



# EXHIBITOR BOOTH MENU

UPDATED MAY 2025

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All services include the appropriate condiments, stirrers, disposable cups, lids, sleeves and napkins.

## **HOT BEVERAGES**

### **PREMIUM COFFEE | \$ 255**

Three-gallon units (approximately 30 cups)

### **PREMIUM DECAFFEINATED COFFEE | \$ 255**

Three-gallon units (approximately 30 cups)

### **COFFEE ENHANCEMENTS | \$ 35**

1 Bottle (each) of assorted syrups (vanilla, hazelnut, mocha, and caramel) and Bischoff cookies

### **ASSORTED HERBAL TEA | \$ 255**

Three-gallon Hot Water and 40 assorted tea bags (approximately 30 cups)

### **KEURIG K-CUP COFFEE SERVICE | \$ 288**

Includes Machine Rental

Assortment of 72 Green Mountain French Roast K-Cups and Two Gallons of Water

Power requirements: 20amp/120V connection

### **ADDITIONAL KEURIG K-CUPS | \$ 96**

(24 ct., per case) Minimum order 1 case per selection.

- Decaffeinated
- English Breakfast
- French Vanilla
- Earl Grey

### **RISE & SHINE COFFEE PACKAGE | \$ 225**

- Three Gallons Regular Coffee
- Two Gallons Decaffeinated Coffee
- One Gallon of Assorted Herbal Teas

### **RISE & SHINE COFFEE PACKAGE**

#### **ENHANCEMENTS | \$ 48**

(per dozen)

Assorted Bottled Iced Coffee (Mocha, Original)

## **COLD BEVERAGES**

### **FRESH ICED TEA | \$ 255**

Three-gallon units (approximately 30 cups)

### **GEORGIA SWEET TEA | \$ 255**

Three-gallon units (approximately 30 cups)

### **HOMEMADE CLASSIC LEMONADE | \$ 255**

Three-gallon units (approximately 30 cups)

### **TROPICAL FRUIT PUNCH | \$ 255**

Three-gallon units (approximately 30 cups)

### **ASSORTED FRUIT JUICES | \$ 48**

(Per dozen)

10oz. Individual Bottles: Orange, Apple, Cranberry

### **ASSORTED COKE PRODUCTS | \$ 48**

(Per dozen)

7.5oz. Individual Cans: Coke, Sprite, Coke Zero

### **DASANI BOTTLED WATER | \$ 48**

(Per dozen)

12oz. Individual Bottles

### **TOPO CHICO SPARKLING WATER | \$ 48**

(Per dozen)

12oz. Individual Bottles

### **POWERADE | \$ 48**

(Per dozen)

20oz. Individual Bottles

### **OPTIONAL: ADD AN ATTENDANT | \$ 120**

For up to 2-hours of service \$30 for each added hour

# A LA CARTE

All services include the appropriate condiments, disposable plates, cutlery and napkins.

## FROM THE BAKERY

### **FRESHLY BAKED BREAKFAST PASTRIES | \$120**

Per two-dozen

Minimum of Two-dozen per selection

- Assorted Muffins
- Assorted Strudel Danish
- Assorted Croissants
- Assorted Breakfast Breads
- Assorted Bagels  
with cream cheese and butter

### **CHEF'S MORNING BAKERY DISPLAY | \$ 230**

1-dozen Assortment of each: Muffins, Strudel Danish, Croissants, Bagels and "gluten-free" item.

### **ASSORTED GOURMET COOKIES | \$ 104**

Per two-dozen

### **ASSORTED DOUBLE FUDGE BROWNIES AND BLONDIES | \$104**

Per two-dozen

### **LEMON BARS | \$104**

Per two-dozen

### **SWEET TREAT BAKERY DISPLAY | \$ 312**

Each 1-dozen Assortment: Gourmet Cookies, Double Fudge Brownies, Blondies and Lemon Bars

### **GOURMET CUPCAKES | \$110**

Per-dozen per selection.

