

*Make it Memorable...*



# EXHIBITOR MENU 2018-2019



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](mailto: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

Cancellation of event (30) days prior to the event date is subject to 50% of the estimated food and beverage subtotal.

### 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



Centerplate 300 East Green Street, Pasadena, CA 91101 (626) 793-2122 [pasadenacenter.com](http://pasadenacenter.com)

A 23% service charge and current sales tax will be added to all food, beverage, and labor fees. – 09.2018

# CATERING TERMS AND CONDITIONS

## 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.



Centerplate

Meeting is better. It's more service.™

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## 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

\$36 | dozen

## 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 and Fresh Guacamole

Small (serves 8-10) \$50

Medium (serves 25-30) \$150

Large (serves 50-60) \$300

## IMPORTED AND DOMESTIC CHEESE BOARD

Garnished with Dried Fruit and Nuts,  
Sliced Baguettes, Lavosh Cracker Breads  
and Water Crackers

Small (serves 8-10) \$120

Medium (serves 25-30) \$360

Large (serves 50-60) \$720

## 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++

## ICE CREAM CART

\$52 | dozen

Assorted Ice Cream bars

Three (3) dozen minimum

\*Electrical required

## SNACK MIX (2oz. portions)

\$35 | pound

Traditional or Spicy

(Serves 8-10 Guests)

## MIXED NUTS (2oz. portions)

\$42 | pound

(Serves 8-10 Guests)

## ASSORTED KASHI™ GRANOLA BARS

\$38 | dozen

## HAND TOSSED PIZZA

\$84 | 12 Individual Pizzas

Cheese and Pepperoni

House-Made Potato Chips

## A LA CARTE – PRE-MADE SANDWICHES

\$168 | 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

\$300 | 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)	\$46   gallon
Lemonade or Strawberry	\$46   gallon
Spa Water (Citrus, Berry or Cucumber Mint)	\$52   3 gallons
Hot Tea	\$62   gallon
Freshly Brewed Coffee	\$65   gallon
Keurig Specialty Coffee (Includes 15 Pods/Flavored Syrups   \$5 per additional Pod)	\$80   Machine

## OTHER RENTALS

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

