

# SAVOR...

For a full look at our Exhibitor Catering Menu or to place your order online,  
Please visit our website at:  
[www.CateringbySMG.com](http://www.CateringbySMG.com)

## EXHIBITOR SERVICES

**Espresso/Cappuccino Coffee Service** - Includes rental of machine(s) and one - three operators  
\$2,000/300 cup service, \$3,100/600 cup service, \$3,800/900 cup service .

**Baked in the Booth Cookies** - Includes rental of small cookie oven, one attendant and 500 cookies.  
Additional cookie dough can be purchased separately. \$1,700

**Smoothies** - Popular blended fruit drink service includes an attendant server. Flavors may include mocha,  
pina colada, strawberry, mango, and banana. \$1,950/300 12-oz. servings.

**Soft Gourmet Pretzels** - Soft, warm pretzels in three flavors: *Bavarian, Asiago Cheese, and Cinnamon-Sugar* \$68/dozen. *Table-top warmer* \$250 for run of show.

**Refrigerated Spring Water Kit** - Refrigerated water dispenser, 5 gallon bottle of Spring Water, cup dispenser  
and 3.5 ounce disposable cup. Set-up included. \$115  
\$37/5 gallon replenishment

**Linens** - Standard white linen. \$6/linen

**Exhibitors MUST supply a table for all services and place all orders for electrical connections  
through the general service contractor. Please note that all prices are subject to change.**

BEVERAGES		SNACKS	
Starbucks Reg & Decaf Coffee - gallon	\$76	Imported Beers-6 pack	\$48
Starbucks Hot Teas - gallon	\$76	Domestic/Imported Keg-each	\$650/\$750
Iced Tea or Lemonade - gallon	\$45	Assorted Breakfast Pastries - dozen	\$50
Bottled Water - case/24	\$108	Bagels & Cream Cheese - dozen	\$50
Soft Drinks - case/24	\$108	Jumbo Cookies - dozen	\$43
Bottled Juice - case/24	\$120	Biscotti - dozen	\$30
Red Bull or AMP - case/24	\$120	Honey Roasted Peanuts - lb	\$19.50
Gatorade - case/24	\$120	Deluxe Mixed Nuts - lb	\$37
Mineral Water - case/24	\$108	Chips & Dip - per person	\$5
Snapple Iced Teas - case/24	\$120	Tortilla Chips & Guacamole - per person	\$6
Starbucks Frappuccino - case/24	\$144	Pita Bread & Hummus - per person	\$5
House Wine-per bottle	\$37	Jumbo Chocolate Truffles - dozen	\$49
Domestic Beers-6 pack	\$45	Popular Candy Bars - dozen	\$43
		Ghirardelli Chocolate Bars - dozen	\$46.50
PLATTERS			
Import & Domestic Cheese - Serves 100	\$700	Chef's Select Canapes - 150 pcs/Serves 100	\$1,350
Sliced Fresh Fruit - Serves 100	\$700	California "Maki" Rolls - 150 pcs/Serves 100	\$1,350
Deluxe Crudités & Dressing - Serves 100	\$475	Antipasto Tray - Serves 100	\$700
		Charcuterie Board - Serves 50	\$400
CONTACT INFORMATION			

Please visit our website at <http://www.cateringbysmg.com> or contact our  
Catering Sales Department at 1.415.974.4040 Fax your requests to 1.415.974.4074  
We look forward to seeing you in San Francisco!

# SAVOR...



## SAN FRANCISCO CONVENTION FACILITIES - FOOD AND BEVERAGE ORDER FORM

### INFORMATION AND POLICIES-

Savor.../FMIC holds the exclusive rights to all food and beverage within the San Francisco Convention Facilities (SFCF). No one is allowed to bring food or beverage into the facility without the express written approval of Savor.../FMIC.

The Customer is required to pay for any electrical outlets that may be needed to support their food & beverage service and any decorator items such as pipe and drape, draped tables, etc. A \$15.00 delivery charge will be added to deliveries less than \$100.00.

