

McCORMICK PLACE®

C H I C A G O

EXHIBITOR MENU

EXHIBITOR ORDER DEADLINE IS APRIL, 15, 2025

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**AUTHENTIC CHICAGO
VIBRANT FLAVORS
GARDEN TO PLATE**

WELCOME!

WE ARE EXCITED TO HOST YOU AT MCCORMICK PLACE,
THE PREMIER CONVENTION FACILITY IN NORTH AMERICA.



Is the food & beverage division of Oak View Group and the fastest-growing hospitality company in the world, an achievement we earned by re-imagining food service and designing for an evolved audience. We are at the forefront of culinary excellence because we continually challenge the norms and evolve our operations to maximize guest and client satisfaction. OVG Hospitality was conceived and created to address a desire to feed all of the senses. This is show business, and guests expect an elevated hospitality experience via imaginative sights, smells, sounds, and tastes.

We make food exciting, we serve it with speed, and we are committed to embracing the flavors, brands, and cultures of the communities where we do business. Being immersed in a foodie city like Chicago, our culinary team is committed to bringing forward the vibrant flavors found throughout the many iconic neighborhoods to create an authentic experience for our guests.

Our Director of Culinary Innovations, Executive Chef and entire team celebrate the diversity of the city and continue to build local partnerships to provide a best-in-class experience for every event.



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À LA CARTE

Prices do not include taxes and administrative fees.
Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

BREAKFAST SANDWICHES & WRAPS

110.00 PER DOZEN, PER SELECTION

- Egg, Applewood Bacon, Cheddar, Flaky Croissant
- Egg, Portobello Mushroom, Smoked Gouda Cheese, Flaky Croissant
- Egg, Smoked Ham, Swiss, English Muffin
- Egg, Swiss, English Muffin
- Egg Whites, Spinach, Tomato, Swiss, Wheat Tortilla V
- Egg, Chorizo, Jack Cheese, Black Beans, Poblano, Flour Tortilla
- Vegan Egg And Sausage, Maple Glaze, English Muffin VG

BAKE SHOP

PRICED PER DOZEN (MINIMUM OF 2)

- Assorted Scones V 65.00
- Assorted Muffins V 62.00
- Assorted Danish V 65.00
- Bagels With Cream Cheese V 65.00
- Pound Cake Slices, Assorted Flavors V 50.00
- Cookies
- Chocolate Chip, Oatmeal Raisin, Sugar V | GF 50.00
- Brownies And Blondies V 50.00
- Cupcakes, Assorted Flavors V 54.00

SWEET SHOP

PRICED PER DOZEN (MINIMUM OF 2)

- Assorted Full Size Candy Bars, M&M, Snickers, Kit Kat V 54.00

SAVORY

PRICED PER DOZEN (MINIMUM OF 2)

- Kettle Chips VG | DF 48.00
- Mini Pretzels V 36.00
- McCormick Place Signature Snack Mix V | Nut Free 48.00
- Mama Lee's Popcorn, Various Flavors V | GF Community Partner 72.00
- Skinny Popcorn 50.00
- Individually Packaged Assorted Chips 48.00
- Nuts, Assorted VG | GF | DF 74.00
- Individually Packaged Trail Mix 74.00
- Stacy's Pita Chips 50.00

HEALTHY

PRICED PER PERSON, MINIMUM 25

- Build Your Own Trail Mix Bar V 12.00
- Yogurt Parfait Bar V 12.00
- Assorted Whole Fruit (By The Dozen) Apples, Oranges And Bananas 42.00

ALL NATURAL FRUIT INFUSED WATERS

158.00 PER (3) GALLONS, PER SELECTION

- Strawberry Basil, Citrus Mint OR Cucumber And Apple

BEVERAGES

BY THE CASE

- Soft Drinks (Case Of 24) 96.00
- Flavored Sparkling Water (Case Of 24) 96.00
- Still Aluminum Bottled Water (Case Of 24) 160.00
- Cold Brew (Case Of 12) 120.00
- Iced Tea, Various Flavors (Case Of 12) 80.00
- Assorted Bottled Juices (Case Of 24) Orange, Apple And Cranberry Juice 128.00