- Vanilla with Vanilla Butter Cream Frosting
- Chocolate with Vanilla Butter Cream Frosting
- Vanilla with Chocolate Butter Cream Frosting
- Chocolate with Chocolate Butter Cream Frosting

## FROM THE PANTRY

### **ASSORTED FRUIT YOGURT | \$ 48**

Per-dozen – Individual containers

### **WHOLE FRESH FRUIT | \$ 24**

Per-dozen

### **GRANOLA BAR | \$ 45**

Per-dozen – Individual packaged

### **INDIVIDUAL BAGS OF CHIPS | \$ 38**

Per-dozen – Individual packaged

### **INDIVIDUAL BAGS OF PRETZELS | \$ 38**

Per-dozen – Individual packaged

### **INDIVIDUAL BAGS OF TRAIL MIX | \$ 38**

Per-dozen – Individual packaged

### **SOFT PRETZEL BITES PLATTER**

With warm cheese and mustard 3 per person

- Serves 10 ppl \$ 130
- Serves 25 ppl \$ 260
- Serves 50 ppl \$ 390

### **TORTILLA CHIPS**

With salsa and guacamole

- Serves 10 ppl \$ 100
- Serves 25 ppl \$ 175
- Serves 50 ppl \$ 225

### **ASSORTED BULK CANDY | \$ 15**

Per-pound – Individual wrapped hard candies

### **ASSORTED CANDY BARS | \$ 45**

Per-dozen – Individual packaged



# BREAKS & BREAKFAST



*Prices listed are per person (unless otherwise stated). Minimum of 25 guests per order.  
Pricing based on one-hour period of service.  
Replenished items, with services time above one-hour, will be charged on an a la carte bases.  
All services include appropriate condiments, disposable plates, cutlery, and napkins.*

## **BREAK SERVICE PACKAGES**

### **DEATH BY CHOCOLATE BREAK | \$18**

Cost per person  
Assortment of Chocolate Chunk Cookies, Oreo Cookies, Fudge Brownies, and M&M's

### **MILK AND COOKIES BREAK | \$15**

Cost per person  
Assortment of freshly baked chocolate chip, oatmeal raisin, peanut butter and sugar cookies, individual half pints Low Fat, Soy, Whole Milk

### **POWER BREAK | \$18**

Cost per person  
Sliced seasonal fresh fruit display with Greek yogurt sauce, assorted granola bars, roasted peanuts, healthy trail mix

### **SNACK ATTACK BREAK | \$18**

Cost per person  
Brownies, Assorted Cookies, Rice Krispy Treats, Kettle Cooked Potato Chips, and Candy Bar Miniatures

### **FARM STAND BREAK | \$22**

Cost per person  
Fresh vegetable crudité display with herb ranch dip, sliced seasonal fresh fruit with honey yogurt sauce, and hummus with soft pita slices

### **EYE OPENER ENERGY BREAK | \$21**

Cost per person  
Whole fresh fruit basket, individual yogurt and granola parfaits, healthy trail mix and cliff bars

## **CONTINENTAL BREAKFAST**

### **SUNRISE BREAKFAST | \$21**

Cost per person  
Apple, cranberry and orange juices, freshly baked local breakfast pastries, Danishes, muffins, fresh baked biscuits served with butter and assorted preserves

### **HEALTHY START BREAKFAST | \$26**

Cost per person  
Apple, cranberry and orange juices, seasonal fresh fruits and berries with non-fat yogurt and toasted almonds, whole grain muffins served with butter and assorted preserves

## **BREAKFAST ENHANCEMENTS**

### **BREAKFAST BURRITO | \$78**

Per-dozen  
Scrambled eggs with Sausage and Monterey Jack cheese in a grilled flour tortilla with salsa fresca

### **FRIED CHICKEN BISCUIT | \$80**

Per-dozen  
Fried chicken with a honey drizzle on a flaky buttermilk biscuit

### **OPTIONAL: ADD AN ATTENDANT | \$120**

For up to 2-hours of service \$30 for each added hour

Menu details, offerings and pricing subject to change based on availability/sourcing. Please note that pricing listed for all food, beverage, and related items are subject to 24.5% administrative charge plus 7% sales tax.

# LUNCHES

Prices listed are per person (unless otherwise stated).

