



EXHIBITOR MENU AND CATERING POLICIES

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 bit-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

Payments

In order to guarantee services, pre-payment is required on all contracts. Ninety percent (90%) of payment for event charges is due fourteen (14) days before the date of the event and made payable to Centerplate. Centerplate accepts all major credit cards: Visa, MasterCard, and American Express. A company check, certified or cashier's check are also accepted. Final payment for the event, in addition to those estimated on the contract must be paid five (5) business days prior to the start of the event. If payment is received less than five (5) business days prior to the event, certified funds or credit card payment will be required. Service is not guaranteed without total prepayment prior to function date. Credit card must be on file for all on-site consumption charges. The credit card holder must be the one to sign the authorization form.

Taxes and Service Charges

A 22% service charge will apply to all food, beverage, labor charges and equipment rentals. The applicable California sales tax will apply to all food, beverage, labor, equipment rentals and service charges. In accordance with California Regulation 1603.f Taxable Sales of Food Products, all service charges are subject to sales tax.

Price Increase

All printed catering menu prices are subject to change without notice. All contract prices/menu items will be honored for a period of ninety (90) days prior to your event based on current market availability & pricing.

Guaranteed Attendance

Guaranteed guest count is required five (5) business days (Monday-Friday) prior to your event date. Centerplate will prepare five percent (5%) over any guaranteed count (total amount not to exceed an additional twenty-five (25) meals) usually a vegetarian option unless otherwise notified. **Any increase to final guest count given less than seventy-two (72) business hours (Monday-Friday) prior to the event are not guaranteed the same service.**



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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 \$350.00 food and beverage sale, per four (4)-hour meal period, a fee of \$150.00 will apply to each meal function.

Service Wares

All prices quoted include disposable service. China service or service in the Exhibit Hall may incur additional charges.

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

*Assorted Muffins, Danish, Tea Breads
or Bagels*
\$42.00/dozen

*Freshly Baked Cookies or Assorted
Brownies*
\$42.00/dozen

Gourmet Soft Pretzels
Served with Mustard and Nacho cheese
\$45.00/dozen
Three (3) dozen minimum

Tri-Colored Tortilla Chips
Served with Salsa & fresh Guacamole
Small (serves 8-10) \$50.00
Medium (serves 25-30) \$150.00
Large (serves 50-60) \$300.00

A La Cart – Pre Made Sandwiches
Grilled Chicken, Turkey Breast, Roast Beef
and Vegetarian.
House-Made Potato Chips
\$156.00/dozen

Hand Tossed Pizza
Cheese and Pepperoni
Potato Chips
\$96.00/12 Individual Pizzas

Fresh Vegetable Crudité
Accompanied with Assorted Dips
Small (serves 8-10) \$80.00
Medium (serves 25-30) \$240.00
Large (serves 50-60) \$480.00

Fresh Seasonal Sliced Fruit
Small (serves 8-10) \$70.00
Medium (serves 25-30) \$210
Large (serves 50-60) \$420.00

Centerplate at the Pasadena Convention Center

A 22% service charge and current sales tax will be added to all food, beverage and labor fees. – 01.2016

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Imported and Domestic Cheese Board

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

Small (serves 8-10) \$120.00

Medium (serves 25-30) \$360.00

Large (serves 50-60) \$720.00

Ice Cream Cart

Assorted Ice Cream bars

\$52.00/dozen

Three (3) dozen minimum

Water bubbler

Water dispenser with 5 gallon jug with
 disposable cups

\$55.00/5 gallon jug

Each additional jug is \$25.00

Beverages

Bottled Water and Soft Drinks	\$3.75/each
Assorted Bottled Juices	\$3.75/each
Assorted Fruit Juice (Orange, Apple, Cranberry)	\$45.00/gallon
Lemonade or Strawberry	\$45.00/gallon
Spa Water (Citrus, Berry or Cucumber Mint)	\$50.00/3 gallons
Freshly Brewed Coffee & Hot Tea	\$60.00/gallon
Keurig Specialty Coffee	\$90.00/Machine
(Includes 12 Pods/Flavored Syrups/\$5.00 per additional Pod)	

Miniature Cake Bites

Cheesecake, Carrot Cake and Chocolate

\$42.00/ dozen

Popcorn Cart

\$300.00/100 person minimum

Additional \$125.00++ fee for machine
 rental with attendant

Booth Happy Hour

Bartender fee \$150.00++

Premium bar: \$9.00/drink

Call bar: \$7.00/drink

4-Hour Service

Other Rentals

Bartender fee	\$150.00/each
4-Hour Service (1/100 guests)	
Tray Pass Attendant	\$150.00/each
4-Hour Service (1/100 guests)	
Small Refrigerator	\$75.00/day
Large Refrigerator	\$150.00/day
Handwashing Station	\$30.00/day