Food and Beverage Policy
Due to current Health Department Requirements, Liquor Ordinances and Liability Insurance Policies it is required that all food and beverages be purchased through the Palm Springs Convention Center’s (PSCC’s) Catering Department. Savoury’s, Inc. is the licensed caterer and has the exclusive right to provide all food and beverage for all events held at the PSCC.

- Guests to the PSCC may not bring food or beverage onto the facility premises, including but not limited to promotional logo water, candies and table mints.
- Exhibitors with booths in the trade show may give away sample portions, but only of the products they manufacture, produce or distribute. Sample size is 2 oz of beverage and 1 oz of food.
- All food and beverages that are purchased from the PSCC Catering Department must be consumed on the PSCC property. At no time may food or beverage be removed from the premises.
- To comply with health and safety regulations, only employees of Savoury’s and the PSCC are permitted in the kitchen area. All orders will be delivered to client’s booth space or meeting room fifteen (15) minutes prior to the requested starting time.
- All menu packages presented within include high grade disposable service ware. China service may be available for an additional fee.

Ordering Deadlines
Our preprinted menus do not include all items that are available and are offered only as suggestions. The Catering sales department will be happy to customize menus to fit your specific needs.

- Catering orders should be received in the catering office four (4) weeks prior to the start of show.
- There will be a 10% charge added to orders received two (2) to four (4) weeks prior to the start of the show.
- Any orders placed within two (2) weeks of the start of the show will be subject to a 25% surcharge.
- Any new orders placed on site will be subject to a 50% surcharge.
- Delivery charges may apply, depending on the scope of the order.
- A twenty-two (22) percent service charge will be added to all food and beverage orders. To this total California State Tax, currently at nine and a quarter (9.25) percent, will be added. In accordance with California State Laws, tax is added to the total cost of the function, including service charge.
- All published prices, service charges, labor fees and taxes are subject to change without notice.

Catering Payment Policy
Payment in full is required One (1) week prior to commencement of services. PSCC currently accepts company checks made payable to Palm Springs Convention Center, VISA, MasterCard and American Express. A credit card authorization form must be submitted with all orders and it will remain on file to cover any on-site incidentals. Since the PSCC has a maximum charge amount of $5000.00, any order(s) that total more than $5000.00 must be prepaid with a company check.

Guarantees
The final guarantee is required one (1) week prior to the event, along with full payment. If no guarantee is received at the appropriate time, the estimated amount as shown on the Banquet Event Order will be used and charges will be made accordingly. This guaranteed number is not subject to reduction. The PSCC Catering Dept. will be prepared to serve 5% over the guarantee.

Cancellation Policy
Cancellations made within seven (7) days of the event shall result in forfeiture of all payments and client shall be responsible for, and make immediate payment of any outstanding balance.

Menu selections must be submitted 4 weeks prior to events or penalties may apply. All prices are subject to 22% service charge and 9.25% sales tax. All prices are subject to change without notice.
**Snack Bar**

- Rice Krispy Bars $3.00++/each
- Candy Bars $3.00++ /each
- Granola Bars $3.00++/each
- Mini Yogurt Cups $3.00++/each
- Large Hot Pretzels $5.00++/each
- Muffins $38.00++/doz
- Breakfast Pastries $38.00++/doz
- Fresh Doughnuts $38.00++/doz
- Bagels w/Cream Cheese $42.00++/doz
- Brownies $38.00++/doz
- Cookies $38.00++/doz
- Lemon Bars $38.00++/doz
- Blended Deluxe Nuts $30.00++/lb
- Mints & Hard Candies $18.00++/lb

**Chips & Dips &…**

- Potato Chips With Onion Dip $275.00++ serves 50
- Tortilla Chips with Salsa $300.00++ serves 50
- Tortilla Chips with Guacamole & Salsa $400.00++ serves 50
- Trail Mix $30.00++/lb
- Dried Fruits & Nuts $30.00++/lb
- Pretzels Bowls of Mini Twists $15.00 ++/lb

**Displays & Trays**

- Cheese Boards
  - Domestic Cheese Display with Cocktail Breads & Crackers, Garnished with Grape Bunches
  - Serves 25.................................. $373.75++
- Crudité Platter
  - Display of Fresh Garden Vegetables with a Peppercorn Ranch Dip
  - Serves 25 $373.75++
- Fruit Display
  - Elaborate Display of Sliced Seasonal Fruits, Melons & Berries with Yogurt Dip
  - Serves 25 $398.75++
- Deli Delight
  - Thinly Sliced Roast Beef, Turkey and Ham with Slices of Cheddar, Swiss and American Cheeses, along with Pickle Spears, Lettuce, Tomatoes and Onions and served with Mustard, Mayonnaise and our Baker’s selection of Bread.
  - Serves 25 $573.75++

**Just For You**

- Personalized Bottled Water
  - Your company name /logo printed on the label. Call for specific artwork specs.
  - One time set up charge $500.00++
  - 12 cases (minimum order) $100.00++/case of 24
- Personalized Sheet Cake
  - One time set up charge $120.00++
  - Full Sheet (serves 80-100) $290.00++
  - Half Sheet (serves 40–50) $150.00++

**Orders must be placed 30 days prior to show**

**MENU SELECTIONS MUST BE SUBMITTED 4 WEEKS PRIOR TO EVENTS OR PENALTIES MAY APPLY. ALL PRICES ARE SUBJECT TO 22% SERVICE CHARGE AND 9.25% SALES TAX. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
Offsite Events

With Gold Medal winning cuisine and preferred catering status at virtually all of the desert’s most popular venues, Savoury’s produces the most outstanding special event experience. Let our Event Professionals coordinate all aspects of your offsite function, in addition to your conference needs.