BEVERAGES BY THE GALLON

3 GALLON MINIMUM

- Freshly Brewed Regular And Decaffeinated Coffee, Herbal Tea Selection 70.00
- Chicago French Press Coffee* 75.00
- Starbucks Coffee* 80.00
- Orange, Apple, Cranberry Juice 58.00
- Iced Tea 52.00
- Lemonade 52.00

COMMUNITY PARTNER



chicago
french press

Providing
Locally Roasted
Coffee Beans



Dietary Symbols: V = Vegetarian | VG = Vegan
GF = Gluten Free | DF = Dairy Free

*Please consult with your Catering Sales Manager to confirm capacity.

À LA CARTE

Prices do not include taxes and administrative fees.
Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.



PER POUND

Premium Mixed Nuts	42.00
Honey Roasted Peanuts	24.00
Miniature Pretzels	22.00
Miniature Hershey's Chocolates	27.00

SERVES 8-10 PEOPLE MINIMUM ORDER OF 20 PEOPLE

Potato Chips & French Onion Dip	26.00
Pita Chips & Humus	30.00
Tortilla Chips & Salsa	26.00

SNACK CUPS MINIMUM OF 12 PER SELECTION PRICING IS PER DOZEN

Red Grapes & Cubbed Cheese	90.00
Individual Crudités Carrots, Celery, Radish, Cucumber, Tomato Served With Ranch Dressing	90.00
Italian Antipasto Cups Artichoke, Sundried Tomato, Olives, Pepperoni, Provolone, Served With Italian Dressing	90.00

INDIVIDUALLY WRAPPED

PRICING IS PER DOZEN MINIMUM ORDER OF ONE DOZEN PER ITEM

Chocolate Dipped Graham Crackers	53.00
Chocolate Dipped Pretzel Rods	53.00
Kind Bars	53.00
Assorted Energy Bars	56.00
Assorted RX Bars	86.00
Assorted Quaker Granola Bars	48.00

EXHIBIT ENGAGEMENT BUILDERS

Booth attendant fee is an additional \$375 per four hour shift. Prices do not include taxes and administrative fees. Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

ICE CREAM SOCIAL

ICE CREAM FREEZER RENTAL | 250.00 PER DAY

GOURMET ICE CREAM TREATS

72.00 PER DOZEN

Assorted Ice Cream Sandwiches And Cones

Required Power: 1 Dedicated 100v/20amp Circuits Per Machine

One-Time Delivery Fee: 50.00 | One-Time Pickup Fee: 50.00

WARM GOURMET PRETZELS

SOFT PRETZEL MACHINE RENTAL | 250.00 PER DAY

GOURMET SOFT PRETZELS

84.00 PER DOZEN | CHOOSE ONE

Plain, Salted, Cinnamon Sugar V | DF

Cheese Sauce V

Required Power: 1 Dedicated 100v/20amp Circuits Per Machine

One-Time Delivery Fee: 50.00 | One-Time Pickup Fee: 50.00

One Attendant Fee For A 4 Hour Minimum: 375.00

WATER COOLER RENTAL

140.00 FIRST DAY | 40.00 EACH ADDITIONAL DAY

5-GALLON PURIFIED WATER JUG

42.00

Required Power: 110v/15amp Dedicated Circuit Per Machine.



FRESHLY BAKED COOKIES

Who Can Resist The Aroma And Temptation Of Fresh Oven-Baked Cookies? Offer Your Guests A Special Treat With A Choice Of The Following Flavors:

CHOCOLATE CHIP, OATMEAL RAISIN, SUGAR, OR CARNIVAL

COOKIE SERVICE

FOR UP TO 8 HOURS

1,500.00

Includes:

One Attendant To Bake And Serve Cookies

Convection Cookie Oven Rental

640 Cookies (2 Cases / 1-2 Flavors)

FOR UP TO 4 HOURS

975.00

Includes:

One Attendant To Bake And Serve Cookies

Convection Cookie Oven Rental

320 Cookies (1 Case / 1 Flavor)

ADDITIONAL COOKIES

480.00

320 Cookies (1 Case)

One Flavor Per Case | Cases Cannot Be Divided

Required power: 120v/20amp dedicated circuit per machine

One time delivery fee: 50.00 | One-time pick-up fee 50.00



EXHIBIT ENGAGEMENT BUILDERS

Prices do not include taxes and administrative fees.
Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

BARISTA BAR SERVICE

The Finest Quality, Fresh Roasted Espresso For Your Beverages A Custom Blend Of Colombian, Costa Rican, Java Robust And Brazilian Beans Produced By An Award-Winning Roaster.

