



# tradeshow menu







## Rental Information

Price is per day unless otherwise specified. Client responsible to arrange any electrical needs. Does not include 22% Taxable Administrative Charge, 10.25% State Tax, 1% Village Tax.

<b>KEURIG K-Cup Machine</b>	<b>50.00 Per Day, 3.50 Per Capsule</b>
Includes Water, Creamers, Sweeteners, Stirrers, Cups	
<b>BREVILLE Countertop Espresso/Cappuccino Machine</b>	<b>350.00 Per Day</b>
Includes Espresso Beans, Milk, Sweeteners, Stirrers, Cups	
Includes the first 25 Beverages. 5.00 each additional beverage	
Includes 1 bottle of Vanilla & 1 bottle Caramel Syrup	
Additional syrups are available. Fees apply.	
<b>NESPRESSO Machine</b>	<b>50.00 Per Day, 3.75 Per Capsule</b>
Includes Water, Milk, Sweeteners, Stirrers, Cups	
<b>Attendant Fee (not required)</b>	<b>175.00</b>
4 hour shift. 50.00 each additional hour	

### Pretzel Warmer Machine

<b>Pretzel Warmer Rental</b>	<b>50.00</b>
<b>Attendant</b>	<b>175.00</b>
4 hour shift. 50.00 each additional hour	

### Pretzels w/Mustard

Minimum order of 25

<b>Assorted Salted and/or Plain</b>	<b>6.50</b>
<b>Cheese Cups</b>	<b>3.50</b>

### Cotton Candy Cart

<b>Cotton Candy Cart Rental</b>	<b>200.00</b>
<i>Includes first 50 portion. \$4 each additional portion</i>	
<b>Attendant</b>	<b>175.00</b>

### Popcorn Machine

<b>Popcorn Machine</b>	<b>125.00</b>
<b>Popcorn Kit</b>	<b>150.00</b>
Includes Popcorn, Oil and Bags	
100 Servings	
<b>Attendant</b>	<b>175.00</b>
4 hour shift. 50.00 each additional hour	

### Ice Cream

<b>Ice Cream Freezer</b>	<b>150.00</b>
<b>Assorted Ice Cream Novelties</b>	<b>5.00</b>
<b>HAAGEN DAZS Ice Cream Bars</b>	<b>8.25</b>
Minimum Order 1 Dozen by Brand	



## Specialty Packages

Price is per person unless otherwise specified, plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax. Minimum of 25 people.

<b>Mediterranean</b>	<b>13.00</b>
Traditional Hummus, Red Pepper Hummus, Toasted Pita, Spinach Feta Artichoke Dip, Tzatziki	
<b>South of the Border</b>	<b>11.00</b>
Roasted Tomato Salsa, Guacamole, Pico de Gallo, Tortilla Chips	
<b>Cupcake Break</b>	<b>11.00</b>
Assorted Cupcakes (estimated 2 pieces per person)	

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## A La Carte

Price is per person unless otherwise specified plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax

<b>House-Made Potato Chips + Dips</b>	<b>9.00</b>	<b>Assorted Cookies</b>	<b>50.00 Per Dozen</b>
<i>(Minimum 12 people)</i>			
With choice of French Onion Dip, Red Pepper Buttermilk or Sriracha Ranch		<b>Chocolate Brownies</b>	<b>55.00 Per Dozen</b>
<b>Assorted Granola Bars</b>	<b>4.75</b>	<b>Individual Bags</b>	<b>4.25</b>
		Snacks, Potato Chips or Pretzels	

\* Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness.





# Beverages

Price is per person unless otherwise specified, plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax

## beverages

<b>Fresh Brewed</b>	<b>74.00 Per Gallon</b>
Coffee, Decaf, Hot Tea, Hot Chocolate Packets + hot water	
<b>Refresh</b>	<b>74.00 Per Gallon</b>
Lemonade, Iced Tea	
<b>Fruit Juices</b>	<b>65.00 Per Gallon</b>
Orange, Cranberry, Apple	

## a la carte beverages

<b>Assorted Sodas</b>	<b>4.00</b>
<b>Bottled Waters</b>	<b>4.00</b>
<b>Bottled Fruit Juices</b>	<b>4.75</b>

## freshly blended smoothies

PER QUART- 2 quart minimum order per smoothie. Priced per Quart. Served in 9 oz cups.