Please call Savoury’s at (760) 322-8432 for more information

Beverage Cart

Hot Beverages

Premium Brewed Regular Coffee, Decaf Coffee & Hot Tea Service
Served with appropriate condiments
Yields 16 cups per gallon

10 Gallons $700.00++
5 Gallons $350.00++
2.5 Gallons $175.00++

Cold Drinks

Beverages are delivered in a tub of ice with disposable glassware and beverage napkins

Coca Cola, Diet Coke and Sprite
24 - 12 oz cans $96.00++/case

Bottled Water
24 - 16 oz bottles/case $96.00++/case

Perrier Water
24 - 11 oz bottles $120.00++/case

Sparkling Mineral Water
Assorted flavors 12 oz $120.00++/case

Individual Bottled Juices
Assorted Flavors $96.00++/case

Fresh Iced Tea
1 Gallon yields 16 cups $65.00++/gal

Lemonade/ Tropical Punch
1 Gallon yields 16 cups $55.00++/gal

Cold Beer

Domestic Beer
12 oz bottles $168.00++/case

Imported Beer
12 oz bottles $192.00++/case

Keg of Domestic Beer
yields 110 cups $550.00/keg

Bartender is required to serve any alcoholic beverage - $120.00++ for first 3 hours and $30.00++ each additional hour
Ice Cream Cart Rental
$200.00 == / day
Novelty Ice Creams - $5.00++ each
(Ice Cream Sandwiches, Drumsticks, etc...)
Premium Ice Cream Bars - $6.00++ each

Cappuccino Cart
Pricing includes up to 4 hours of service and a maximum of 300 cups of Coffee, Cappuccinos, Espressos, Mochas and Lattes. All creamers, sweeteners, paper cups and stir sticks will be supplied, as well as an attendant
$1000.00 ++ /4hr
$3.00++ each add’l serving after 300
$200.00 / hr for each add’l hour

Popcorn Machine
$500.00++ / day
Includes up to 300 servings, bags & napkins. Attendant required.

Space/Power Requirements:
Client is responsible for providing table space of at least 4 ft x 3 ft and storage under the table for water supply. Client to supply (1) 120, / 208 30 amp outlet 3 Phase w/ground

Cotton Candy Machine
$500.00++ / day
Includes Blue or Pink Candy & 200 paper cones.
Add’l servings in 100 increments.. $175.00 / 100
Attendant Required

Pretzel Machine
Heated Case Rental $100.00 /day
Pretzels $5.00+ ea
* Requires 110 volt, 20 amp electrical hook-up

Booth Attendants /Server
An attendant may be hired to operate any of the rental equipment for you.
Attendant fee of $120.00++ for the first two hours – (2 hour minimum)
$30.00++ / hr for each add’l hour.

MENU SELECTIONS MUST BE SUBMITTED 4 WEEKS PRIOR TO EVENTS OR PENALTIES MAY APPLY. ALL PRICES ARE SUBJECT TO 22% SERVICE CHARGE AND 9.25% SALES TAX. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
# CATERING ORDER FORM

## Convention Name:

## Company Name:

## Person Ordering:

## Address:

## City, State, Zip:

## Phone:

## E-mail:

## Meeting Room or Booth #:

## Onsite Contact:

## Contact’s Cell Number:

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Any tables or electrical hook ups needed for your food and beverage must be ordered from the show decorator

## Payment Information:

- [ ] Check
- [ ] MasterCard
- [ ] VISA
- [ ] AMEX

**Name on Card:**

**Street:**

City, State, Zip:

**Billing Address as shown on credit card statement**

**Card Number:**

(Please include 3-4 digit security code on back of card)

**Exp. Date:**

**Signature:**

(Signature must match the name on the card)

**Estimated Subtotal:**

**Taxable Service Charge of 22%**

**Subtotal:**

**9.25% Sales Tax**

**Estimated Total:**

Please fax completed form to 760-778-4103 or e-mail to: ltoles@palmspringscc.com or gschmidt@palmspringscc.com

► To execute this order a copy of the front & back of the credit card must accompany this form

► The maximum amount allowed to be charged to your credit card is $5,000.00

**Important Notes:**

- The estimated total amount calculated above or as shown on BEO’s must be paid in full prior to the first show date or secured with a credit card pre-authorization. We will pre-authorize for 20% more than the estimated total above.

- The final invoiced amount may be different than shown above based on actual consumption totals. You will receive an invoice worksheet with the final total at the conclusion of your last scheduled catered event. At which time we will settle your credit card for the actual amount specified by signed invoice worksheets or signed BEO’s.