Exhibitor Service Menu**



# Policies and Procedures

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## The RK Group L.L.C. Exhibitor Guiding Principles

1. All food orders are tastefully decorated and include appropriate serveware and condiments.
2. Please advise if a table for the service is needed along with the show colors so The RK Group L.L.C. can dress the service table properly. This includes exhibitors who plan to use counter space within their booth as well.
3. All prices quoted herein are subject to a **20% Service Charge** and **8.25% state and local sales tax**.
4. Orders must be received and paid in full or secured with a credit card two weeks prior to the start of the show to avoid a late fee of \$50.00 or 10% of the total order. The greater amount will be charged.
5. Orders may be paid by: Visa, Master Card, American Express or Check made payable to The RK Group L.L.C.
6. Credit card information and authorization is a must be received to process your order. The card will be charged **72 hours prior** to the start of your service for the total estimated amount plus an additional \$200.00 deposit. A final invoice and receipt will then be sent at the conclusion of the Show... Copies of the Credit Card and Driver's License must accompany any Credit Card Authorization Form.
7. Any Additional orders will be charged to the provided credit card.
8. Please note when requesting specialty items, The RK Group L.L.C. will order and bill exhibitor for the exact amount requested.
8. All electrical needs will need to be arranged through the Show's electrician.

## Henry B. Gonzalez Convention Center Exhibitor Sample and Food Promotion Request Guidelines

1. Serving generic products (i.e. ice cream, popcorn, cookies, coffee, bottled water, ect.) is permitted only when the product being served is purchased through The RK Group L.L.C. However exhibitors are permitted to provide and use their own serving vessels (buckets, cups, bags) displaying their logo.
2. In the event that The RK Group L.L.C. cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. Gonzalez Convention Center must grant permission.
3. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
4. Exhibitors may provide 2 ounce, or less, samples of their individual brand name products.
5. Exhibitors may also provide 4 ounce, or less, samples of non-alcoholic beverages of their individual brand name products.
6. Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management. The off duty police office **must** be notified. It is up to their discretion whether or not an officer will need to be present. The RK Group L.L.C. and the Event Coordinator for the Henry B. Gonzalez Convention Center need to be notified as well.
7. Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.



# Exhibitor Services

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## Fees

<b>Booth Delivery</b>	<b>\$25.00 per delivery</b>	<b>Attendant &amp; Bartender fee</b>	<b>\$25.00 per hour</b>
		Five consecutive hour minimum	
<b>Receiving &amp; Storage Fee</b>	<b>\$250.00 per day</b>	*TABC Certified Bartender is required when purchasing Alcohol Beverages.	
<b>China Flatware</b>	<b>\$2.50 per person</b>	<b>Ice</b>	<b>\$50.00</b>
		Consists of 10 pounds. (Price includes labor and delivery of ice)	

## Beverages

All beverage services include 8 oz. cups and cocktail napkins. One gallon equals approximately 18 – 20 servings.

<b>Coffee</b>	<b>\$54.00 per gallon</b>	<b>Lemonade</b>	<b>\$50.00 per gallon</b>
Regular		<b>Fruit Punch</b>	
Decaf		<b>Agua Frecas</b>	
Service Includes plastic spoons, cream, sugar, sweet n'low & equal.		Service includes chilling dispenser and 5-gallon container. Minimum order of 5 gallons required.	
<b>Assorted Hot Herbal Tea</b>	<b>\$50.00 per gallon</b>	<b>Bottled Water (16 oz.)</b>	<b>\$3.50 per bottle</b>
Service includes plastic spoons, cream, sugar, sweet n'low, equal & cut lemons.		Ice provided. Bottled waters can be served chilled if requested.	
<b>Iced Tea</b>	<b>\$50.00 per gallon</b>	<b>Self Serve Water Unit</b>	<b>\$75.00 per day</b>
Service includes sugar, sweet n'low, equal & cut lemons.		Service includes chilling dispenser, plastic glasses, trash basket, etc...	
<b>Hot Cocoa</b>	<b>\$55.00 per gallon</b>	<b>Spring Water - 5 Gallon</b>	<b>\$25.00 per bottle</b>
<b>Assorted Sodas</b>	<b>\$3.50 per can</b>		
Ice provided. Soft drinks can be served chilled if requested.			

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# Exhibitor Services

## Machine Rental

Electricity requirements will need to be made for all machines through the Show's Electrician.  
All machines will need one 120 volts, 2000 watt outlet will be needed unless otherwise noted.