Pricing based on one-hour period of service.

Replenished items, with services time above one-hour, will be charged on an a la carte bases.

All services include appropriate condiments, disposable plates, cutlery, and napkins.

## **BOXED LUNCHES**

All boxed lunches are served with chips, chocolate chip cookie or brownie and a soda or bottled water.

### **BOARS HEAD SANDWICH BOXED LUNCH | \$ 26**

Brioche Roll or Garlic-Herb Wrap with Vine-Ripened Tomato and Crisp Lettuce.

Options: Minimum of six (6) per type

- Ham and Cheddar
- Turkey and Swiss Cheese
- Roast Beef and Cheddar
- Roasted Vegetable with Provolone

### **PREMIUM BOXED LUNCH | \$ 28**

Options: Minimum of six (6) per type

- Barbecue Chicken Sandwich: Sliced Barbecue Breast of Chicken with Sliced Smoked Gouda, Vine-Ripened Tomato, Pickled Red Onions, and Tender Baby Greens on Brioche
- Napa Turkey Sandwich: Smoked Turkey Breast with Applewood Smoked, Bacon, Shaved Cucumber, and Baby Spinach on Baguette
- Southwestern Steak Wrap: Sliced Grilled Steak with Shredded Lettuce, Fresh Pico de Gallo, Colby Jack Cheese, Fajita Roasted Peppers, Corn and Black Bean Relish in a Garlic-Herb Wrap

### **GOURMET SALAD BOXED LUNCH | \$ 26**

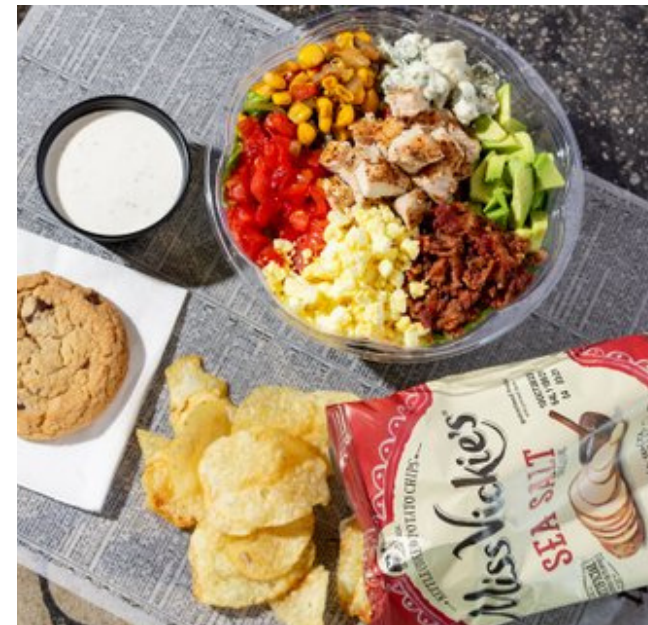
Options: Minimum of six (6) per type

- Herb Grilled Caesar Salad: Crisp Romaine, Sweet Grape Tomatoes, Shaved Parmesan, and Focaccia Croutons, Served with Creamy Caesar Dressing
- Oven Roasted Chicken Cobb Salad: Tender Baby Greens, Sweet Grape Tomatoes, Bleu Cheese Crumbles, Hard Boiled Egg, Shaved Scallions, and Cheddar Cheese, Served with Buttermilk Ranch Dressing

### **UPGRADE YOUR BOXED LUNCH**

Substitute

- **Composed Salad** instead of Chips | \$5 per guest
- **Dessert Bar** instead of Cookie | \$5 per guest
- **Sliced Fruit** instead of Whole Fruit | \$5.50 per guest



Menu details, offerings and pricing subject to change based on availability/sourcing. Please note that pricing listed for all food, beverage, and related items are subject to 24.5% administrative charge plus 7% sales tax.

