



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



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 **8.25% 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 be received to process your order. The card will be charged **72 hours (3 days) prior** to the start of your service for the total estimated amount plus an additional \$200.00 deposit. 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. Any Additional orders will be charged to the provided credit card.
8. 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.

All Pricing confirmed 6 months prior to show.



Exhibitor Services

Fees

Booth Delivery	\$25.00 per delivery	Attendant & Bartender fee	\$25.00 per hour
		Five consecutive hour minimum	
Receiving & Storage Fee	\$250.00 per day	*TABC Certified Bartender is required when purchasing Alcohol Beverages.	
China Flatware	\$2.50 per person	Ice	\$25.00
		Consists of 5 pounds. (Price includes labor and delivery of ice)	

Beverages

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

Coffee	\$54.00 per gallon	Lemonade	\$50.00 per gallon
Regular Decaf Service Includes plastic spoons, cream, sugar, sweet n'low & equal.		Fruit Punch Agua Frecas Service includes chilling dispenser and 5-gallon container. Minimum order of 5 gallons required.	
Assorted Hot Herbal Tea	\$50.00 per gallon	Bottled Water (16 oz.)	\$3.50 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	\$50.00 per gallon	Self Serve Water Unit	\$75.00 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	\$3.50 per can		
Ice provided. Soft drinks can be served chilled if requested.			

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Exhibitor Services

Machine Rental

Electricity requirements will need to be made for all machines through the Show's Electrician.

Margarita Machine **\$350.00 per day - rental**

Service includes 9 oz. Plastic glasses, cocktail napkins, margarita salt, stirrers and fresh cut lime.

Rental Requirements

- Bartender Required
- Minimum of 3 gallons per order
- Power Requirements
 - 110V, 20 Amps
- Approx. 20 minutes to freeze each batch
- Machine hold up to 2 Flavors
- Machine is attached to a rolling cart
 - Cart Dimensions: 36" L x 34" x 21" W

Margarita Flavors

Classic Margarita, Strawberry, Mango, and Watermelon

Margarita Mix (Alcoholic) \$100.00 per gallon
Non-Alcoholic Mix \$75.00 per gallon

**ALL ALCOHOLIC BEVERAGES MUST BE SERVED
BY A TABC CERTIFIED BARTENDER**

Antique Popcorn Cart **\$350.00 per day - rental**

Service includes 200 servings of all-in-one popcorn, bags and cocktail napkins. Attendant required.

Rental Requirements

- Attendant Required
- Power Requirements
 - 110V, 20 Amps

Additional Popcorn **\$200.00 per case**

One case contains 400 servings. Includes additional bags

Smoothie Machine **\$350.00 per day - rental**

Service includes 9 oz. Plastic glasses, cocktail napkins

Rental Requirements

- Attendant Required
- Minimum of 3 gallons per order
- Power Requirements
 - 110V, 20 Amps
- Approx. 20 minutes to freeze each batch
- Machine hold up to 2 Flavors
- Machine is attached to a rolling cart
 - Cart Dimensions: 36" L x 34" x 21" W

Smoothie Flavors **\$75.00 per gallon**

Peach, Pina Colada, Strawberry, Mango, Cappuccino, or Strawberry-Banana

Frozen Treats

Frozen Ice Cream Novelties **\$2.75 each**

Service includes assorted ice cream sandwiches, nutty buddies, Bars and Popsicles with cocktail napkins.

Premium Ice Cream Bars **\$3.50 each**

Service includes Dove, Klondike, & Snicker's Ice Cream Bars with cocktail napkins.

Freezer Rental **\$250.00 per day**

Freezer requires one 120 volt, 2000 watt outlet. Freezer comes skirted.

Miscellaneous Items

Candy Bars **\$3.50 each**

Assorted full size candy bars. May request specific type.

Minimum order of 2 dozen.

Dry Snacks **\$3.50 each**

Includes and assortment of nuts, chips, and pretzels.