### **Margarita Machine** **\$325.00 per day - rental**

Service includes 9 oz. Plastic glasses, cocktail napkins, margarita salt, stirrers and fresh cut lime.

Dimensions: 12"L x 24"H x 24"W

**NOTE:** Machine is attached to a rolling cart

Cart Dimensions: 36" L x 34" x 21" W

\* Bartender Required

\* Minimum of 3 gallons per order

### **Margarita Flavors**

Classic Margarita, Strawberry, Mango, and Watermelon

**Margarita Mix (Alcoholic)** **\$100.00 per gallon**  
**Non-Alcoholic Mix** **\$75.00 per gallon**

### **ALL MACHINES REQUIRE AN ATTENDANT or BARTENDER**

Cost is as follows per machine:

\$25.00 per hour – minimum 5 consecutive hours ++

**ALL ALCOHOLIC BEVERAGES MUST BE SERVED  
BY A TABC CERTIFIED BARTENDER**

### **Antique Popcorn Cart** **\$350.00 per day - rental**

Service includes 200 servings of all-in-one popcorn, bags and cocktail napkins. Attendant required.

### **Additional Popcorn** **\$125.00 per case**

One case contains 24 packages. Approximately 15 – 18 servings per package.

### **Additional Popcorn Bags** **\$75.00 per case**

One case contains 500 bags.

### **Smoothie Machine** **\$300.00 per day - rental**

Service includes 9 oz. Plastic glasses, cocktail napkins

Dimensions: 29" L x 27" H x 19" W

**NOTE:** Machine is attached to a rolling cart

Cart Dimensions: 36" L x 34" x 21" W

\* Attendant Required

\* Minimum of 3 gallons per order

### **Smoothie Flavors** **\$75.00 per gallon**

Peach, Pina Colada, Strawberry, Mango, Cappuccino, or Strawberry-Banana

\* Machine hold up to 2 Flavors

\* Approx. 20 minutes to freeze each batch

## Frozen Treats

### **Frozen Ice Cream Novelties** **\$3.50 each**

Service includes assorted ice cream sandwiches, nutty buddies, Bars and Popsicles with cocktail napkins.

### **Premium Ice Cream Bars** **\$3.75 each**

Service includes Dove, Klondike, & Snicker's Ice Cream Bars with cocktail napkins.

### **Freezer Rental** **\$250.00 one time fee**

Freezer requires one 120 volt, 2000 watt outlet. Freezer comes skirted.

If not purchasing product from The RK Group L.L.C., freezer rental is \$150.00 per day.



# Exhibitor Services

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## Bakery Items

All bakery services include 6" disposable plates and cocktail napkins.

**Assorted Breakfast Breads**      **\$38.00 per dozen**

Consists of croissants, bagels, fruit Danish, sliced breads, cream cheese, sweet butter, and berry preserves.

**Assorted Donuts**      **\$24.00 per dozen**

Consists of powdered, cream and jelly filled, and cake donuts.

**Assorted Pick-Up Sweets**      **\$35.00 per dozen**

Consists of Petite Fours, lemon squares, pecan squares, brownies, and blondies.

**Assorted Fresh Baked Cookies**      **\$35.00 per dozen**

Consists of chocolate chip, oatmeal raisin, peanut butter, sugar gourmet, and white chocolate macadamia nut.

## Sandwiches

**Texas Carryout Box Lunches**      **\$19.00 each**

Includes service ware, sandwich, condiments, one piece of fruit, cookie, pasta salad and a beverage. Choice of honey ham & cheddar, smoked turkey & swiss, and roast beef & provolone.

**Pre – made Sandwich Tray**      **\$155.00 per tray  
(Serves 12 ppl)**

Includes 6" disposable plates, service ware, cocktail napkins, 1 dozen assorted sandwiches, condiments, and relishes.

## Hors D'oeuvres

**Other Items are available... Ask us!!!!**

All services include 6" disposable plates, service ware, and cocktail napkins.

**Chili con Queso**      **\$3.00 per serving**

Served with tostada chips and homemade salsa. Minimum of 100 servings.

**Spicy Buffalo Wings**      **\$3.25 per serving**

Served with bleu cheese dip and celery sticks. Minimum of 100 servings.

**Quesadillas**      **\$3.25 per serving**

Filled with smoked chicken and pepper jack cheese. Minimum of 100 servings.

**Cheese Display**      **\$6.50 per serving**

Consists of domestic and imported cheeses, and garnished with whole fresh fruit, old world breads, and gourmet crackers. Minimum of 35 servings.

