SAVOR...

EXHIBIT BOOTH TRAFFIC BUILDERS

The Exhibitor is responsible for ordering tables, power and trash removal from the General Service Contractor.



WATER COOLER

SAVOR...Chicago is not responsible for supplying electricity. Please contact your General Service Contractor to order electricity.

50 DEGREE WATER COOLER

FIRST DAY RENTAL • \$100.00

EACH ADDITIONAL DAY RENTAL • \$38.00

HOT AND COLD WATER COOLER

FIRST DAY RENTAL • \$125.00
EACH ADDITIONAL DAY RENTAL • \$38.00

PURIFIED WATER JUGS

FIVE GALLON, EACH • \$38.00 Includes 100 flat bottom cups

ELECTRICAL REQUIREMENTS

110V/15AMP circuit

Please contact your General Service Contractor to order electricity.



SAVOR...











TRADE SHOW	RSNA 2018	ORDER DEADLINE	Saturda	ay, Nove	mber 3,	2018
CONTACT		ON-SITE CONTACT				
COMPANY		ON-SITE PHONE #				
ADDRESS		·				
CITY, STATE, ZIP						
PHONE #		FAX #				
EMAIL ADDRESS						
BOOTH/ROOM #		BUILDING (Circle)	N	S	Ε	W

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	#of Guests	Item Description	Unit Price

A signed Catering Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution.

Please submit this form to your catering sales manager:

South Building - Brendan Cahill | <u>bcahill@mccormickplace.com</u> | 312.791.7135 North Building - Trenette Humphrey | <u>thumphrey@mccormickplace.com</u> | 312.791.7948

METHOD OF PAYMENT	Credit Card	Check	Wire

A 2.5% processing fee will be added to all credit card charges greater than \$20,000. All checks and wires must be received before the opening of the Show and all clients must have a credit card on file for any additional on-site orders or increases in quantities. You will receive a link to your contract for you to sign after your Catering Sales Manager has entered your order. Your credit card information will be requested at the time of contract and entered by you through a secured site.

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.

SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

PRICING

Published pricing does not include service charge (currently 21.50%) or applicable taxes. Pricing is subject to change without notice and will be guaranteed when contracted.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five full business days (Monday – Friday) prior to the event for functions up to 1,000 guests. Function of 1,001 guests or more must be guaranteed ten full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within seventy-two hours of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

BEVERAGES

SAVOR...Chicago offers a complete selection of beverages to complement each function. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR...Chicago, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACT

A deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 100% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first function. Payment can be made via credit card, ACH wire or company check. A 2.5% service fee will be added to credit card charges over \$20,000.

IMPORTANT INFORMATION

- Exhibit Floor catering is a drop off service. SAVOR...Chicago is not responsible for trash removal.
- Catering is delivered with disposableware. China service is available with an associated fee.
- On-site pop up orders have a two hour delivery window
- SAVOR...Chicago is not responsible for supplying tables for catering services in your Booth. Please contact your General Contractor to order tables or designate appropriate counter space in your Booth.
- SAVOR ...Chicago is not responsible for supplying power for catering services in your booth. Please contact your General Contractor to order electricity.
- SAVOR...Chicago Banquet Staff is available for hire in your Booth.

Exhibitors are permitted to serve food and beverages within limits of the following guidelines:

- Bite-size snacks and beverages may be distributed to meeting attendees in the exhibitor's booth and cannot be displayed as a promotion or to attract attendees. Refer to Exhibit Catering Menu for approved options.
- Food and Beverages may be provided to meeting participates during the course of a meeting within a private, fully enclosed conference room inside the exhibitor's booth as well as Meetings Suites and Headquarter Office Space. Refer to the Private Meetings Catering Menu for options.
- All food and beverages must be coordinated through the convention center official caterer and provided in generic cups or glasses supplied by the official convention center caterer; food preparation and cooking inside the exhibitor's booth are prohibited.
- Alcoholic beverages are strictly prohibited.