*Pricing based on one-hour period of service.*

*Replenished items, with services time above one-hour, will be charged on an a la carte bases.*

*All services include appropriate condiments, disposable plates, cutlery, and napkins.*

## **PLATTERS & BOWLS**

### **TRADITIONAL SANDWICH PLATTER | \$ 290**

12 sandwiches OR wraps total, cut in half

Brioche Roll or Garlic-Herb Wrap with Vine-Ripened Tomato and Crisp Lettuce.

Options: Minimum of 6 each

- Ham and Cheddar
- Turkey and Swiss Cheese
- Roast Beef and Cheddar
- Roasted Vegetable with Provolone

### **PREMIUM SANDWICH PLATTER | \$ 320**

12 sandwiches OR wraps total, cut in half

Brioche Roll or Garlic-Herb Wrap with Vine-Ripened Tomato and Crisp Lettuce.

Options: Minimum of 6 each

- Barbecue Chicken Sandwich
- Napa Turkey Sandwich
- Southwestern Steak Wrap

### **GOURMET SALAD BOWLS | \$ 290**

1Servers up yo 12 ppl

Options: Minimum of 6 each

- Herb Griller Caesar Salad
- Oven Roasted Chicken Cobb Salad

### **ADDITIONAL SALAD DRESSING | \$ 24**

Per-dozen

### **BASKET OF ASSORTED ROLLS W/BUTTER | \$ 17**

Per-dozen

### **BOOTH PIZZA PARTY | \$ 75**

Serves up to 12 ppl

Choice of Two (2) Party Cut Pizzas with a Tossed Salad with Ranch and Vinaigrette Dressing

Options:

- Cheese Pizza
- Pepperoni Pizza
- Sausage Pizza
- Roasted Veggie Pizza



# BOOTH RECEPTION



*Prices listed are per person (unless otherwise stated). Minimum of 100 pieces per order.  
Pricing based on one-hour period of service.  
Replenished items, with services time above one-hour, will be charged on an a la carte bases.  
All services include appropriate condiments, disposable plates, cutlery, and napkins.*

## **COLD HORS D'OEUVRES**

**BACON GUACAMOLE BOMBS | \$ 500**  
Cost per 100 pieces

**BALSAMIC CHICKEN ON CRIOSTINI  
WITH PESTO DRIZZLE | \$ 500**  
Cost per 100 pieces

**BEET HUMMAS CROSTINI | \$ 500**  
Cost per 100 pieces

**CORNBREAD MUFFINS WITH PIMENTO  
CHEESE | \$ 500**  
Cost per 100 pieces

**SAVANNAH TOMATO SANDWICH | \$ 500**  
Cost per 100 pieces

## **HOT HORS D'OEUVRES**

**BLACK ANGUS MINIATURE  
CHEESEBURGER | \$ 500**  
Cost per 100 pieces

**CHICKEN AND WAFFLE BITE WITH  
MAPLE DRIZZLE | \$ 500**  
Cost per 100 pieces

**MAC AND CHEESE BITE | \$ 500**  
Cost per 100 pieces

**PULLED PORK SLIDER WITH  
CARAMELIZED ONIONS AND GOLDEN  
BARBECUE SAUCE | \$ 500**  
Cost per 100 pieces

**VEGETABLE SPRING ROLLS | \$ 500**  
Cost per 100 pieces

**WILD MUSHROOM TACOS | \$ 500**  
Cost per 100 pieces



## **DISPLAYS**

*Prices listed are per person (unless otherwise stated). Minimum of 25 guests per order.*

**ARTISAN CHEESE DISPLAY | \$ 12**  
Chef's selection of imported and domestic cheeses garnished with seasonal berries and assorted gourmet crackers

**SLICED SEASONAL FRUITS AND BERRIES DISPLAY | \$ 15**  
Served with fruit yogurt dip

**FRESH CRUDITES DISPLAY | \$ 12**  
Chef's Selection of Seasonal Fresh Vegetables served with herb ranch dip

Menu details, offerings and pricing subject to change based on availability/sourcing. Please note that pricing listed for all food, beverage, and related items are subject to 24.5% administrative charge plus 7% sales tax.

