

Make it Memorable...



EXHIBITOR MENU 2019-2020



300 E. Green Street | Pasadena | CA | 91101

CATERING TERMS AND CONDITIONS

Centerplate is the exclusive provider of food and beverage services within The Pasadena Convention Center & Civic Auditorium.

Please note that no food or beverage of any kind, including bottled water, may be brought on to these premises by the event organizer, their guests or other invitees.

You may distribute bite-sized, wrapped candy from your exhibit booths only.

For catering information, please contact:
Lanese Cotton, Senior Catering Sales Director
Direct: 626-817-5635 Email: Lcotton@pasadenacenter.com

CATERING POLICIES

DEPOSIT, TERMS, PAYMENT SCHEDULE

(1) In order to guarantee services, pre-payment is required on all contracts.

(2) A ninety percent (90%) deposit and this signed Agreement is due thirty (30) days prior to the start of your Event.

(3) The remaining balance will be due a minimum of five (5) business days prior to the start of the Event.

(4) Any additional amounts due Centerplate from the Customer will be based on the actual number of persons/items served and any on site services requested and approved during your Event. Unless credit terms have been extended, a completed credit card authorization form must be provided by the Customer as a guarantee of payment for any additional on-site services rendered. We accept MasterCard, Visa, American Express, and Discover. On-site charges will be reconciled daily. Approved credit balance(s) after the agreed terms, will be subject to interest at the monthly rate of 1.5% (or, if lower, the maximum legal rate).

(5) Customer shall, within ten (10) business days from the invoice date, advise Centerplate in writing of any discrepancies so that Centerplate may review and, if necessary, make any proper adjustments.

CANCELLATION WITH FOOD AND BEVERAGE MINIMUMS

SEE PCOC CANCELLATION POLICY

Cancellation 12 months or more prior to the arrival date	Base Rental Fee
12 months to 90 days prior to the arrival date	Base Rental Fee plus 25% of F & B Minimum
90 days prior to the arrival date	Base Rental Fee plus 50% of F & B Minimum
31 to 90 days prior to the arrival date	Base Rental Fee plus 75% of F & B Minimum
30 days prior to the arrival date	Base Rental Fee plus 100% of F & B Minimum

CANCELLATION WITHOUT FOOD AND BEVERAGE MINIMUMS

Cancellation of event (30) days prior to the event date is subject to 100% of the estimated food and beverage subtotal.



CATERING TERMS AND CONDITIONS

PRICES

A good faith estimate of food and beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the Agreement. Due to fluctuating market prices, however, Centerplate reserves the right to make product substitutions based on specific commodity price increases

SERVICE/ADMINISTRATIVE CHARGES; TAXES; ADDITIONAL CHARGES

Customer shall pay to Centerplate:

(1) A service charge shall apply to all food and beverage charges. Current sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations. The Service Charge is added to your bill for this catered event/function (or comparable service). A portion of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. *It is not purported to be a gratuity and no party of it will be distributed as gratuities to any employees providing services to the guests.*

(2) If the Customer is an entity claiming exemption from any form of taxation in the State where the Facility is located, the Customer must deliver to Centerplate satisfactory evidence of such exemption from such sales tax thirty (30) days prior to the Event in order to be relieved of its obligation to pay such sales tax.

GUARANTEED ATTENDANCE

(1) The Customer shall notify Centerplate, not less than three (3) business days (excluding holidays and weekends) prior to the Event, the minimum number of persons that Customer guarantees will attend the Event (the "Guaranteed Attendance"). The customer may not decrease after the final guarantee has been given.

(2) There may be applicable charges for Events with minimal attendance.

MINIMUMS

All sales minimums are calculated using net sales (gross receipts minus sales tax & service charge). If any individually contracted catered service does not exceed a \$350 food and beverage sale, per four (4)-hour meal period, a fee of \$150 will apply to each meal function.

ADDITIONAL SERVICES AND CORRESPONDING FEES

China Service: In all carpeted Meeting Rooms, china service will automatically be used for all plated meals services, unless our high-grade and/or compostable disposable ware is requested.

All Food and beverages events located in the Exhibitor Hall or Concourse/Foyer with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred there would be a fee of \$1.50++ per person, per service.



CATERING TERMS AND CONDITIONS

SERVICE TIMES

Centerplate requires unlimited access to function rooms a minimum of 2 hours prior to set up and 2 hours post event to strike/tear down for all seated and served services. If less than 2 hours additional labor fees would apply.

