

Aramark Planning Points of Interest

- There is a 23% administrative fee and 8% tax. State liquor tax is 10%.
- Aramark asks for all initial food and beverage specs to be sent 45 days prior to the event start date.
Monday December 16th 2024
- Aramark requires 100% deposit before the start of the event.
- All credit cards are subject to a 3% processing fee.
- All wire transfers must include a \$35.00 bank fee in the total payment to Aramark.
- Because Aramark is the exclusive food and beverage provider, no outside food and beverage is permitted. Exhibitors can sample their product if 1) they are the manufacturer of that product, 2) they stay within our sampling sizes of 2 ounces for food and 3 ounces for nonalcoholic beverages, and 3) they complete and return the attached sampling release form.
- Linens are provided on rounds for any rooms with food and beverage in them. For any rooms without F&B, linens are \$15.00 each. Our standard linens are either black or white and are not floor-length, floor-length linens are available for order at \$40.00 each. We are also able to order specialty linens, these will be priced based on your selection.
- Standard service time for breakfast, lunch and breaks is two (2) hours, standard service time for dinner is two and a half (2.5) hours. This time begins when the first guest enters the room and ends when the last guest leaves. Any additional time is overtime, which is \$65.00 per hour per staff.
- For any plated meal functions, our standard tables are set for 10. If tables are set for less than or more than 10, additional labor charges will apply.
- Bartenders are \$225.00 for two hours of pouring service. Attendants are \$225.00 for four hours. Overtime for all staff is \$65.00 per staff per hour.
- Cash bars will be subject to minimum sales of \$750.00 per bartender. One bartender is required per 250 guests.
- For any meal functions taking place in exhibit halls, we may request an area for setup and breakdown. We request that you provide pipe and drape through your decorator to conceal this area. We can discuss further once we have menus and floor plans together to come up with the best locations.
- All services are provided on a high-grade disposable ware. Any events using china will be subject to a \$5.00 per person china charge plus additional labor charges based on the guarantee and type of service.
- Water coolers are \$100.00 for the electric water cooler and first 5-gallon water. Each additional 5-gallon water is \$45.00. Client is responsible for ordering electric for the water coolers if none is available.
- For any items that require electric- carving stations, refrigerators, water coolers, coffee machines, etc. – the client is responsible for paying for the electrical needs.
- Concession stand minimums will apply based on show sales history. Concession minimums are applied per stand per day and are \$3,000.00 for the first four hours and \$750.00 for each additional hour thereafter. Should sales not meet the minimums, client will be responsible for the difference.
- Client is responsible for paying all set-up fees for any portable concessions stands.