**Grilled & Fresh Vegetables**      **\$6.00 per serving**

Served with creamy dips. Minimum of 35 servings.

## Miscellaneous Items

**Candy Bars**      **\$3.50 each**

Assorted full size candy bars. May request specific type. Minimum order of 2 dozen.

**Dry Snacks**      **\$16.00 per pound**

Includes and assortment of nuts, chips, and pretzels.

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## Exhibitor Order Form & Credit Card Authorization

**Please Return This Page Only To:**

210/225-4535 (Fax) 210/224-5120

Trade Show Name:				Show Dates:				
Location of Exhibits:			Booth Number:		Booth Name:			
Company Name:				On-site Contact: (Authorized signee)				
Phone #:				Phone #:				
Cell #:				Cell #:				
Fax #:				Fax #:				
Contact Email:								
Name on Card:				Address:				
Card Number:			Exp Date:					
Security Code:								
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total	
Sign for authorization: _____						Sub Total:		
						20% Service Charge:		
						8.25% Sales Tax:		
						Deposit		\$200.00
						Grand Total:		

**\*\*\* PLEASE REMEMBER - TO SEND COPIES OF YOUR CREDIT CARD AND DRIVER'S LICENSE  
ALONG WITH YOUR SIGNED CREDIT CARD AUTHORIZATION \*\*\*  
IF WE DO NOT RECEIVE – WE CANNOT PROCESS YOUR ORDER  
ANY ADDITIONAL ORDERS TO BE BILLED TO CREDIT CARD ABOVE**



**CONVENTION, SPORTS, AND ENTERTAINMENT FACILITIES**  
**Convention Center, Alamodome, Lila Cockrell Theatre, Municipal Auditorium**

### **EXHIBITOR SAMPLES & FOOD PROMOTIONS REQUESTS**

1. Exhibitors may provide food samples of their individual brand name products (i.e. Coca-Cola, Pace Picante Foods, etc.)
2. Exhibitors may provide food samples if doing so is a customary part of the overall event (i.e. food shows, convenient store trade shows, culinary events, etc...).
3. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from our exclusive caterer.
4. If an exhibitor wants to attract exhibitors to his booth by giving away fresh popcorn, the machine and the popcorn product must be obtained from our exclusive caterer. Exhibitors are permitted to provide and use their own serving vessels (buckets, tubs, bags) to serve the popcorn. Often times, an exhibitor will provide serving vessels with their logo on them.
5. All claims by an exhibitor that the generic product they wish to provide is not offered by our caterer must be verified with the catering sales staff. If it is determined that a product is not available through our caterer, the RK Group and the Events Services Manager will decide whether or not to allow the exhibitor to provide and serve the product.
6. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
7. Samples of non-alcoholic beverages may be distributed on sight only under the following conditions.
  - a. Samples are served for "on the spot consumption"
  - b. Samples sizes are four (4) ounces or less
  - c. The product is the brand name of the exhibitor or is distributed by the exhibitor
8. Service of any alcoholic beverage must be arranged through our exclusive caterer.
9. Arrangements for the receiving and storing of products approved for sampling must be coordinated through our exclusive caterer.
10. Requests to serve food and / or beverage samples outside of these parameters must be submitted in writing to the EC and the RK Group. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served (bottled water, candy, cookies, popcorn, yogurt, soda, coffee, etc.). RK Group's recommendation is submitted to the GM of the Convention Center for approval.
11. All such requests will be handled on a case-by-case basis. Occasionally, approval may be granted to the exhibitor for a fee.



# The RK Group L.L.C.

## Convention Center Menu Packet







# Policies and Procedures

The following menu is a compilation of our most popular selections, priced and categorized for your convenience. This menu is a sampling of our offering and any meal or selection can be customized by our talented team of culinary professionals to suit your individual needs and tastes. Your account service manager will be happy to coordinate with you personally on any event menu customization.

## Food & Beverage

All food and beverage served in the Henry B. Gonzalez Convention Center is to be provided exclusively by The RK Group, L.L.C. The planning of the event, including selection of menus, décor, entertainment and other pertinent details should be arranged at least 30 days prior to the event date.

## Security

Customer is responsible for arranging security for any exhibits, banquets, meetings or merchandise. If a customer is serving alcohol at any function, the San Antonio Police Off-Duty Employment Unit must be notified. They may be reached at 210-207-7020.

