

# SIoux FALLS CONVENTION CENTER

## Exhibitor Booth Catering Services

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The excitement builds as the show draws near...you've worked hard at setting up your exhibit and getting ready for the opening of your show.

Increase your visibility, attract more customers and extend your presentation time with the appeal of fresh brewed coffee, homemade cookies, gourmet hors d'oeuvre trays or themed refreshment carts.

The food and beverage department at the Sioux Falls Convention Center provides world class catering service. We offer a full line of exhibitor catering because we know that booth enticements are a proven tool for increasing exhibitor sales at trade shows and conventions. We guarantee our exceptional service, quality and presentation.

**SIoux FALLS CONVENTION CENTER  
1101 N. WEST AVENUE  
SIoux FALLS, SD 57104**

**Chad Jutting  
PH: 605-367-4151  
FAX: 605-367-4141**

**E-MAIL: [cjutting@siouxfallsgc.com](mailto:cjutting@siouxfallsgc.com)**

## **IMPORTANT EXHIBITOR FOOD & BEVERAGE INFORMATION**

### **Food and Beverage Exclusivity**

1. All food and beverage must be ordered through the Sioux Falls Convention Center. No food or beverage will be permitted into the Sioux Falls Convention Center by any exhibitor, show decorators or any other vendors hired by the exhibiting company without prior approval and written authorization of the food and beverage department.

### **Complimentary Food and Beverage Samples**

2. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute and must be show related. Sample sizes must be limited to four (4) ounces of beverage and three (3) ounces of food. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Sioux Falls Convention Center facilities.
3. Requests to provide sample food or beverage at the show must be made in writing at least 10 days prior to the start of the show, and include the name and dates of the exhibit and the exhibitor's product to be sampled. The address to write for approval is:

#### **Sales Office**

**1101 N. West Avenue, Sioux Falls, SD 57104**

**Phone: 605-367-4151**

**Fax: 605-367-4141**

**E-mail: [cjutting@siouxfallsc.com](mailto:cjutting@siouxfallsc.com)**

### **Alcoholic Beverages Regulations**

4. As the property licensee, we retain the right for supplying and serving alcoholic beverages. By state liquor law statutes, no alcoholic beverages may be provided, served or sold by any other entity while at the Sioux Falls Convention Center and will be removed immediately from the premises. Bartender fees to serve alcoholic beverages at your booth is \$18.00 per hour. Only licensed beverage dealers are allowed to provide samples of alcoholic beverages at the Sioux Falls Convention Center. Retailers are not permitted to provide samples of any alcoholic beverages on the SFCC premise. There is an \$18 per station, per hour charge to staff a Convention Center employee to check IDs, ensure the state liquor license laws are being followed for the Convention Center's license, and to oversee consumption. If consumption becomes more than one sample per person, a corkage fee may apply. All alcohol samples must be poured into a cup that is no larger than 4 ounces for beer and 1 ounce for wine and liquor. Vendors must provide correct size cups for samples. Approval to distribute alcoholic beverage samples must be received by our Food and Beverage Director 30 days prior to the event. Samples must be given away inside the room in conjunction with the event. No samples may be given out in the pre-function areas.

### **Candy Dishes**

5. Items such as candy bars and bottled water must be purchased from the food and beverage department. A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized, individually wrapped in portions of one ounce or less and manufactured in a licensed commercial facility.

### **Catering Services Policies**

6. All food service ordered must be paid in full prior to any service commencing. We will accept company checks, VISA, Master Card and American Express. A credit card is required to be on file for any additional services ordered during the show.
7. Please allow a minimum of 10-20 minutes for all replenishment requests during the show.
8. The exhibitor is responsible for supplying any electricity required for food service equipment and trash removal from the booth.
9. All service will be delivered on disposable ware unless special arrangements are made otherwise.
10. To all prices add 20% service charge and 7% tax.
11. On-site catering orders are handled in the sales office at the facility. Last minute orders are subject to availability.