## POP TO IT

### **SAVANNAH RAE'S POPCORN SNACK BAGS | \$ 96**

Minimum of Two-dozen per selection

Flavor options:

- White Cheddar
- Movie Theatre Butter
- Caramel Sea Salt
- Dill Pickle
- Hot Wing with Ranch

### **FRESH POPCORN & CART | \$ 275**

Includes Cart Rental

Based on 2-Hours of service and includes: Two (2) cases of popcorn (approximately 100 servings, seasoning salt, napkins and bags.

#### **Requirements**

- One time set-up fee (\$100)
- Client to supply 20amp/120V dedicated circuit
- 4x4 workspace
- Attendant \$30 per hour 4 hour minimum

### **ADDITIONAL POPCORN & BAGS | \$ 120**

Per two-dozen



## OUT OF THIS WORLD

### **LIL'ORBITS MINI DOUNTS | \$ 500**

Per-dozen – Individual containers

Deep fried and powered on the spot.

Personnel, product, bags and napkins included.

Flavor options:

- Powdered sugar
- Cinnamon
- Plain

Minimum of 50 bags (six pieces per bag) required.

#### **Requirements**

- One time set-up fee (\$100)
- Client to supply 20amp/120V dedicated circuit
- 4x4 workspace
- Attendant \$30 per hour 4 hour minimum
- Porter service



## A DIFFERENT TWIST

### **SOFT & HOT GORMET PRETZELS | \$ 360**

These delicious soft pretzels

Includes four (4) dozen pretzels with mustard and beer cheese or flavored (Plain, Cinnamon Sugar, Asiago).

Minimum of 25 pretzels per order required.

#### **Requirements**

- One time set-up fee (\$100)
- Client to supply 20amp/120V dedicated circuit
- 4x4 workspace
- Porter service

### **ADDITIONAL JUMBO PRETZELS | \$ 180**

Per two-dozen



# TRAFFIC BUILDERS

## CHILL OUT

### **ICE CREAM BAR | \$ 350**

Service to Include: Attendant/Server up to 2 hours, (1) cart, and (2) Ice Cream Flavors, assorted toppings and all supplies.

Approximately 75 single scoops, three-ounce servings per tub.

Flavors to Include:

- Vanilla
- Chocolate

Upgrades: add \$ 100 Per tub

- Strawberry
- Mint Chocolate Chip
- Butter Pecan
- Cookie Dough

Requirements

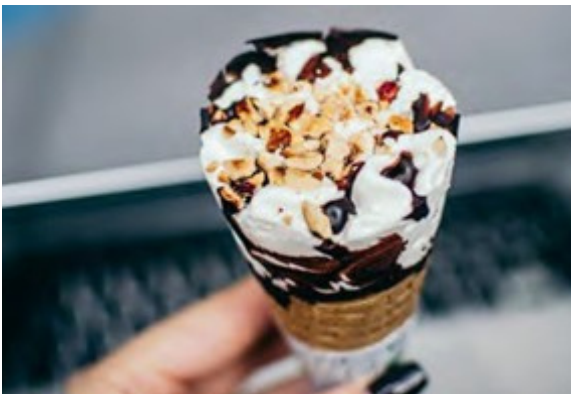
- One time set-up fee (\$100)
- Client to supply 20amp/120V dedicated circuit
- 4x4 workspace
- Porter service

### **ADDITIONAL TUBS | \$ 175**

Cost per tub

### **ASSORTED TOPPING ENHANCEMENT | \$ 10**

Cost per person



## GOURMET COFFEE BAR

### **GOURMET BARISTA SERVICE | \$ 1000**

Service to include (2) Attendants/Baristas for up to 2 hours, (1) cart, Minimum of 250, eight (8) ounce servings

Includes: Cappuccinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolate.

#### **Requirements**

- One time set-up fee (\$100)
- Client to supply one (1) 20amp/120V dedicated circuit and (2) 10amp/120V dedicated circuit
- 4x4 workspace
- Porter service



## FRESH SQUEEZED LEMONADE

### **LEMONADE STAND | \$ 1000**

Service to include Attendant/Server for up to 2 hours, (1) cart, Minimum of 250, six (6) ounce servings

Flavors: Traditional, Assorted Fruit Flavored Lemonade and Teas, Fresh fruit garnishment and supplies.

