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 the 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.
- A $120.00 delivery charge will apply to all orders.
- 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 (8.75) 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.
Rice Krispy Bars ..........$3.00++/each
Candy Bars ...................... $3.50++ /each
Granola Bars ................ $3.00++/each
Mini Yogurt Cups .............$3.00++/each
Large Hot Pretzels.........$5.00++/each
Muffins ...............................$36.00++/doz
Breakfast Pastries .........$36.00+/doz
Fresh Doughnuts ..........$36.00+/doz
Brownies .......................$38.00+/doz
Cookies ...........................$36.00+/doz
Lemon Bars ..................$42.00+/doz
Blended Deluxe Nuts ......$30.00+/lb
Mints & Hard Candies... ..$18.00+/lb

Snack Bar

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
Dried Fruits & Nuts............$30.00+/lb
Pretzels
Bowls of Mini Twists.......$15.00 ++/lb

Chips & Dips &...

Cheese Boards
Domestic Cheese Display with Cocktail Breads & Crackers, Garnished with Grape Bunches
Serves 25.............................$393.75++

Crudité Platter
Display of Fresh Garden Vegetables with a Peppercorn Ranch Dip
Serves 25.............................$393.75++

Fruit Display
Elaborate Display of Sliced Seasonal Fruits, Melons & Berries with Yogurt Dip
Serves 25.............................$368.75++

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.............................$555.00+

Displays & Trays

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**
**Beverage Cart**

**Hot Beverages**
Premium Brewed Regular Coffee, Decaf Coffee & Hot Tea Service  
Served with appropriate condiments  
Yields 16 cups per gallon  
10 Gallons ......................... $720.00++  
5 Gallons ........................... $420.00++  
2.5 Gallons ........................ $270.00++

**Cold Drinks**
Beverages will be 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 . $55.00++/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 Beer  
Keg – yields 110 cups..$500.00/keg  
Bartender is required to serve any alcoholic beverage - $120.00++ for first 3 hours and $30.00++ each additional hour

---

**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**

---

**Menu selections need to be submitted 4 weeks prior to events or penalties may apply. A $120.00 delivery charge will be added to all orders less. All Prices are subject to 22% service charge and 8.75% sales tax. All prices are subject to change without notice.**
Exhibitors are responsible to order all tables and electrical hook ups required for any rental equipment from the show decorator.

### Ice Cream Cart
- **Cart Rental** - $200.00
- **Novelty Ice Creams** - $4.00++ each
  (Ice Cream Sandwiches, Drumsticks, etc...)
- **Premium Ice Cream Bars** - $6.00++ each
  * Requires 110 volt, 20 amp electrical hook-up

### Slushie Machine Rental
- **Machine Rental** - $400.00++ / day
- Straws, Beverage Napkins & 8 oz. Plastic Cups are Included - NO ICE IS REQUIRED

### Slushie Drink Mix
- Flavors: Lemon-Lime, Blue Raspberry, Cherry Tropical Punch, Orange, Banana or Strawberry
- One Batch = 64 Drinks @ $200.00/batch
- One Batch w/Alcohol = 88 Drinks @ $400.00/batch
- Mixes must be ordered in full batches only.

### 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
- $900.00++ /4hr
- $3.00++ each add’l serving after 300
- $200.00 / hr for each add’l hour

**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
- **Machine Rental** .................... $350.00/day
- Includes Blue or Pink Candy & 200 paper cones.
- Add’l servings in 100 increments.. $175.00 /100
  * Requires 110 volt, 20 amp electrical hook-up

### Popcorn Machine
- $500.00++ / day
- Includes up to 300 servings, scoop, bags & napkins
  * Requires 110 volt, 20 amp electrical hook-up

### 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.
**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:**

<table>
<thead>
<tr>
<th>DELIVER DATE</th>
<th>DELIVERY TIME</th>
<th>QUANTITY</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**ESTIMATED SUBTOTAL**

**TAXABLE SERVICE CHARGE OF 22%**

**SUBTOTAL**

**8.75% SALES TAX**

**ESTIMATED TOTAL**

**PLEASE FAX COMPLETED FORM TO 760-778-4103 OR E-MAIL TO:**

ltoles@palm springscc.com or wbrownlee@palm springscc.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 $5000.00

- 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.