SERVICE FOR UP TO 8 HOURS | 2,275.00

Includes:
One Professionally Attired Barista
Contemporary Cappuccino Machine
400 Espresso Based Beverages Served In Disposable Cups (Additional Cups May Be Purchased)
Beverages Including Americano, Cappuccino, Latte And Espresso

SPECIALTY DRINK UPGRADES | 225.00

Vanilla Lattes, Mochas And Hot Chocolate

ADDITIONS

Iced Americanos And Lattes	75.00 Per 100
Additional Beverages	565.00 Per 100
Additional Hours	200.00 Per Hour

Required Power: (2) 120v/20amp Dedicated Circuit Per Machine
One-Time Set-Up Fee: 250.00

FROZEN BEVERAGE STATIONS

Our Collection Of Classic And Inspired Frozen Beverages Over Many Ways To Draw Traffic To Your Booth. Each Service Is Sold Individually For The Duration Of The Show.

SERVICE FOR UP TO 8 HOURS | 2,275.00

Includes:
One Professionally Attired Attendant
400 Beverages Served In Disposable Cups
High-Volume Ice Blending Machine

CHOOSE 1 SERVICE FOR THE DURATION OF THE SHOW:

Garrett's Caramel Corn Frappe - Frozen Fun With Chicago's Original Caramel Corn Since 1949

Frozen Coffee

Delicious, Cool And Caffeinated

Eli's Cheesecake Shake - Popular Cake Shake With Chicago's Iconic Eli's Cheesecake Since 1980

Frozen Lemonade - Tart, Smooth And Creamy

Strawberry & Mango Smoothie - Choice Of Strawberry, Mango Or Layered Combination

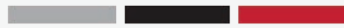
ADDITIONS

Add Blueberry Boba Pearls To Beverages	150.00 Per 100
Additional Beverages	565.00 Per 100
Additional Hours	200.00 Per Hour

Required Power: (2) 120v/20amp Dedicated Circuit Per Machine
One-Time Set-Up Fee: 250.00

COMMUNITY PARTNER

CAFÉ LINES



in-booth hospitality

Unforgettable & Creative Sensory Experiences! 100% Employee Owned.

PLEASE CONTACT YOUR CATERING SALES MANAGER TO DISCUSS UPGRADE OPTIONS, CUSTOMIZATION SERVICES AND PRICING.



LUNCH PLATTERS

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

SANDWICH PLATTERS

Priced For 6 Guests | Each Sandwich Is Served With Individual Bag Of Chips And Condiments

GRILLED CHICKEN PESTO

108.00

Grilled Chicken Breast, Fresh Mozzarella, Oven Dried Tomato, Arugula, Basil Pesto, Ciabatta Roll

HAM & SMOKED GOUDA

108.00

Smoked Ham, Smoked Gouda, Dijon Mustard-Aioli, Arugula, Flaky Croissant

ITALIAN ROAST BEEF

108.00

Shaved Roast Beef, Provolone Cheese, Roasted Red Peppers, Arugula, Red Wine Vinaigrette, Sammy Tuscan Roll

ROASTED VEGETABLE V

108.00

Roasted Bell Peppers, Zucchini, Eggplant, Red Onion, Fresh Mozzarella, Basil Pesto, Focaccia Bread

ROASTED TURKEY AND WHITE CHEDDAR

108.00

Roasted Turkey, White Cheddar, Lettuce, Tomatoes, Honey Mustard, Pretzel Roll



SALAD PLATTERS

Priced For 6 Guests | Each Salad Is Served With Individual Bag Of Chips And Condiments

COBB SALAD GF

108.00

Grilled Chicken Breast, Bacon, Hard-Boiled Eggs, Tomatoes, Blue Cheese Crumbles, Mixed Greens, Avocado-Ranch Dressing

MIXED SPINACH AND KALE SALAD VG | GF | DF

90.00

Spicy Sweet Vinaigrette

SONOMA QUINOA SALAD VG | GF | DF

108.00

Quinoa, Roasted Sweet Potatoes, Dried Cranberries, Toasted Walnuts, Lemon-Tahini Dressing

BABY GREEN AND BERRY SALAD V | GF | DF

90.00

Baby Greens, Berries, Spiced Pecans, Blue Cheese, White Balsamic Vinaigrette

BOXED LUNCHES

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.