#### **Requirements**

- One time set-up fee (\$100)
- 4x4 workspace
- Porter service



# HOSTED BAR SERVICE

One (1) bartender per 75 guests is recommended for hosted bar service. Bartender fees are \$150.00 per bartender for a two-hour service period. Additional service hours are \$35.00 per bartender, per hour, for each additional hour. All mixers are included with the bar set-up.

The client will be invoiced for the actual usage following the event, with payment due upon receipt of the invoice.

For the required advanced deposit, we estimate hosted bar consumption based on two (2) drinks per guest, per hour, for the first two hours and one (1) drink per guest for each additional hour at an average cost of \$8.60 per drink.

Please add 24.5% Service Charge and applicable Sales Tax to all Hosted beverage services. (Charges are based per drink).



## **BAR BEVERAGE OPTIONS**

### **LIQUORS**

Bacardi Superior Rum  
Bombay Sapphire Gin  
Crown Royal  
Glenlivet Scotch  
Jack Daniels  
Jose Cuervo Tequila  
Ketel One Vodka  
Maker's Mark

### **DOMESTIC BEERS**

Bud Light  
Yuengling

### **IMPORTED BEERS**

Corona Extra  
Stella Artois

### **WINES**

Chardonnay  
Pinot Grigio  
Cabernet  
Sauvignon  
Pinot Noir

## **HOSTED BAR PRICING**

### **DELUXE BRAND COCKTAILS | \$ 12**

Cost per person

### **DOMESTIC BEERS | \$ 6**

Cost per person

### **IMPORTED BEERS | \$ 7**

Cost per person

### **WINE BY THE GLASS | \$ 10**

Cost per person

### **ASSORTED SOFT DRINKS/JUICE | \$ 4**

Cost per item

### **BOTTLED WATER | \$ 4**

Cost per item

# PLAN WITH EASE

To help facilitate your event planning, please find below our policies containing answers to your most frequently asked questions.

## GENERAL POLICIES

### EXCLUSIVITY

SCC Catering maintains the exclusive right to provide all food and beverages in the Savannah Convention Center. All food and beverages, including water, must be purchased from us.

### INCENTIVE PRICING SCHEDULE

We have implemented an Incentive Pricing Program.

- **31+ Day “Advanced” Orders** – Orders received outside of 30 days in advance of the first exhibitor load-in date will receive this Incentive Pricing.
- **Short Term “Standard” Orders** – Orders received between 7 - 30 days from the first exhibitor load-in date will be charged a 15% administrative fee due to the additional expenses incurred securing food, beverage, and staffing.

While Short Term Orders will still have access to our full menu offerings, please be aware that inside of 30 days, some products and services may not be available. Please contact your Catering Sales Manager for specific details or questions.

- **On Site “Floor” Orders** – Orders received inside of 7 days from the first exhibitor load-in date will be charged a 25% administrative fee due to the extra efforts required to secure food, beverage and staffing in such short notice. Orders received inside of 7 days from the start of your event will be selected from a limited, on-site menu.

Depending on demand for On Site Orders, please be aware that some products and services may not be available. Please contact your Catering Sales Manager for specific details or questions.

### ORDERING SERVICES

All orders are to be placed online via the Online Exhibitor Services Portal.

### SERVICE CHARGES AND TAX

A twenty-four percent (24.5 %) service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges are subject to applicable tax laws and regulations.

If the Customer is an entity claiming exemption from taxation in the state where the facility is located, please provide us satisfactory evidence of such exemption thirty (30) days prior to the event to be relieved of its obligation to pay state and local sales taxes.

### SUPPLEMENTAL STAFFING FEES

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, provided the guaranteed minimum sales requirements are met. When you request additional staffing, over and above what are normally provided, the following hourly rates will apply.

- **Attendant Fee** (as requested or required) – \$120.00+/(4) hour minimum; \$30.00+ for each additional hour after initial four (4) hour period
- **Bartender Fee** – \$175.00+/(4) hour minimum; \$43.75+ for each additional hour after initial four (4) hour period

Additional fees may apply to orders with guest guarantees lower than stated minimums. All labor fees listed are based on a minimum requirement of four hours. Additional fees may apply for special events requiring staffing over industry standards.