<b>Mango</b>	<b>18.00</b>	<b>Strawberry Banana</b>	<b>19.00</b>
Almonds, Spinach, Cranberry Juice		Greek Yogurt, Skim Milk	
<b>Blueberry</b>	<b>18.00</b>		
Greek Yogurt, Almond Milk			

## hydration station

Priced per 2 Gallons, 2 Gallon Minimum per Infused Water

<b>Cucumber</b>	<b>80.00</b>	<b>Strawberry Basil</b>	<b>80.00</b>
<b>Cantaloupe Lime</b>	<b>80.00</b>		
<b>Mango Ginger</b>	<b>95.00</b>		

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## Slider Bar

50 pieces per selection. Price plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax. For requesting passed hors d'oeuvres an additional fee of \$125 per wait staff per 100 guests will apply.

<b>Cheeseburger</b>	<b>250.00</b>
Grilled Onions, Cheese	
<b>Pulled Pork</b>	<b>320.00</b>
Pickle, Red Onion, Hawaiian Bun	
<b>Cuban</b>	<b>330.00</b>
Pork Loin, Ham, Provolone, Pickle, Mustard, Mini French Roll	
<b>Buffalo Chicken</b>	<b>270.00</b>
Blue Cheese, Red Onion, Mini French Roll	
<b>Crab Cake</b>	<b>500.00</b>
Cajun Aioli, Mixed Greens	
<b>Portobello Mushroom</b>	<b>300.00</b>
Mozzarella Cheese, Tomato Balsamic Chutney	

## Taste of Chicago

Price is per person unless otherwise specified, plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax.

<b>Little Italy Mini Italian Beef Station</b>	<b>12.00</b>
Peppers and Onions, Giardiniera, Mozzarella, French Bread	
<b>Chicago-Style Hot Dog</b>	<b>7.50</b>
Relish, Onion, Tomato, Sport Peppers, Mustard, Pickle, Celery Salt, NO KETCHUP	
<b>Chicago Style Pizza Station</b>	<b>55.00 Deep Dish   45.00 Thin Crust</b>
Cheese, Sausage, Pepperoni	
<b>Pilsen Tacos- 2 per order</b>	<b>12.00</b>
Al Pastor, Chicken Tinga, Salsa Rojo & Salsa Verde, Cilantro, Onion	

\* Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness.





## Enhancements

Price is per person unless otherwise specified, plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax

### Antipasto Board

16.00

Imported Cured Meats and Cheeses, Grilled Vegetables, Assorted Olives, Marinated Artichokes, Artisan Breads

### Gourmet Cheese Board

11.00

Imported Cheeses, Dried Fruit, Almonds, Breads and Crackers

### Crudites

10.00

Assorted Fresh Garden Vegetables with choice of Creamy Avocado Buttermilk or Sriracha Ranch

### Hummus Display

10.00

Traditional Hummus, Red Pepper Hummus, Toasted Pita

\* Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness.



# Refreshments

## beverages

### Assorted Soft Drinks, Water, Juices

Pepsi, Diet Pepsi, Starry, Aquafina, Orange, Cranberry, Soda, Tonic, Ginger Ale

## spirits

### House

Tito's Handmade Vodka, Tanqueray Gin, Captain Morgan's Spiced Rum, Sauza Tequila, Jack Daniels Whiskey, Johnny Walker Red Scotch, Bacardi Rum, Jim Beam Bourbon

### Premium

Grey Goose Vodka, Hendricks Gin, Bacardi "Maestro" Rum, Patron Silver Tequila, Maker's Mark Bourbon, Jameson Irish Whiskey, Johnny Walker Black Scotch

## wine

### House

Canyon Road: Merlot, Cabernet Sauvignon, Pinot Noir, Chardonnay, Pinot Grigio, Sauvignon Blanc, J. Roget Sparking