BOXED LUNCHES ARE 32.00 PER PERSON

Each Box Includes Individual Bag Of Chips, Whole Seasonal Fruit And Cookie. Lunches Do Not Include Beverages.

Maximum Of Two Selections For Groups Of 25 Or Less.

Maximum Of Three Selections For Groups Of More Than 26.

GRILLED CHICKEN PESTO

Grilled Chicken Breast, Fresh Mozzarella, Oven Dried Tomato, Arugula, Basil Pesto, Ciabatta Roll

HAM & SMOKED GOUDA

Smoked Ham, Smoked Gouda, Dijon Mustard-Aioli, Arugula, Flaky Croissant

ITALIAN ROAST BEEF

Shaved Roast Beef, Provolone Cheese, Roasted Red Peppers, Arugula, Red Wine Vinaigrette, Sammy Tuscan Roll

ROASTED VEGETABLE V

Roasted Bell Peppers, Zucchini, Eggplant, Red Onion, Fresh Mozzarella, Basil Pesto, Focaccia Bread

ROASTED TURKEY AND WHITE CHEDDAR

Roasted Turkey, White Cheddar, Lettuce, Tomatoes, Honey Mustard, Pretzel Roll

THE HUMMUS WRAP VG

Hummus, Roasted Red Peppers, Cucumber, Tomato, Red Onion, Mixed Greens, Tahini Sauce, Spinach Wrap

COBB SALAD GF

Grilled Chicken Breast, Bacon, Hard-Boiled Eggs, Tomatoes, Blue Cheese Crumbles, Mixed Greens, Avocado-Ranch Dressing

THAI NOODLE SALAD VG | GF | DF

Rice Noodles, Red Bell Pepper, Carrots, Cucumber, Mixed Greens, Spicy Peanut Dressing, Cilantro

ROAST TURKEY CAPRESE PASTA SALAD

Rotini Pasta, Cherry Tomatoes, Fresh Mozzarella, Basil Pesto, Mixed Greens, Balsamic Glaze

MEDITERRANEAN CHICKPEA SALAD V | GF

Crispy Chickpeas, Cucumbers, Tomatoes, Red Onion, Kalamata Olives, Feta Cheese, Mixed Greens, Lemon Vinaigrette

RECEPTION HORS D'OEUVRES

Ordered in multiples of 25. Booth attendant fee is an additional \$375 per four hour shift. Prices do not include taxes and administrative fees. Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

CHICKEN

- **CHICKEN PESTO SLIDER 150.00**
Fontina, Oven Dried Tomato, Calabrian Chile Aioli
- **BUFFALO CHICKEN SPRING ROLL GF | 137.50**
Cucumber-Ranch

PORK

- **PULLED PORK SLIDER | 150.00**
Sweet BBQ Sauce, Crispy Fried Onions
- **BBQ PORK BAO, PORK ON BAO (STEAMED) | 137.50**
Pickled Vegetables

SEAFOOD

- **CRAB CAKE DF | 200.00**
Chervil-Lemon Aioli
- **CHILI-GARLIC SHRIMP SATAY GF | DF | 162.50**
Lime And Mint Sauce

BEEF

- **MINI CHEESEBURGER | 150.00**
American Cheese, Balsamic Onion Jam
- **MINI ALL BEEF CHICAGO DOGS | 150.00**

VEGETARIAN V

- **VEGETABLE SPRING ROLL DF | 137.50**
Sweet Chili Sauce

GLUTEN FREE GF

- **CAPRESE SKEWER | 137.50**
With Balsamic Reduction

VEGAN VG

- **HEARTS OF PALM CEVICHE GF | DF | 137.50**
Crispy Tortilla
- **CARIBBEAN RISOTTO CAKE DF | 137.50**
Mango Habanero Sauce



DISPLAY STATIONS

Priced To Serve 25 Guests. Prices do not include taxes and administrative fees.
Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.