### SPACE REQUIREMENTS

Exhibitors are responsible for supplying adequate space within their exhibition space, including bar and work/counter space needed to provide contracted services.

Exhibitors are responsible for providing their own catering tables. Please contact the show decorator to arrange tables. SCC may provide catering tables for \$30 per table. Please visit the Online Exhibitor Portal to order.

### ELECTRICAL NEEDS

All electrical needs for food and beverage items are NOT included in your order and must be ordered separately. Please select the SCC Online Exhibitor Ordering Portal and select the appropriate electrical requirements for your order. Any item that requires power, will be noted and marked with an “\*E”.

### TRASH AND CLEANING SERVICES

Porter Service is required for all food and beverage service orders. Please order via the Online Exhibitor Portal and select desired frequency of cleaning service.

### DIETARY RESTRICTIONS

The following abbreviations (icons) are used throughout the menu: VEG (Vegetarian), VGN (Vegan); and AVG (Avoiding Gluten). Due to the open-air nature of our kitchen, we are unable to certify any items as being “Gluten Free” or free of allergens (certain pre-packaged items excluded) as a cross-contamination is a possibility. Should you need dietary accommodation, please consult with your Catering Sales Manager.

## ADDITIONAL POLICIES & PROCEDURES

### **DELIVERY**

All catering services will be delivered within a window of one hour based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated attendant is required, and applicable labor fees apply. A \$50 delivery fee or trip charge will apply to each food and beverage deliveries for all exhibit booths or suites and a representative must be present. If no one is present, a redelivery fee may apply.

### **ORDER MINIMUM**

A \$75 fee will be applied for all services that are less than the stated minimum.

### **CANCELLATION POLICY**

Full cancellation of an order must be made fourteen (14) business days prior to delivery date or full charges will be incurred. Cancellation of Special-Order Items is not permitted once the order has been placed.

### **DELAYED OR EXTENDED SERVICE**

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by thirty (30) minutes or more, an additional labor charge may apply. Should your event require extended pre or post service or stand by time, often associated with large and/or high-end functions, an additional labor charge will apply.

### **INCREASE OR DECREASE ORDERS**

Increases may be made on-site, based on the availability of product and additional fees/upcharges may apply. Please allow up to two (2) hours once a call is made for any onsite changes or unscheduled replenishment requests during the show. Unfortunately, decreases are not allowed within 7 business days of the event.

### **CHANGES IN SERVICE**

The dates and times of service specified on the Receipt of Payment and the other terms and conditions of this agreement, may be changed only by a written addendum signed by both the customer and catering. Any additional expenses, arising from changes made at the customer's request, will be paid by the customer.

### **PER PERSON CHARGES/PER ITEMS**

If the Order Confirmation/Receipt provided reflects per person charges, that is the expectation for service. However, if the number of people served at the event is less than the guaranteed attendance, the customer shall pay the per person charges on the basis of the guaranteed attendance. We reserve the right to count guests using a mutually agreed upon counting method for an event which is billed on a per person basis. Should this guest count be more than the guaranteed attendance, the exhibitor shall pay the updated actual attendance amount. If the Order Confirmation/Receipt provided for reflect per item charges, customer shall pay catering for every item served at each event at the per item charge specified on the Order Confirmation/Receipt provided.

### **FOOD AND BEVERAGE PRICING**

A good faith estimate of food and beverage prices will be provided in advance via our online portal at time of purchase. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. We reserve the right to make substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis.

### **SAMPLING**

All Food and/or beverage products must have a Sampling Approval and Liability Waiver completed and submitted to SCC Catering for approval 30 days or more in advance of the event. An exhibitor may only distribute samples manufactured, produced or distributed in its normal day-to-day operations by the exhibiting company.