Savor... will use compostable serviceware on all food and beverage functions held in the SFCF. China service is available at an additional charge. Final guarantees are due three full business days prior to all functions. A 100% non-refundable advance payment is required for any function by company check or authorized credit card. On-site re-orders require advance notice, 45 minutes for beverages, 90 minutes for food. **For priority service, orders must be received by Monday, January 11, 2010.**

Show Name: \_\_\_\_\_ Delivery Date \_\_\_\_\_

Company Name \_\_\_\_\_ Booth/Room # \_\_\_\_\_

Representative (print name) \_\_\_\_\_ Title \_\_\_\_\_

On-Site Contact(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_

CC Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_ MC/VISA/AX/Diners(-\$10,000 only)  
(circle one)

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

*Your signature above signifies approval of all charges to your account.*

### FOOD AND BEVERAGE/EQUIPMENT ORDER

<u>START TIME</u>	<u>END TIME</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____

I. FOOD AND BEVERAGE TOTAL \$ \_\_\_\_\_

### SEND ORDER FORM TO:

Catering by SMG  
747 Howard St.  
San Francisco CA 94103  
Phone: 415-974-4040  
Fax: 415-974-4074

II. FOOD/BEVERAGE/EQUIPMENT TOTAL \$ \_\_\_\_\_

A. FOOD & BEVERAGE TOTAL \$ \_\_\_\_\_

B. 22% SERVICE CHARGE OF (A) \$ \_\_\_\_\_

C. SUBTOTAL OF (A) AND (B) \$ \_\_\_\_\_

D. TOTAL DELIVERY CHARGES \$ \_\_\_\_\_

E. SUBTOTAL OF C-D-E \$ \_\_\_\_\_

F. 9.5% TAX (OF F) \$ \_\_\_\_\_

(total of E&F) TOTAL ESTIMATED CHARGES \$ \_\_\_\_\_

**\*Please note that all prices and taxes are subject to change.**

# SAVOR . . . SAN FRANCISCO

## GENERAL INFORMATION

All food and beverage items must be supplied and prepared by Savor...

No food, beverage, or alcohol will be permitted to be brought into or removed from a San Francisco Convention Facility ("SFCF") by the client or any of the client's guests or invitees without written approval. Requests must be received by Savor... no less than four (4) weeks prior to the first day of the event. Savor... reserves the right to assess a charge for such exclusions to exclusivity.

## MENU SELECTION AND PRICING

Our menus have been designed with your needs and ultimate satisfaction in mind. Our Catering Sales Staff and Executive Chef will ensure that any selection is prepared and served with the highest level of quality available.

To assure availability of menu items, please provide your Catering Sales Manager with your food and beverage selections four (4) weeks prior to your scheduled event. We will make every effort to accommodate those with special religious or dietary requirements. Due to the seasonal supply fluctuation of food and beverage products, menu prices will be guaranteed ninety (90) days prior to your event.

Beverage Consumption - Canned or bottled beverages may be purchased on a consumption basis with a "24-pack" (24 beverages) minimum order. Quantities of less than 24 are not subject to return. More than 24 unopened and returnable cans and bottles may be returned, but are subject to a 25% restocking fee.

## GUARANTEES

In order to ensure the success of your function and the satisfaction of your guests, food and beverage quantity guarantees must be received by your Catering Sales Manager no later than three business days (Monday - Friday) prior to your event. You may be required to guarantee earlier than three days based on the size of your group or if special products are required that are not on our printed menus. Your guarantee requirements will be outlined in your contract. This number will constitute your final guarantee and will not be subject to reduction. If this final guarantee is less than 75% of your originally contracted estimate (see "Billing and Cancellations") we reserve the right to charge for damages.

Savor... will prepare to serve 3% over your final guarantee (for seated meal functions only) up to a maximum of 100 guests. You will be charged for the greater of the actual number of guests served or the final guarantee amount. Increases made within the 72-hour deadline are subject to approval by Savor... and maybe subject to an additional charge. We reserve the right to make reasonable substitutions as necessary.

## **EMPLOYEES, SERVICE AND LABOR CHARGES, SALES TAX**

Catering personnel are covered by Union Local 2's collective bargaining agreement. Catering employees will deliver food and beverage, service, and clean related areas. Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel.

All food and beverage charges are subject to a 22% service charge and state sales tax (currently 9.5%). The 22% service charge is also taxable under SBOE Regulation # 1603. Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption one week prior to the event.

A labor charge of \$7.00 plus tax per guest will apply for any meal function with guest counts below the listed minimums (see menus). Labor provided for breakfast and lunch functions is three hours, with four hours provided for dinner functions. The labor shifts include setup, service, and cleaning time – any additional labor required outside of the standard shift length is subject to overtime charges at \$50.00 plus tax, per server, per hour. For special events, please call for rates.

## **BILLING, PAYMENTS, AND CANCELLATIONS**

Full payment of your total estimated charges and signed contract are due in our office four (4) weeks prior to your first scheduled food function, depending on the size of your show. Should you decide to cancel any or all of your functions less than two weeks prior to your event you will be subject to a cancellation fee. The cancellation fee is outlined in your contract based on the date of cancellation.

