

# ATLANTIC CITY

CONVENTION CENTER

An aerial photograph of Atlantic City, New Jersey, showing the ocean, beach, and city skyline. The text "Welcome TO ATLANTIC CITY!" is overlaid in a large, white, cursive font.

Welcome  
TO ATLANTIC CITY!

## FOOD AND BEVERAGE EXHIBITOR KIT

*We are pleased to be the choice caterer in delivering your booth service needs. OVG Hospitality is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full-service company that specializes in catered events.*

## PERTINENT EXHIBITOR INFORMATION

**All food and beverages served within the exhibit halls must be ordered through OVG Hospitality, the exclusive caterer at the Atlantic City Convention Center. No outside food or beverage will be permitted to be brought into the convention center without prior written authorization by OVG Hospitality Management. If you choose to bring products without written authorization, you will be asked to remove them from the venue. This includes traffic promoters such as bottled water, popcorn, candy, etc.**

- Alcoholic beverages may not be brought onto the premises during any event.
- We require 100% payment of the food service purchased by either check or credit card along with a signed contract.
- All orders will be subject to a 23% catering supplement fee plus applicable tax. If an exhibitor requires tables for food service, arrangements should be made with the official show decorator.
- A final guarantee of attendance is required (3) business days prior to all food and beverage events.
- Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.

## FOOD & BEVERAGE SAMPLING

Atlantic City Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by OVG Hospitality. **Samples must be representative of products manufactured or sold by the company exhibiting.** Samples are limited to (4) ounces; non-alcoholic beverages and (2) ounces; food sample. Any vendor requesting to provide samples greater than (4) ounces; nonalcoholic beverages and (2) ounces; food will be subject to a buyout fee of \$100 each. Exact descriptions of sample and portion size must be submitted for written approval 30 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away samples in their booth must have a valid state permit and all appropriate fees on file with the New Jersey Department of Health.

## BOOTH FOOD & BEVERAGE BUYOUT

Atlantic City Convention Center exhibitors may be granted approval to provide unique food & beverage products that we may not be able to source. This would fall under a food and beverage buyout. Arrangements must be made in advance with approval from the Food & Beverage Department and buyout fees will be assessed.

## HOW TO SUBMIT APPLICATION AND / OR ORDER

**EMAIL** - Preferred method of receiving orders, email Sharon.Henschel@oakviewgroup.com

**FAX** - Office fax number is (609) 449-2416. All information faxed must be sent two weeks prior to show start along with credit card information

**MAIL** - To guarantee delivery it must be received one week in advance of shows move in date.

OVG Hospitality  
Atlantic City Convention Center  
One Convention Boulevard  
Atlantic City, NJ 08401  
Attn: Catering Sales





# SERVICES MENU

## BREAKFAST ITEMS

ASSORTED BREAKFAST BAKERY	\$40.00 / dozen
DONUTS	\$40.00 / dozen
BAGELS & CREAM CHEESE	\$40.00 / dozen

## REFRESHMENTS & BEVERAGES

FRESHLY BREWED COFFEE	\$52.00 / gallon
FRESHLY BREWED DECAFFEINATED COFFEE	\$52.00 / gallon
HOT WATER, SELECTION OF TEA	\$52.00 / gallon
FRESHLY BREWED ICED TEA	\$45.00 / gallon
12 OZ CANNED SODA (Coca Cola Brand)	\$3.00 each
20 OZ DASANI BOTTLED WATER	\$4.00 each
BOTTLED JUICE	\$4.00 each

## SNACKS

GRANOLA BAR	\$20.00 / dozen
ASSORTED CANDY BARS	\$35.00 / dozen
INDIVIDUAL BAGS OF CHIPS	\$30.00 / dozen
FRESH BAKED BROWNIES	\$36.00 / dozen
FRESH BAKED COOKIES	\$36.00 / dozen

## PARTY TRAYS

ALL TRAYS SERVE UP TO 50 PEOPLE

FRESH VEGETABLE TRAY	\$250.00 each
SEASONAL SLICED FRUIT TRAY	\$275.00 each
IMPORTED & DOMESTIC CHEESE	\$375.00 each

## WATER COOLER

ELECTRIC WATER COOLER	\$125.00 / day
Initial Setup includes Electric Cooler; Five Gallon Water Tank & Cups. Not Included is Required Power of 110-volt/1000 watts connection.	
WATER COOLER REFILL	\$30.00 each

## OTHER OPTIONS

ICE (7LB BAG)	\$15.00 per bag
COLD STORAGE	\$150.00 per day
MINI FREEZER OR REFRIGERATOR	\$125.00 per day
Not Included is Required Power of 110-volt/1000 watts connection	

## LOGO BOTTLED WATER

Provide us with your company's logo and we'll custom order your bottled waters. \*A lead time of 45 days is required with a minimum of 72 cases ordered.

16.9 OZ BOTTLED WATERS	\$120.00 per case
12 OZ BOTTLED WATERS	\$96.00 per case

Have your own logo bottled water to give-a-way? Must submit for approval to distribute and a corkage fee of \$1.00 per bottle will apply.