DISPLAY STATIONS

ARTISANAL CHEESE & CHARCUTERIE

Artisanal Cheeses, Imported Prosciutto, Salami, Sweet Sopressata, And Spicy Capicola Served With Pickled Vegetables, Focaccia Crostini, Flavored Olive Oil

375.00

INTERNATIONAL CHEESE DISPLAY V

Chef's Selection Of Cheeses Served With Wildflower Honey, Fresh Seasonal Berries, Dried Fruit Garnish, Sliced Crostini, Crackers, And Flat Breads

325.00

HUMMUS TRIO VG | DF

Traditional Lemon And Garlic, Spice Red Pepper, And Edamame Hummus Served With Fresh Cut Vegetables And Pita Chips

225.00

GARDEN FRESH CRUDITÉ V | GF

Fresh Cut Vegetables, Buttermilk Ranch Dip And Hummus

275.00

SEASONAL FRUIT V | VG | GF OPTION

Sliced Seasonal Fruit And Berries

275.00

DESSERT DISPLAYS

ASSORTED BUTTER COOKIES & MINI DESSERTS V

275.00

ELI'S CHEESECAKE FAMOUS DESSERT

Assorted Petite Cheesecake Bites, Mini Fruit Pies And Tarts

300.00

CUPCAKE DISPLAY V

Assorted Flavors

175.00

CHOCOLATE & CANDY SHOP V

Chocolates, Mini Chocolate Desserts, Candy Jars

175.00

HEALTH, SAFETY & SUSTAINABILITY



Has created an enhanced food service experience while being committed to your health and safety. We adhere to the Cook County Health Department's meticulous food service standards and require staff to be ServSafe-certified by the National Restaurant Association in proper food handling. Your health and safety are at the forefront of our services, therefore we have added additional safety protocols outlined below.

STAFF

- Staff may be required to wear face masks and gloves during food preparation and serving depending upon service restrictions at the time of the event.
- All staff may go through employee health screening upon arrival prior to reporting to their assigned area.
- Proper distancing of staff and product in food preparation areas accordingly.
- Implemented cleaning and disinfecting protocols that focus on high contact/touch points both in back and front of house.

MENU & SERVICE UPDATES

- Increased options for pre-packaged food and beverage products.
- Adjusted menu items where applicable to be displayed in individual portions instead of bulk.
- Increased action stations with chef to individually prepare items over buffet service.
- Compostable single-use sustainable products.
- Modified beverage stations with touch-less or attended service when possible, based upon any service restrictions at the time of service.
- Individually packaged single serve condiment options wherever possible.
- Social Distancing may be implemented that is consistent with local government regulations and guidance at the time of service.

CATERING LAYOUT

- Following table seating capacities that are consistent with local government regulations and guidance.
- One-way guest flow on buffets is recommended to be used to minimize contact between guests, plates, glasses and cutlery where possible
- We ask that you allow for additional set up and move out time, for all catered functions, for additional environmental cleaning measures before and after events.

OVG HOSPITALITY BELIEVES THAT SUSTAINABILITY AND FOOD & BEVERAGE DECISIONS ARE INSEPARABLE.

- 8,000 pounds of farm-to-table produce is harvested annually from the McCormick Place Rooftop Garden. This 2.5 acre rooftop garden is the largest in the Midwest. With an amazing varietal of vegetables, fruits, herbs, edible flowers, perennials, native prairie flowers, a small orchard and more, our culinary team has the ability to bring a bounty of seasonal ingredients directly to our kitchen and guests' plates, reducing our carbon footprint.
- OVG Hospitality and McCormick Place is committed to sourcing local, organic and environmentally friendly products for over 33% of all food purchased. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overuse of medicine in raising farm animals.
- We exclusively use disposable flatware and paper goods made from 100% BPI-certified compostable, plant based materials.
- McCormick Place is the first convention center in the country to make the switch to e-water for sanitizing.