Standard service time for food service functions are as follows:

- Breakfast Service 90 minutes
- Break Services 1 hour
 - If you would like a dedicated catering attendant beyond the service time stated above, additional labor fees will apply.
 - A minimum of 1 attendant would be required. Attendant fee is \$150.00++ each, per every 4 hours.
- Lunch Service 2 hours*
- Dinner Service 3 hours*
- Reception Service 2 hours

*Excluding functions classified as social banquets (awards, galas, weddings, etc.). For these functions, our catering staff will continue to clear the tables after plated service so that you do not incur additional labor fees; depending on length of extended service.

ELECTRICAL/POWER

The customer/exhibitor is required to pay for any electrical outlets that may be needed to support their food and beverage service. Please contact Edlen Electrical directly.

We look forward to working with you and enhancing your event. Please free contact us with any questions.



EXHIBITOR MENU

INDIVIDUAL BAG OF CHIPS

\$3 | each

ASSORTED MUFFINS OR BAGELS

\$43 | dozen

FRESHLY BAKED COOKIES OR ASSORTED BROWNIES

\$44 | dozen

Three (3) dozen minimum

GOURMET SOFT PRETZELS

\$46 | dozen

Served with Mustard and Nacho cheese

Three (3) dozen minimum

TRI-COLORED TORTILLA CHIPS

Served with Salsa

Small (serves 8-10) \$50

Medium (serves 25-30) \$150

Large (serves 50-60) \$300

MINIATURE CAKE BITES

\$44 | dozen

Cheesecake, Carrot Cake and Chocolate

MINIATURE CUPCAKES

\$48 | dozen

Vanilla, Chocolate, Carrot, Red Velvet, Ginger

Lemon and Strawberry

*Add Logo/Image \$150++

ASSORTED ICE CREAM

\$52 | dozen

Assorted Ice Cream bars

Three (3) dozen minimum

*Electrical required

INDIVIDUAL SNACK BAGS

\$3 | each

- Trail Mix
- Snack Mix

ASSORTED KASHI™ GRANOLA BARS

\$38 | dozen

HAND TOSSED PIZZA

\$60 | 12 Individual Pizzas

Cheese and Pepperoni

A LA CARTE – PRE-MADE SANDWICHES

\$172 | dozen

Grilled Chicken, Turkey Breast, Roast Beef and Vegetarian

House-Made Potato Chips

WATER BUBBLER

\$60 | 5 gallon jug | daily charge

Water dispenser with 5 gallon jug with disposable cups

Each additional jug is \$30 | day

*Electrical required

BOOTH HAPPY HOUR

Deluxe bar: \$9 | drink

Premium bar: \$11 | drink

Bartender fee \$175++

4-Hour Service

COOKIE OVEN RENTAL

\$175++

Bake Cookies in Booth

Cookies ordered by the dozen

*Requires Catering Attendant \$150

*Electrical required

POPCORN CART

\$350 | 100 person minimum

Additional \$150++ fee for machine rental with attendant

*Electrical required



EXHIBITOR MENU

BEVERAGES

Bottled Water and Soft Drinks	\$4 each
Assorted Bottled Juices	\$4 each
Assorted Fruit Juice (Orange, Apple, Cranberry)	\$48 gallon
Lemonade or Strawberry	\$48 gallon
Spa Water (Citrus, Berry or Cucumber Mint)	\$52 3 gallons
Hot Tea	\$63 gallon
Freshly Brewed Coffee	\$66 gallon
Keurig Specialty Coffee (Includes 15 Pods/Flavored Syrups \$5 per additional Pod)	\$80 Machine

OTHER RENTALS

Catering Attendant 4-Hour Minimum	\$150 each
Tray Pass Attendant 4-Hour Service (1 100 guests)	\$150 each
Bartender Fee 4-Hour Service (1 100 guests)	\$175 each
Hand Washing Station	\$30 day
Small Refrigerator *Electrical required	\$75 day
Large Refrigerator *Electrical required	\$150 day
Ice (Increments of 10 lbs.)	\$15 each

SPECIALTY COFFEE STATION*

2 Hours of Service \$450 | Station
Serves 80 – 8 oz. cups
Latte, Cappuccino, Espresso
\$5.00 per serving after 80 (bought in increments of 50)
*Catering Attendant Required: \$150 per attendant
Additional Catering Attendant Hours: \$37.50 per hour

Requirements:

Electrical and 8' X 3' operating space.

Exhibitor to provide ONE dedicated:

110 volt, 20 amp circuits through Edlen Electrical