Minimum order of 2 dozen

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Exhibitor Services

Bakery Items

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

Assorted Breakfast Breads **\$38.00 per dozen**

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

Assorted Donuts **\$38.00 per dozen**

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

Assorted Pick-Up Sweets **\$35.00 per dozen**

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

Assorted Fresh Baked Cookies **\$35.00 per dozen**

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

Sandwiches

Texas Carryout Box Lunches **\$19.00 each**

Includes service ware, sandwich, condiments, one piece of fruit, cookie, and pasta salad. Choice of honey ham & cheddar, smoked turkey & swiss, and roast beef & provolone.

Pre – Made Sandwich Tray **\$155.00 per tray**

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

Hors D'oeuvres

Other Items are available...Please Inquire!!!!

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

Chili con Queso **\$3.00 per serving**

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

Spicy Buffalo Wings **\$3.25 per serving**

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

Quesadillas **\$3.25 per serving**

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

Cheese Display **\$6.50 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 **\$6.00 per serving**

Served with creamy dips.
Minimum of 35 servings.

Jalapeno Chicken Bites **\$3.75 per serving**

With buttermilk dressing.
Minimum of 100 servings.

Fiesta Pinwheels **\$3.00 per serving**

Exotic tortillas rolled with assorted fillings.
Minimum of 100 servings.

Assorted Oriental Dumplings **\$3.25 per serving**

With ginger-soy dipping sauce.
Minimum of 100 servings.

Bruschetta **\$3.25 per serving**

Prosciutto, tomato and olive spread.
Minimum of 100 servings.

Spanakopita **\$3.00 per serving**

Phyllo with crispy spinach and feta crumbles.
Minimum of 100 servings.

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Exhibitor Services

Hosted Bar Packages

All services include necessary bar accoutrements, mixers, garnishes, ice, paper cocktail napkins.

The host pays for the actual number and type of drinks consumed by the guests.

Because of the unknown number of attendees visiting an exhibit hall, we typically recommend that exhibitors start with an estimated or maximum number of drinks to be served to ensure we meet your budget for the event.

The following applies per drink:

Premium Brands, Mixed Drinks	\$6.00
House Brands, Mixed Drinks	\$5.00
Imported Beer	\$5.00
Microbrew Beer	\$5.00
Domestic Beer	\$4.00
Wine by the Glass	\$5.00
Assorted Soft Drinks	\$3.50
Bottled Water	\$3.50

***Bartenders:** TABC law requires that you have a licensed bartender to serve alcohol in your booth. Our bartenders are provided at \$25 per hour, with a minimum of 5 hours.

Additional Bar Options

Beer by the Barrel

Domestic Beer, by the keg	\$400.00 each
Imported or Microbrew, by the keg	Available Upon Request

Specialty Bars & Tastings

For an added experience, we are happy to create a specialty bar or tasting bar for you. Options can include but are not limited to: Margarita Bar, Champagne Toasts, Whiskey Tasting, Wine or Beer Tasting, Tequila Tasting. Please let us know if you are interested in creating this special experience to your booth!

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Exhibitor Order Form & Credit Card Authorization

Please Return This Page Only To:
210/225-4535 (Fax) 210/224-5120

Trade Show Name:				Show Dates:			
Location of Exhibits:			Booth Number:		Booth Name:		
Booth Drape Colors:							
Company Name:				On-site Contact: (Authorized signee)			
Phone #:				Phone #:			
Cell #:				Cell #:			
Fax #:				Fax #:			
Contact Email:							
Name on Card:				Address:			
Card Number:			Exp Date:				
Security Code:							
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total
Sign for authorization: _____						Sub Total:	
						20% Service Charge:	
						8.25% Sales Tax:	
						Deposit	\$200.00
						Grand Total:	

***** 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 CANNOT CONFIRM YOUR ORDER
ANY ADDITIONAL ORDERS TO BE BILLED TO CREDIT CARD ABOVE**