**8,000
POUNDS**

Four Tons of Seasonal, Farm-Fresh Produce is Harvested Each Year



**95
VARIETIES
PLANTED**

Nearly 100 Different Varieties of Vegetables, Fruits, Herbs, Edible Flowers, Perennials & Bushes Were Planted Last Season



**THREE BEE
HIVES**

The Rooftop Garden is Home to 20,000 Bees that Pollinate the Garden's Crops & Produce 50 Pounds of Honey Each Year

For additional information about our Sustainability & Leadership initiatives, please contact your Catering Sales Manager, or email: infoovg@mccormickplace.com.

POLICIES

OVG Hospitality is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by OVG Hospitality. No food or beverage of any kind is permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of three (3) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that OVG Hospitality is made aware of.

PRICING

Published pricing does not include a service charge (21.5%) or applicable taxes. A good faith estimate of food and beverage prices, will be provided in advance of the event's start date and will be confirmed at the signing of the contract. However, due to fluctuating market prices, we reserve the right to make product substitutions based on specific commodity price increases. OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by any health crises that may arise. Please discuss the styles of service for all buffet services and the additional costs with your Catering Manager.

SERVICE CHARGES

All catered events are subject to a 21.5% service charge. 19.94% of this Service Charge is distributed as tips/gratuities to the employees who provide service to guests in connection with the catered event. The remaining 1.56% of this Service Charge is the sole property of the McCormick Place, as applicable, is used to cover that party's costs and expenses in connection with the catered event and the administration of the event (excluding employee tips, gratuities, and wages), and is not charged in lieu of a tip or gratuity. This portion of the Service Charge is not a tip or gratuity, nor is it purported to be a tip or gratuity, for any employee who provides service to guests (e.g., wait staff employee, service employee, service bartender, and the like), and no part of this portion of the Service Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday through Friday) prior to the event for functions up to 1,000 guests. Functions of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, OVG Hospitality reserves the right to charge for the expected number of guests or quantities specified on the Banquet Event Order(s). If the attendance is higher than the given guarantee, the charge will be for the actual function attendance. Increases and/or new orders made within three (3) days (72 hour processing fee) of the function are subject to an additional 20% fee based on the menu price.

OVG Hospitality will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served as the final guarantee amount. OVG Hospitality reserves the right to make reasonable menu substitutions, as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one (1) server per twenty (20) guests for plated meal functions and one (1) server per forty (40) guests at buffet functions. Additional health and safety regulations may be implemented requiring additional service should any health crises arise. Please discuss the styles of service for all buffet services and the additional costs with your Catering Sales Manager. For additional staffing requests or guarantees for less than twenty-five (25) guests for plated or buffet functions, labor fees will be applied. Holiday labor rates may apply.

EVENT TIMELINE

Breakfast and lunch are based on up to a three (3) hour service and dinner is based on up to four (4) hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty (30) minutes from the time indicated on the Banquet Event Order will have additional labor fees per hour, per server scheduled.

BEVERAGES

OVG Hospitality offers a complete selection of beverages to compliment your function. Alcoholic beverages and services are regulated by the Liquor Control Board. OVG Hospitality, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources, nor may it be removed from the premises. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for retail sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACTS

An initial deposit in the amount noted on the Catering Contract is due on the date specified. The amount of this deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five (45) days in advance of the event. The actual revenue will be based on the signed Banquet Event Order(s) and guarantee(s). The remaining balance of the deposit is due fourteen (14) business days in advance of the first function. A 3.5% fee will be assessed on all payments made by credit card of \$5,000.00 or more. This fee will be due at the time of credit card payment and is non-refundable. No transaction fee will be assessed on payments made by check or ACH.

CANCELLATIONS

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the Catering Contract for specific details. In the event that a function cancels after the guarantee date, payment in full for the estimated revenue based on the menu and event arrangements are required.

RETAIL/CONCESSIONS SERVICE

Appropriate operation of concessions outlets will occur during all show hours. OVG Hospitality reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. Should additional service locations be requested, a minimum sales guarantee and related fee may apply.