### Premium

Chateau Ste. Michelle Riesling, Whitehaven Sauvignon Blanc, William Hill Chardonnay, Ecco Domani Pinot Grigio MacMurray Ranch Pinot Noir, Santa Rita Cabernet Sauvignon, Robert Mondavi Special Selection Merlot, La Marca Prosecco, Domaine Chandon Brut

## beer

### Domestic

Budweiser, Bud Light, Miller Genuine Draft, Miller Lite, Michelob Ultra, Coors Light

### Imported

Stella Artois, Corona, Corona Light, Heineken, Heineken 0.0, Amstel Light

### Craft Beer/Cider

Half Acre, Lagunitas, Blue Moon, Revolution, Two Brothers, Goose Island, Cidre by Stella Artois, Virtue Cider



# Hosted Bar

Price is per person unless otherwise specified, plus 22% taxable Administrative Charge, 1% Village Fee & 10.25% Sales Tax

## consumption or cash

	CONSUMPTION	CASH		CONSUMPTION	CASH
Spirits	10.00	11.00	Wine by Glass	10.00	11.00
Domestic Beer	8.00	9.00	Assorted Soft Drinks	4.00	5.00
Imported Beer	9.00	10.00	Bottled Water	4.00	5.00
Non-Alcoholic Beer	8.00	9.00	Bottled Juices	4.75	5.00
Craft Beer	M/V	M/V	House and Premium	13.00	14.00

## kegs (1/2 barrels)

**Domestic 475.00**

Budweiser, Bud Light, Miller Genuine Draft, Miller Lite, Michelob Ultra, Coors Light

**Imported 650.00**

Stella Artois, Corona, Corona Light, Heineken, Amstel Light

**Craft Beer M/V**

Half Acre, Lagunitas, Blue Moon, Revolution, Two Brothers, Goose Island





# Wine List

*Must be purchased by the case*

## dry sparkling wine

<b>J Roget</b> NV, California	<b>44.00</b>
<b>Domaine Chandon Blanc De Noirs</b> NV, California	<b>61.00</b>
<b>Domaine Chandon Brut Rose</b> NV, California	<b>61.00</b>
<b>Moet &amp; Chandon Brut</b> NV, Champagne, France	<b>110.00</b>

## white wine

<b>Ruffino Pinot Grigio</b> Delle Venezie, IGT	<b>39.00</b>
<b>Ecco Domani Pinot Grigio</b> Delle Venezie, Italy	<b>40.00</b>
<b>Kung Fu Girl Riesling</b> Washington State	<b>47.00</b>
<b>Whitehaven Sauvignon Blanc</b> Marlborough, NZ	<b>43.00</b>
<b>Kim Crawford Sauvignon Blanc</b> Marlborough, NZ	<b>53.00</b>

## dry medium intensity white wine

<b>Tom Gore Chardonnay</b> California	<b>40.00</b>
<b>William Hill Chardonnay</b> Central Coast, CA	<b>52.00</b>
<b>Canyon Road Chardonnay</b> California	<b>33.00</b>
<b>La Crema Chardonnay</b> Monterey, CA	<b>58.00</b>
<b>Federalist Chardonnay</b> Sonoma County, CA	<b>58.00</b>
<b>Kendall Jackson Vintner's Reserve Chardonnay</b> California	<b>55.00</b>



## Wine List

*Must be purchased by the case*

### dry light intensity red wine

<b>Beaulieu Vineyard "BV" Pinot Noir</b> California	<b>41.00</b>
<b>Mark West Pinot Noir</b> California	<b>47.00</b>
<b>Kendall Jackson "Reserve" Pinot Noir</b> California	<b>61.00</b>
<b>Canyon Road Merlot</b> California	<b>33.00</b>
<b>Dreaming Tree Crush Red Blend</b> California	<b>43.00</b>

### dry full intensity red wine

<b>Federalist Cabernet Sauvignon</b> Lodi, CA	<b>58.00</b>
<b>Franciscan Oakville Estate Cabernet Sauvignon</b> Napa Valley, California	<b>77.00</b>
<b>Chimney Rock Cabernet Sauvignon</b> Stags Leap District, CA	<b>91.00</b>

