

BOOTH CATERING ORDER FORM

TO PLACE ORDERS EMAIL COMPLETED FORM TO NRYNARD@GREATERRICHMONDCC.COM



SHOW NAME					
COMPANY					
ORDER CONTACT				ON-SITE CONTACT	
ADDRESS		STATE		CITY	
EMAIL		TEL:		ZIP	
HALL NAME		BOOTH #			

Aramark is the exclusive caterer for the Greater Richmond Convention Center. Outside food of any kind will not be permitted.

Deadline: Orders received within 3 days prior to the first day of the show will have a 20% late fee applied. Changes and/or cancellations must be received **3 BUSINESS DAYS** in advance of service. Cancellations may not be made after that time without applicable fees.

Payment Policy: All estimated catered services must be paid in full **10 BUSINESS DAYS** prior to the start of your service.

Delivery Charge: A **\$25.00 delivery fee will apply to all orders less than \$100.00**

Multiple Delivery Fee: Dedicated attendant required for more than 1 drop off within a 4 hour window. \$200 + for 4 hrs and \$50 + per additional hour

Taxes and Administrative Charges All food and beverage items are subject to an 21% Administrative Charge and applicable tax, Virginia Sales and City of Richmond Meal Taxes, are currently at 13.5%. Please note that Administrative Charges are taxable in the state of Virginia. Labor fees are subject to applicable Virginia Sales Tax. Administrative / delivery charges are not intended to be a tip, gratuity, or service charge for the benefit of employees.

Once we receive your order, a sales professional will complete and send you a confirmation. Your order is not confirmed until you have approved and signed your final order with payment applied

DAY / DATE	START / END TIMES	QTY	ITEM DESCRIPTION	ITEM PRICE	EXTENDED PRICE

PAYMENT INFORMATION MUST ACCOMPANY YOUR ORDER

	VISA		MC		AMEX		DISC
CARD NUMBER				EXP		CVC	
CARDHOLDER NAME							
I hereby authorize Aramark Sports & Entertainment Services to apply all charges for services rendered for the above company to my credit card							

SUBTOTAL	
20% LATE FEE	
21% ADMIN FEE	
13.5% SALES TAX	
TOTAL DUE	

BOOTH CATERING MENU

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CATEGORY	ITEM NAME	DESCRIPTION	UNIT QUANTITY	ITEM COST
Beverages - Bottled & Canned	Canned Soft Drinks	12 oz - Pepsi Products	Each	\$3.50
Beverages - Bottled & Canned	Water Bottle	12 oz - Aquafina	Each	\$3.50
Beverages - Bottled & Canned	Gatorade	20 oz	Each	\$5.00
Breakfast & Morning Breaks	Whole Fruit		Each	\$2.00
Snacks & Afternoon Breaks	Bagged Chips		Each	\$2.25
Snacks & Afternoon Breaks	Soft Baked Cookie		Each	\$2.00
Sandwiches & Wraps	Roast Beef Sandwich	Roast Beef, Cheddar, Lettuce, & Tomatoes	Each	\$10.75
Sandwiches & Wraps	Smoked Turkey BLT Sandwich	Smoked Turkey, Garden Mix, Tomato, & Bacon	Each	\$10.75
Sandwiches & Wraps	Italian Wrap	Salami, Mortadella (contains nuts), Capicola, Provolone, Lettuce, Tomato	Each	\$10.75
Lunch - Pizza	Pizza per Pie	Cheese, Pepperoni, or Veggie (8 slices per pie)	Per Pie	\$22.00

Prices do not include 21% service charge and applicable sales tax. Increases and/or new orders made within (7) business days of the Event will be subject to a 20% additional fee based on the menu price

SERVICES & GUIDELINES

STAFFING

BUTLERS (1 per 100 guests)
BOOTH SERVICE ATTENDANT
BARTENDER (1 per 125 guests)
CASHIER (1 per 100 guests)
CHEF/CARVER
CONTINUOUS SERVICE ATTENDANT
CONSUMPTION BEVERAGE ATTENDANT*
\$200 each for a four (3) hour minimum
(\$45 each additional hour)

SERVICE FEES

DELIVERY FEE
\$25 for all orders \$100 net or less

SMALL MEAL FEE
Buffet or sit down less than 50 people
\$100 per service

CHINA SERVICE FEE

For events in the Exhibit Halls
\$3.50 per person

RECEIVING & HANDLING FEES

Ask your sales specialist for details

STORAGE FEES

Ask your sales specialist for details

BAR GUARANTEE

Each bar requires a bartender fee of
\$200 per 3 hour shift.

ITEM PLACEMENT

Menus, books, favors, etc.
\$1 per item/per setting

WINE STEWARDS

1 steward per 30 people
\$200 per 3 hour shift

All shifts are a minimum of four (4) hours, each additional hour and all applicable taxes and service charges apply.

LATE FEE

Orders received within 3 days prior to the first day of the show will have a 20% late fee applied

SERVICE CHARGE & DELIVERY FEES

This (Service/Delivery) Charge is not intended to be a tip, or gratuity for the benefit of employees

GUARANTEES

To ensure the success of your event(s), it is necessary that we receive your “Final Guarantee” (confirmed attendance) for each meal function utilizing the following schedule:

- Events up to 500 people require a Final Guarantee three (3) business days prior to the first event.
- Events between 501 – 2,500 people require the Final Guarantee five (5) business days prior to the first event.
- Events over 2,500 people require the Final Guarantee seven (7) business days prior to the first event.

Please note that the above schedule excludes weekends and holidays. Once the scheduled Final Guarantee is submitted; the count may not be decreased.