## Guarantees

Customer agrees when initially arranging for a catered function that the estimated number of persons to be served will be provided. However, a specific or Guaranteed number of guests is required by 10am three business days prior to each of the functions or events to ensure adequate time for ordering purposes. You will be billed for the Guaranteed number or for the actual number served, whichever is greater. In the event the Guarantee is increased less than 48 hours before the catered function, we reserve the right to make reasonable substitutions to the menu and/or charge an additional service fee.

## China Service

All seated meal functions are served with china and glassware, unless otherwise specified by the Customer. Continental breakfasts, coffee services, buffets and exhibitor services are routinely accompanied by high-grade disposable service ware. If china is desired, a fee of \$2.50 per person will apply.

## Decor Service

All food services tables and banquets are dressed with standard floral, house linen, and napkins. Specialty decor is available. Please discuss options and costs with your Account Executive.

## Group Minimums

A \$100.00 service charge will apply for all meal functions of 50 persons or less.

## Cancellations

Any food or beverage function cancelled within four business days of the event is subject to a cancellation fee.

## Length of Service

Pricing for all menu options are based on 1 hour of service unless otherwise noted. Additionally fees will be assessed for longer length of food service.

## Menu Pricing

Menus and menu pricing is guaranteed (6) six months prior to event.



**Your RK Group L.L.C. Account Manager will be happy to recommend themes, entertainment, music, flowers, props and other special services to make your event even more memorable.**

All food and beverage is subject to 20% service charge and applicable sales tax. Prices are subject to change.



## Bar Services

The RK Group, L.L.C. will provide all necessary bar accoutrements, bartender service, mixers, garnishes, ice, paper cocktail napkins, upgraded disposable glasses, liquor, beer, wine, assorted sodas, and bottled water to ensure proper service throughout the evening.

### Bar Guarantee

Bartenders are provided free of charge if a bar generates \$400.00 (2-Man Bar) or \$250 (1 Man Bar) per 4 hour period in either billing or cash taken in. If the bar does not meet the minimum guarantee, the client will be billed for the remaining amount. The RK Group, L.L.C. recommends a one (2-Man) bar per 100 people for a Hosted Bars, and recommends a one (2-Man) bar per 150 people for a Cash Bars.

### Host Bar Packages

The Host will pay a set cost per person for the bar. The same cost per person applies regardless of the amount of alcohol consumed.

#### Full Bar Service - Premium Brands

\$17.00 per Person for 1st Hour  
\$7.00 per Person for Each Additional Hour

#### Full Bar Service - House Brands

\$15.00 per Person for 1st Hour  
\$6.00 per Person for Each Additional Hour

#### Beer, Wine & Margaritas

\$11.00 per Person for 1st Hour  
\$5.00 per Person for Each Additional Hour

#### Beer & Wine

\$10.00 per Person for 1st Hour  
\$5.00 per Person for Each Additional Hour

#### Beer By The Barrel

Domestic Beer  
\$400.00 per keg

Imported Beer

Available upon request

Your RK Group L.L.C. Account Manager will be happy to recommend themes, entertainment, music, flowers, props and other special services to make your event even more memorable.

All food and beverage is subject to 20% service charge and applicable sales tax. Prices are subject to change.



## Host Bar

### PRICING BILLED ON CONSUMPTION

The Host pays for the actual number and type of drinks consumed by guests.

The following pricing applies per drink.

Mixed Drinks, Premium Brands	\$6.00
Mixed Drinks, House Brands	\$5.00
Imported Beer	\$5.00
Microbrew	\$5.00
Domestic Beer	\$4.00
Wine by the Glass	\$5.00
Soda	\$3.00
Bottled Spring Water	\$3.50
Mineral Water	\$3.50

## Cash Bar

Attendees pay for drinks with Cash. The Host only pays the difference should the bar generate less than the Guarantee.

The following pricing applies per drink.

Mixed Drinks, Premium Brands	\$7.00
Mixed Drinks, House Brands	\$6.00
Imported Beer	\$6.00
Microbrew	\$6.00
Domestic Beer	\$5.00
Wine by the Glass	\$6.00
Soda	\$3.50
Bottled Spring Water	\$3.50

## Hosted Tickets on a Cash Bar

The Host pays for drinks when Drink Tickets are redeemed at the bar. Host is responsible for creation and distribution of tickets. Tickets are redeemed at \$5.00 per ticket for House Brands Bar and \$6.00 per ticket for a Premium Brand Bar.

Your RK Group L.L.C. Account Manager will be happy to recommend themes, entertainment, music, flowers, props and other special services to make your event even more memorable.

All food and beverage is subject to 20% service charge and applicable sales tax. Prices are subject to change.