### dry medium intensity red wine

<b>Macmurray Ranch Pinor Noir</b> Sonoma Valley, California	<b>55.00</b>
<b>Canyon Road Cabernet Sauvignon</b> California	<b>33.00</b>
<b>Apothic, Red Blend</b> California	<b>42.00</b>
<b>Mt. Veeder Reserve Red Blend</b> California	<b>138.00</b>
<b>Federalist Red Blend</b> North Coast, CA	<b>58.00</b>
<b>Kendall Jackson Vintner's Reserve</b> California	<b>49.00</b>
<b>Dreaming Tree Cabernet Sauvignon</b> California	<b>47.00</b>
<b>Diseno Malbec</b> Argentina	<b>53.00</b>
<b>The Prisoner Red Blend</b> Napa Valley, CA	<b>138.00</b>
<b>Penfold's "Koonunga Hill" Shiraz</b> Australia	<b>43.00</b>

\*\*Rosemont catering personnel must dispense all beverages. Bartenders are staffed one (1) per 100 guests. A \$225.00 per bartender. Fee will apply for the first four (4) hours of service. A \$35.00 per hour charge will be applied after four (4) hours of service.



# Event Planning

## **FOOD AND BEVERAGE ORDER SPECIFICATIONS**

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 days prior to the date of your first scheduled service.

## **CONFIRMATION OF ORDERS**

Upon receipt of all written food and beverage specifications, your sales professional will review them and, in turn, provide you with written confirmation of the services you have ordered. The confirmation will be in the form of separate event orders for each individual service. Signed event orders must be received by our team no less than 14 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event's start date) must review, sign and return event orders upon their receipt.

The Services Agreement (contract), which is a separate document, outlines specific agreements between the customer and the caterer. The signed Service Agreement, along with the required deposits, must be received by ARAMARK no less than 14 days in advance of the first scheduled event. 100% payment of quoted charges is required 7 days prior to first scheduled event date. Any potential additional charges must be provided by credit card. If the signed Service Agreement is not received at least 14 days prior to the first scheduled event, menu prices are subject to change. The Event Orders, when completed, will form part of your contract.

## **SPECIAL EVENTS**

There are a number of "special events" that require attention to complex details. These include, but are not limited to, events for more than 1,000 people, weddings and VIP functions. These functions typically require customized menus due to the customer's desire for a unique event. In addition to logistical planning, specialty equipment and labor may be needed to successfully orchestrate such events. Due to these requirements, special events may be subject to earlier guarantee dates and deposits. Events requiring extraordinary use of equipment and china may incur rental charges.

Please discuss this with your sales professional. Specifications for these events are to be received no less than 30 days prior to the event unless otherwise negotiated between the customer and the caterer.

## **MENU PROPOSALS**

In addition to designing menus for "special events", our sales professionals are often asked to design menu proposals to meet additional customer requirements. Included in the menu planning and pricing evaluations which accompany these proposals are considerations given to the expected attendance at these events. Should an event's attendance fall significantly below the original number expected, the proposed menu price may be subject to change.

## **FLOOR PLANS FOR CATERING FUNCTIONS**

Your sales professional will review both the guest seating arrangements (floor plan) and the "behind the scenes" logistics to ensure ample space has been considered, making appropriate recommendations for both areas to create the best possible guest experience. Often, large events require catering (dishing, serving, clearing) to take place in areas that are not commonly dedicated to that purpose. In these instances, the customer and the ARAMARK sales professional will discuss effective solutions (such as pipe and drape) to mask food service staging areas from the guest's view. The costs for additional equipment such as this, which may be provided by the customer's decorating company or through ARAMARK, will be the responsibility of the Customer.

Additionally, as safety is always important, ARAMARK reserves the right to specify floor plans and layouts of all set-ups, seating tables, serving stations and like items to enable safe and efficient service to your event. This includes reserving necessary space dedicated to both back of house and front of house areas. This also includes service areas, breakdown areas and front of house service aisle ways. These details will be reviewed with our facility and customers prior to developing final floor plans.

# Payment and Credit

## ACCEPTABLE FORMS OF PAYMENT

Aramark accepts certified or cashiers checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% surcharge will be applied to any balance of \$2,500.00 or greater.