Sample sizes are as follows:

- Alcohol: Not more than 0.5 ounces
- Food: Not more than 2 ounces
- Non-Alcoholic Beverages: Not more than 4 ounces

A written description that details the product and portion size to be sampled must be submitted in advance to SCC Catering. Approval of sampling arrangements to the sampling company/organization will be provided in writing only. Failure to comply with any portion of these requirements may result in the immediate termination of sampling activity by the offending party for the remaining duration of the show.

### **LIABILITY**

The sampling company/organization will be fully responsible for all liabilities that may result from the consumption of their products and shall waive all liability against the Savannah Convention Center.

### **FOOD STORAGE, DELIVERY AND PRODUCTION SERVICES**

If an exhibitor requires food preparation, heating, cold and dry storage, or other kitchen services, arrangements must be made at least thirty (30) days in advance of the start of the event. Charges for these services will be based on the requirements of the arrangements. Please contact your catering sales manager for more information.

# PLAN WITH EASE

## ADDITIONAL POLICIES & PROCEDURES

### **ALCOHOL SERVICE IN BOOTHS**

Show Management must permit alcohol to be served during your event. Please check your Exhibitor Kit any restrictions. For all events with alcohol service, an SCC Bartender is REQUIRED. Alcohol can not be removed from the Savannah Convention Center.

We reserve the right to refuse service to intoxicated or underage persons. Proper proof of age will be required for service of alcoholic beverages. Minimum charges may apply to your services. Please contact your Catering Sales Manager for details.

### **CHINA SERVICE**

In all carpeted meeting rooms, China service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the exhibit halls are accompanied by high-grade and/or compostable disposable ware.

If China is preferred, the following fee will apply:

- Breakfast, lunch, receptions, dinners, refreshment, or coffee breaks
- \$5.00++ per guest, per meal period or per break based upon selected menu

### **PAYMENT POLICY**

Customer hereby agrees that one hundred percent (100%) of the projected payment for the event shall be paid at time of order.

### **HOLIDAY SERVICE**

There will be an automatic labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Catering will notify the customer of estimated labor fees based on the information supplied by the customer.

# PLACING YOUR ORDER

## **Website:** [SCC Online Exhibitor Portal](#)

Select your Event on the list or you can search by event name. Click on **GO TO STORE**.

## **First Time Placing an Order?**

Click on **SIGN UP** located at the bottom right corner of the pop-up box to create and register your account. You will be prompted to fill out required fields. This is done one time only. Please retain your Username & Password for future use.

## **Returning User at SCC Exhibitor Portal?**

**Log In** if you have a username & password for the SCC Online Portal. If you have a login from ordering Electrical or other services, please use the SAME login here. If you need assistance, please contact **Patrice Simmons, exhibitorcatering@savtcc.com or (912) 447-4031**.

## **Placing an Advanced Order:**

1. Input your Booth Number and Booth Size. Click on **OK**.
2. Select **CATERING SERVICES** from the table listed on the left of the screen.
3. Select Menu items of choice. You can search for items by name or search by menu categories.
4. Click on a menu item to expand and select the **Event Day** on the dropdown list and **Quantities** and add to cart. You can review your order at anytime by clicking on **THE CART ICON** at the top of the page.

5. Once you have completed adding items to your cart, click on **the Cart Icon** at the top of the page and click on **PRE-CHECK OUT**.

6. You will be able to review the order, give delivery instructions, select delivery time, select payment method and list the names of persons that can make purchases on event day. Then you will select **CHECK-OUT**.

If this is your first time ordering, you will have to add payment information by clicking on **PLACE YOUR ORDER**. If you have previously placed an order, the last card provided will be used for the order.

7. Click on **PLACE YOUR ORDER** to submit the order.
8. You will receive an order number (located at the top of page) when your order is successfully submitted. If order number is not provided, your order was not placed.
9. You will also receive an itemized copy of your order via the email listed on the account holder of your records.
10. For changes or questions about your order please contact **Patrice Simmons, exhibitorcatering@savtcc.com or (912) 447-4031**.

**Orders are due by 5pm (7) business days prior to the event. Anything after this date is subject to availability and the "FLOOR RATE" will be applied.**



SAVANNAH  
CONVENTION CENTER

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Exhibitor Booth Catering Assistance  
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