

POLICIES AND PROCEDURES

THE RK CULINARY GROUP (RKIII), LLC EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

Orders must be received and either paid in full or secured with a credit card two weeks prior to the start of the show, as a 10% or \$50 late fee (whichever is greater) will be applied.

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to:
The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through the show's electrician.

HENRY B. GONZÁLEZ CONVENTION CENTER EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounces, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounces, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.