



The RK Group L.L.C. Exhibitor Service Menu

AM. PUBLIC WORKS EXPOSITION Sept. 9 – 11th, 2007

Sunday: 12 NOON – 4 pm

Monday: 10 am – 3 pm

Tuesday: 10 am – 2 pm

(Revised –1.9.2007)



Policies and Procedures

The RK Group L.L.C. Exhibitor Guiding Principles

1. All food orders are tastefully decorated and include appropriate serviceware and condiments.
2. Please advise if a table for the service is needed along with the show colors so The RK Group L.L.C. can dress the service table properly. This includes exhibitors who plan to use counter space within their booth as well.
3. All prices quoted herein are subject to a **20% Service Charge** and **8.125% state and local sales tax**.
4. Orders must be received and paid in full or secured with a **credit card two weeks prior to the start of the show** to avoid a late fee of \$50.00 or 10% of the total order. The greater amount will be charged.
5. Orders may be paid by: Visa, Master Card, American Express or Check made payable to The RK Group L.L.C.
6. Credit card information and authorization is a must !!! The card be charged **72 hours prior** to the start of your service for the total estimated amount. A final invoice and receipt will then be sent at the conclusion of the Show... Copies of the Credit Card and Driver's License must accompany any Credit Card Authorization Form.
7. Please note when requesting specialty items, The RK Group L.L.C. will order and bill exhibitor for the exact amount requested.
8. All electrical needs will need to be arranged through the Show's electrician.

Henry B. Gonzalez Convention Center Exhibitor Sample and Food Promotion Request Guidelines

1. Serving generic products (i.e. ice cream, popcorn, cookies, coffee, bottled water, ect.) is permitted only when the product being served is purchased through The RK Group L.L.C. However exhibitors are permitted to provide and use their own serving vessels (buckets, cups, bags) displaying their logo.
2. In the event that The RK Group L.L.C. 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. Gonzalez Convention Center must grant permission.
3. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
4. Exhibitors may provide 2 ounce, or less, samples of their individual brand name products.
5. Exhibitors may also provide 4 ounce, or less, samples of non-alcoholic beverages of their individual brand name products.
6. Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management. The off duty police office **must** be notified. It is up to their discretion whether or not an officer will need to be present. The RK Group L.L.C. and the Event Coordinator for the Henry B. Gonzalez Convention Center need to be notified as well.
7. 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.



Exhibitor Services

Fees

Booth Delivery	\$25.00 per delivery	Attendant & Bartender fee	\$25.00 per hour
		Five consecutive hour minimum	
Receiving & Storage Fee	\$150.00		
China Flatware	\$2.50 per person	Ice	\$20.00
		Consists of 40 pounds.	

Beverages

All beverage services include 8 oz. cups and cocktail napkins. One gallon equals approximately 18 – 20 servings.

Coffee	\$42.00 per gallon	Lemonade	\$40.00 per gallon
Regular		Fruit Punch	
Decaf		Service includes chilling dispenser and 5 gallon container.	
Service Includes plastic spoons, cream, sugar, sweet n'low & equal.		Minimum order of 5 gallons required.	
Assorted Hot Herbal Tea	\$41.00 per gallon	Bottled Water (16 oz.)	\$3.00 per bottle
Service includes, plastic spoons, cream, sugar, sweet n'low, equal & cut lemons.		Ice provided. Bottled waters can be served chilled if requested.	
Iced Tea	\$40.00 per gallon	Self Serve Water Unit	\$50.00 per day
Service includes sugar, sweet n'low, equal & cut lemons.		Service includes chilling dispenser, plastic glasses, trash basket, etc...	
Hot Cocoa	\$50.00 per gallon	Spring Water - 5 Gallon	\$25.00 per bottle
Assorted Sodas	\$2.50 per can		
Ice provided. Soft drinks can be served chilled if requested.			



Exhibitor Services

Bakery Items

All bakery services include 6" disposable plates and cocktail napkins.

Assorted Breakfast Breads ***\$28.00 per dozen***

Consists of croissants, bagels, fruit Danish, sliced breads, cream cheese, sweet butter, and berry preserves.

Assorted Donuts ***\$15.00 per dozen***

Consists of powdered, cream and jelly filled, and cake donuts.

Assorted Pick-Up Sweets ***\$28.00 per dozen***

Consists of Petite Fours, lemon squares, pecan squares, brownies, and blondies.

Assorted Fresh Baked Cookies ***\$24.00 per dozen***

Consists of chocolate chip, oatmeal raisin, peanut butter, sugar gourmet, and white chocolate macadamia nut.

Sandwiches

Texas Carryout Box Lunches ***\$16.50 each***

Includes service ware, sandwich, condiments, chips, one piece of fruit, two cookies, and a beverage. Choice of honey ham & cheddar, smoked turkey & Swiss, and roast beef & provolone.

Pre – made Sandwich Tray ***\$75.00 each***

Includes 6" disposable plates, service ware, cocktail napkins, 1 dozen assorted sandwiches, condiments, and relishes.

Hors D'oeuvres

Other Items are available.. Ask us !!!!

All services include 6" disposable plates, service ware, and cocktail napkins.

Chili con Queso ***\$2.25 per serving***

Served with tostada chips and homemade salsa. Minimum of 100 servings.

Spicy Buffalo Wings ***\$2.25 per serving***

Served with bleu cheese dip and celery sticks. Minimum of 100 servings.

Quesadillas ***\$2.25 per serving***

Filled with smoked chicken and pepper jack cheese. Minimum of 100 servings.

Cheese Display ***\$5.00 per serving***

Consists of domestic and imported cheeses, and garnished with whole fresh fruit, old world breads, and gourmet crackers. Minimum of 35 servings.

Grilled & Fresh Vegetables ***\$4.00 per serving***

Served with creamy dips. Minimum of 35 servings.

Miscellaneous Items

Candy Bars ***\$2.25 each***

Assorted full size candy bars. May request specific type. Minimum order of 2 dozen.

Dry Snacks ***\$16.00 per pound***

Includes and assortment of nuts, chips, and pretzels.



Exhibitor Order Form & Credit Card Authorization

Please Return This Page Only To:
 Kathy Clark
 210/225-4535 ext. 111 (Fax) 210/224-5120

Trade Show Name:		Show Dates:	
Location of Exhibits:		Booth Number:	Booth Name:

Company Name:		On-site Contact:	
Phone #:		Phone #:	
Cell #:		Cell #:	
Fax #:		Fax #:	
Contact Email:			

Name on Card:			Address:		
Card Number:		Exp Date:			

***Pls. include Security Code on back of Card !!**

Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total

Sub Total:	
20% Service Charge:	
8.125% Sales Tax:	
Grand Total:	

Sign for authorization: _____

**** PLEASE REMEMBER - TO SEND COPIES OF YOUR CREDIT CARD AND DRIVER'S LICENSE ALONG WITH YOUR SIGNED CREDIT CARD AUTHORIZATION. IF WE DO NOT RECEIVE – WE CAN NOT PROCESS YOUR ORDER !!!!**