Event pre-payments and balances with charges less than \$10,000 may be paid by credit card and/or company check; please contact your Catering Sales Representative for a Savor... Credit Card Charge Authorization Form. Events with charges greater than \$10,000 must be pre-paid by company check. Balances greater than \$10,000 will be billed net 30 days. Any invoice which remains unpaid after 30 days will automatically be billed to your credit card.

## **ALCOHOLIC BEVERAGES**

All alcoholic beverage sales and consumption are regulated by the California Alcoholic Beverage Control. Savor... is responsible for the administration of these regulations. Savor... requires that all alcoholic beverages be dispensed by only Savor... employees or agents. It is acknowledged that State law prohibits the sampling and distribution of all hard alcoholic beverages.

## **MISCELLANEOUS**

China Service: Biodegradable service is standard for functions except seated breakfast, lunch and dinner service in meeting rooms and ballrooms – with guest counts under 3,000. China service is available at a \$3.50/per guest additional charge for morning and afternoon refreshment breaks and \$5.00/per guest additional charge for all other functions including seated functions over 3,000 guests.

Room Assignments are assigned by show management. It is the client's responsibility to arrange appropriate function space.

Seating: Banquet seating will be at round tables of ten (10) guests unless otherwise specified. Special seating diagrams and numbered tables are available upon request.

Décor: Arrangements for floral centerpieces and props may be made through Savor... All décor must meet with the approval of the San Francisco Fire Department.

Leftover food will be donated to local charities as appropriate.

House linen is supplied for all food and beverage functions, and buffet tables. Linen for meetings and non-food and beverage areas is available at \$5.00++ per round or classroom table. Please contact your Catering Sales Representative for additional specialty linen selections and pricing.

## **LIABILITY**

The applicant agrees to indemnify, hold harmless and defend the City & County of San Francisco, SMG, FMIC, the Moscone Center Joint Venture, the San Francisco Redevelopment Agency, the Trustees of the Moscone Center Project, and the directors, members, officers, agents, employees, affiliates, subsidiaries of each of the above ("Indemnities") from and against any and all liabilities, damages, actions, costs, losses, claims, and expenses (including attorney's fees) on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole, or in part, from any act, omission, negligence, fault or violation of law or ordinance of the applicant or its employees, agents, subcontractors, Exhibitors, or invitees or any other person entering the facilities with the implied or express permission of the applicant.

## **SAMPLING & DONATED PRODUCTS, TRAFFIC PROMOTERS**

Savor... retains the exclusive right to provide, control and retain all food and beverage services throughout the facility for the events. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision. A company/organization may not bring any food, beverages, or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.

### **FOOD & NON-ALCOHOLIC BEVERAGE SAMPLING**

All food and beverages samples or traffic promoters brought into the SFCF must have approval from Savor... in writing prior to the event and adhere to the following guidelines:

- A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
  - Food samples are limited to “bite size” portions (1 oz. or less).
  - Samples of non-alcoholic beverages are limited to a maximum of 2 oz. containers.
- A written description (detailing the product and portion size to be sampled) must be submitted in advance to Savor... Approval of sampling arrangements to the sampling company/organization will be provided in writing only. Please contact your Catering Sales Representative for appropriate sampling form.
- Show management and/or exhibitors must be responsible for securing a City of San Francisco Health Permit, (415) 554-2500, in order to distribute food and/or beverages.

**ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLY ADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.**

### **FOOD STORAGE, DELIVERY & PRODUCTION SERVICES**

If an organization requires food preparation, heating, cold or dry storage, or other kitchen services, arrangements must be made no later than three weeks in advance of the start of the event. Only Savor... staff may perform all preparation as well as cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your Catering Sales Representative for more information.

- Standard fees for storage, handling, delivery, etc. may be charged where applicable.
- Non-beverage & food vendors, refrigerated, freezer and dry storage are available for \$10.00 plus tax per cubic foot, per day.
- Use of cooking/heating equipment must have prior approval from the building Fire Marshal, (415) 974-4007.
- Any special instructions for the handling of refrigerated products must be provided at the time of order.
- Delivery of any foods and any beverages to the facility must be coordinated with your Catering Sales Representative. Savor... will not assume responsibility for incorrectly delivered products, damaged products at delivery, or inferior products.
- Ice may also be ordered in advance for delivery to your booth during the show for \$20.00++ per twenty-pound bag.