OVERAGE

For every plated event, Aramark shall be prepared to serve 3% over the final guarantee, up to a maximum of 50 meals. This excludes buffets, box lunches and breaks. The client will be charged based upon the final guarantee or the actual number of meals served, whichever is greater. Aramark will make every effort to accommodate increases to your count(s) after the final guarantee is due. However, any increases exceeding 10% of the final guarantee will be subject to a 10% surcharge.

If the count increases within the final guarantee timeline, the 5% overage will no longer apply.

SPECIAL MEALS

Your Catering Sales Manager is available to consult with you on special meal requests and pricing to serve vegetarian, gluten free, vegan, kosher, halal and

other dietary restrictions. Such special requests are due 21 days in advance of your event. These special meal requests are to be included in your final guaranteed attendance.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your designated Aramark Sales Professional. Any cancellation received less than 60 days of the first scheduled event will result in a fee payable to Aramark equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the first scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the Final Guarantee has been received will result in a fee equal to 100% of the charges on the affected event order(s).

AMENITIES & MENU SERVICES

TABLE STANDARDS

The Aramark catering minimum standard for a plated/seated meal is for the service at tables of ten (10) guests with one (1) server per 30 guests. For buffet meals, the Aramark minimum standard is one (1) server per 75 guests. An additional labor fee will be applied for any set that requires tables that seat less than ten (10) guests. The fee will be assessed according to the additional wait staff required to service the event at \$45.00 per hour, per server plus applicable Sales Tax with a four (4) hour minimum.

CHINA SERVICE

China and glassware are standard for buffet and seated meal services, unless otherwise specified by the client. Within the exhibit halls, receptions that do not accompany dinner, bar-only functions, and exhibitor booth services are served with disposable wares.

TABLE TOP SERVICE

Tables for seated meal functions are provided with a mid-length linen. An assortment of house napkin colors is also provided for seated meals. Tables for buffet meals, beverage service or receptions include stainless steel table tops with a black spandex bottom. Ask your sales professional for upgraded linen and furniture options.

BEVERAGE & ALCOHOL SERVICES

We proudly serve Pepsi products. A 25% re-stocking fee and will require consumption attendants at \$150 per four hour shift per attendant. The Convention Center’s catering contractor, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with Virginia State Liquor Control Board regulations. In compliance with California state law, all beer, wine, and liquor is supplied by the Convention Center’s catering contractor. No alcoholic beverages may be removed from the Convention Center. Customer must comply with all applicable local and state liquor laws.

NUTRITION INFORMATION

The calorie and nutrition information provided is for individual servings, not for the total number of servings on each tray, because serving styles e.g. trays/ bowls used vary significantly, in order to accommodate numbers of guests that can range from single digits to thousands. Due to our desire and ability to provide custom solutions, we do not offer standard serving containers. If you have any questions please contact your catering manager directly.

TIMETABLE FOR A SUCCESSFUL EVENT

60 BUSSINESS DAYS: 50% Deposit
Signed Service Agreement/Contract Due

45 BUSSINESS DAYS: Food and
Beverage Specifications Due

21 BUSSINESS DAYS: Signed Event
Orders Due

10 Days: 100% of Total Payment and
Guarantee Due

CATERING GUIDELINES

EXCLUSIVE CATERER

Aramark is the exclusive provider of all food and beverage at the Greater Richmond Convention Center. As such, any requests to bring in food and beverage will be at Aramark’s discretion and will be considered on a case-by-case basis. Please consult with your designated Aramark Sales Professional concerning this.

CONFIRMATION OF ORDERS

The Catering Services Agreement (contract) outlines the specific agreement between the client and the Convention Center Catering Department. The signed Catering Services Agreement and a deposit based on estimated food and beverage charges are due 60 days in advance of the first scheduled service. Your Catering Sales Manager will review your food and beverage specifications and, in turn, provide you with written confirmation of the services via separate event orders for each function. These event orders will form part of your contract and are to be confirmed, signed and returned 21 business days in advance of the first scheduled service.

PAYMENT POLICY

Full payment is required prior to the commencement of services. 50% deposit due 60 days prior to event. Aramark accepts company checks, cash, money orders and wire fund transfers as payment for products and services in advance. Any wire transfer fees incurred are the responsibility of the client. Visa, MasterCard and American Express are also an acceptable from of payment for all charges below \$30,000. Certified funds or wire transfer will be required for all payments received less than five (5) business days prior to the event. Non-certified checks are not acceptable forms of payment within five (5) business days.

All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders or additions. All charges incurred onsite will be applied to the credit card at the closing of the event.

TAXES & ADMINISTRATIVE CHARGES

All food and beverage items are subject to a 21% service charge and applicable Virginia Sales Tax, currently at 13.5%

Please note that service charges are taxable in Virginia.

Labor fees are subject to applicable Virginia Sales Tax. Qualified non-profit 501 (c)(3) organizations requesting sales tax exemptions status must provide a valid Virginia State Tax Exemption Form.

Please note the following:
(++) Indicates services are subject to a Administrative Charge and Virginia Sales Tax.
(+) Indicates the services are subject to Virginia Sales Tax only.

Administrative Charge and Virginia Sales Tax are subject to change without notice.

DELIVERY FEES AND MEAL FUNCTION MINIMUMS

All catering orders or re-orders valued at \$100 or less “NET” will be subject to a \$25 delivery fee. There is a minimum guarantee of 50 people for all meal functions. When the guarantee is less than 50 people, a \$100 fee plus tax could apply.