## PAYMENT POLICY

ARAMARK's policy requires full payment in advance.

## ADVANCE PAYMENT

Payment in full is required for quoted catering services per the catering agreement. A credit card is required to guarantee any additional charges that may be incurred on site

## LOCAL TAX AND FEES

All food and beverage items are subject to a taxable 22% Administrative Charge, 10.25% State Sales Tax and 1% Village Fee.

Labor fees are subject to applicable sales tax, currently at 10.25% state tax and 1% Village Fee.

Additional bar set up, bartender, wait staff and culinary fees may apply.

## ADMINISTRATIVE CHARGE

\* This administrative/delivery charge is not intended to be a tip, gratuity, or service charge for the benefit of employees. No portion of this amount is distributed to employees.

This Administrative charge is subject to all applicable Illinois and Village sales tax of 11.25%.

## DELIVERY FEES

All catering orders or re-orders totaling less than \$200 will result in a \$40 delivery fee



# Catering Guidelines

## GUARANTEES

To ensure the success of your event(s) it is necessary we receive your “final guarantee” (confirmed attendance) for each meal function by the following schedule: Your sales person will advise when your lowest guarantee would be due by.

- Events up to 500 people require the final guarantee three (3) business days prior to the first event. At this time the numbers of guests can only increase.
- Events between 501 – 2,500 people require the final guarantee five (5) business days prior to the first event. At this time the numbers of guests can only increase.
- Events over 2,501 people require the final guarantee seven (7) business days prior to the first event. At this time the number of guests can only increase.

Please note the above schedule excludes weekends and holidays.

Once the final guarantee is due, the count may not be decreased. For every event, the caterer shall be prepared to serve 5% over the final guarantee, up to 50 meals. The customer will be billed based on the final guarantee or the actual number of meals served whichever is greater. We will make every attempt to accommodate increases in your count after the final guarantee is due, however; any increase 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.

## CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your sales professional. Any cancellation received less than 60 days of the first scheduled event will result in a fee 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 provided will result in a fee equal to 100% of the charges on the affected event order(s).

## MINIMUM REQUIREMENT FOR MEAL FUNCTIONS

There is a minimum guarantee of 25 people for most meal functions. If the guarantee is less than required number of people, a \$5 per person fee plus tax will apply.

## EXHIBITOR FOOD & BEVERAGE POLICY

The caterer is the exclusive provider of all food and beverages at the Donald E. Stephens Convention Center. As such, any requests to bring in outside food and beverages will be at ARAMARK’s discretion and will be considered on a case by case basis. Please inquire with your sales professional. This includes requests for exhibitor amenities such as logo--bottled water, hard candies and sample products.

Any exhibitors, vendor or exhibit hall participants providing alcohol service are required to staff a bartender, per Illinois Liquor Law. Any violation of this will result in product being removed from the exhibit/booth area.

# Catering Guidelines

## CHINA SERVICE

All seated meal functions (breakfast, lunch and dinner) are served with china and glassware, unless otherwise specified by the Customer. Continental breakfast, coffee services, buffets and exhibitor hospitality catering are routinely accompanied by high-grade disposable service-ware. However, if china service is desired on these functions a china charge will apply. The china charge is \$5.00 per person.

For any china and glassware service at the Rosemont Theatre a \$5.00 charge per person will apply

## TABLECLOTHS

All tables for meal functions are dressed with standard lap length house linen and napkins. Your sales professional will be able to assist with any custom linen and decor details at additional charges. Events that require tablecloths for non-food functions may be clothed for \$10.00++ per standard house tablecloth. Specialty linens will be priced as fair market value.





# Credit Card Authorization Form

## Credit Card Information

AMERICAN EXPRESS     MASTERCARD     DISCOVER     VISA

Credit Card No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC No. \_\_\_\_\_

Type Of Card:     COMPANY     PERSONAL

Name Of Company: \_\_\_\_\_

Cardholder's Name (Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Exhibit Information

Name of Function: \_\_\_\_\_

Date: \_\_\_\_\_

Conference Center Room No. \_\_\_\_\_

OR

Booth No. \_\_\_\_\_