**Please take a moment to read our policies!**

## A LA CARTE BOOTH CATERING MENU

### Coffee Service Menu

Fresh Brewed Coffee	\$26.00 per Gallon
Decaffeinated Coffee	\$26.00 per Gallon
Fresh Brewed Hot Tea	\$1.50 per Bag
Fruit Juice Bottles (Orange, Grapefruit, Cranberry, Apple)	\$2.50 Each
½ Pints of Milk	\$1.75 Each
Assorted Sodas	\$1.75 Each
Lemonade	\$23.00 per Gallon

### Fresh Bakery Selections

Assorted Muffins	\$26.00 per Dozen
Mini Muffins	\$14.00 per Dozen
Assorted Sliced Fruit Breads	\$19.00 per Dozen
Bagels with Cream Cheese	\$24.00 per Dozen
Assorted Donuts	\$24.00 per Dozen
Mini Donut Holes	\$12.00 per Dozen
Fresh Bakery Assortment	\$26.00 per Dozen
Fresh Bakery Mini Assortment	\$12.00 per Dozen
Assorted Cookies	\$24.00 per Dozen
Mini Cookies	\$12.00 per Dozen

### Snack Menu

Assorted Whole Fresh Fruit	\$1.25 Each
Granola Bars	\$1.50 Each
Peanuts	\$12.50 per Pound
Chips and Salsa	\$15.00 per Pound
Assorted Candy Bars	\$2.00 Each
Cocktail Sandwiches	\$1.75 Each

### Hors D' Oeuvres

Domestic Cheese Tray W/Crackers	\$4.25 per Person
Fresh Cut Seasonal Fruit Tray W/Dip	\$3.50 per Person
Fresh Vegetables W/Dip Tray	\$2.50 per Person
Specialty Breads and Dips	\$4.00 per Person
Chocolate dipped strawberries	\$24.00 per Dozen
Carved smoked Pork loin	\$6.00 per Person

## Exhibitor Favorites

Looking for a way to attract your next client? Would a hand carved ice sculpture with your company's logo shining in colored light make you stand out? For a sure fire crowd pleaser, try a massive chocolate fountain with a palm tree made of fruit for your guests to enjoy! Try one of these exhibitor favorites at your booth!

<b>Chocolate Fountain</b>	<b>\$995.00 – Serves up to 300 People</b>
<b>Ice Carving</b>	<b>Starting at \$250.00</b>
<b>Smoothie Bar</b>	<b>\$6.00 per Person</b>
<b>Popcorn</b>	<b>\$1.00 per Person</b>
<b>Slider Burgers</b>	<b>\$4.00 Each</b>
<b>Skewers (Chicken, Beef, Assorted)</b>	<b>\$2.50 Each</b>

## Exhibit Staffing

Booth attendants \$18.00 per hour (2 Hour Minimum)

**All Prices Subject To 20% Service Charge and 7% Sales Tax  
Additional Charges May Be Applied For Electrical**

## BOOTH SERVICE ORDER FORM

CONTACT PERSON AND COMPANY NAME		
ADDRESS/BILLING:		
CITY	STATE	ZIP CODE
PHONE NUMBER		FAX NUMBER
TRADE SHOW NAME		BOOTH NUMBER

DAY/DATE	TIME	ITEM DESCRIPTION	QUANTITY	PRICE

Booth Attendant \_\_\_\_\_ X \$18.00 = \_\_\_\_\_  
 Estimated Subtotal \_\_\_\_\_  
 20% Service Charge \_\_\_\_\_  
 7% Sales Tax \_\_\_\_\_  
**Estimated Total** \_\_\_\_\_

**INSTRUCTIONS:**

- Please type or print.
- Form must be received no later than **2 weeks** prior to show dates to ensure confirmation.
- A 20% service charge will be added to subtotal.
- Food service contract will be sent to you confirming order, signed contract and full payment must be received in our office prior to start of show. No service will commence without full payment prior to show and/or credit card information on file.
- Any replenishment orders during the show must be guaranteed by a major credit card, the balance of charges will be billed to the credit card unless payment is received at the end of the show.

### Credit Card Information

Names of Authorized Signature for Event _____	
Total Estimated Amount of Services: _____	
\$ _____ Credit Card Number: _____	
Circle One:	Master Card                      VISA                      American Express
Credit card Limit \$: _____	
Expiration Date: _____	Signature of Cardholder: _____

<p><b>Mail or Fax to: Sales Office</b>  <b>1101 N. West Avenue Sioux Falls SD, 57104 Fax: 605-367-4141</b></p>
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