\*\*\*Contact our catering team for additional catering options\*\*\*



## BOX LUNCH SELECTIONS

INCLUDES APPLE, CHIPS, COOKIES, & 8 OZ BOTTLED WATER

TURKEY & CHEDDAR	\$24.95
Roasted Turkey Breast & Cheddar Cheese, Lettuce, Tomato, Cranberry Chutney   Country Brioche Bun	
TAVERN HAM & SWISS	\$24.95
Lettuce & Tomato, Whole Grain Honey Dijon   Pretzel Roll	
HOUSEMADE JERSEY TUNA	\$24.95
Tuna Salad (Albacore Tuna, Onion, Celery, Mayonnaise) Lettuce & Tomato   Onion Roll	
ITALIAN	\$24.95
Capicola, Genoa Hard Salami & Provolone Cheese Lettuce & Tomato   Classic Sub Roll	
OVG VEGETARIAN	\$24.95
Roasted Black Bean Hummus, Roasted Zucchini, Yellow Squash, Red Pepper, Tomato, Spring Mix   Spinach Wrap	

# SERVICES MENU

## POPCORN MACHINE

POPCORN MACHINE RENTAL \$325.00 / per day  
*Includes 12 Popcorn Kits and Unlimited Bags*  
*Not Included is Required Power of 110-volt/1000 Watts Connection*  
ADDITIONAL POPCORN KIT \$6.50 each  
POPCORN ATTENDANT \$200.00 / 4 hrs

## SOFT PRETZEL WARMER

PRETZEL WARMER MACHINE RENTAL \$150.00 / per day  
**SUPER PRETZELS** | 50/cs \$225.00 per case  
Served with Spicy & Yellow Mustard  
*Not Included is Required Power of 110-volt/1000 Watts Connection*  
ATTENDANT FEE \$200.00 / 4 hrs

## KEURIG MACHINE

AQUA CAFÉ/KEURIG MACHINE \$200.00 / per event  
*Includes initial 5-gallon water tank*  
VARIETY BOX OF 22 K-CUPS \$75.00 each  
*Included PC condiments, 12oz cups, lids, stirrers, beverage napkins*  
ADDITIONAL 5-GALLON WATER \$30.00 each  
*Not Included is Required Power of 110-volt/1000 watts connection.*

## FRESH BAKED COOKIES

FRESH BAKED COOKIES STATION \$575.00 / 4 hrs  
Warm and welcoming scent of freshly baked cookies will drive traffic to your booth! Station includes 4 hours of service, a table top Otis Spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz cookies of your choice of (1) flavor:  
Chocolate Chip, Oatmeal Raisin or Sugar Cookies  
Booth attendant to serve and distribute cookies up to 4 hours included  
Additional hours subject to additional fees

ADDITIONAL COOKIE DOUGH 160/CS \$200.00 / per case  
*Not Included is Required Power of 2000 watts (20amp) connection.*

## DIPPIN DOTS

DIPPIN DOTS STAND \$750.00 / 4 hrs  
The original beaded ice cream is a fun and unforgettable traffic stopper! Station includes to 4 hours of service, ice cream cups, spoons, napkins and approximately (125) servings. Choice of (3) flavors: chocolate, cookies 'n cream, cotton candy, birthday cake, cookie dough, rainbow, banana split  
Booth attendant to serve your guests up to 4 hours included  
Additional hours subject to additional fees

ADDITIONAL SERVINGS \$5.00 / per cup  
*Not Included is Required Power of 2000 watts (20amp) connection.*

\*\*\*Contact our catering team for additional catering options\*\*\*



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Sharon.Henschel@oakviewgroup.com

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Attn: Catering Sales

# BAR SERVICES MENU

## BARS

A Bartender is required for all Bar Services. Bartender fee is \$250 each for up to four hours of service and \$35 for each additional hour. Bartender fee will be waived if sales are \$800 or greater per bartender. Pricing includes disposable service.

Recommend: 1 Bartender per 100 guests for a Full Bar Services

1 Bartender per 150 guests for Beer and Wine Bars

Space: Must have adequate space for bar setup within booth; can not block aisles.

## CONSUMPTION BARS

Estimated consumption will be determined with your Catering Manager. Actual consumption will be calculated following your function.

HOUSE COCKTAILS	\$9.00
HOUSE WINE	\$8.00
IMPORTED BEER	\$7.00
DOMESTIC BEER	\$6.00
SOFT DRINKS	\$5.00
BOTTLED WATER	\$4.00

The above prices are subject to 6.625% State Sales Tax, 3% Luxury Tax and 23% Management Fee

## CASH BARS

Beverages are available for guest purchase. Prices are Tax Inclusive

HOUSE COCKTAILS	\$10.00
HOUSE WINE	\$9.00
IMPORTED BEER	\$8.00
DOMESTIC BEER	\$7.00
SOFT DRINKS	\$6.00
BOTTLED WATER	\$5.00

## HOUSE BRANDS OFFERED

New Amsterdam Vodka, Cruzan Rum, Jose Cuervo Gold, New Amsterdam Gin, J&B Scotch, Jack Daniels Bourbon Heineken, Yuengling, Coors Light, Miller Lite, Budweiser, Bud Light, O'Douls Non-Alcoholic House Wines: Canyon Road – Cabernet Sauvignon, Chardonnay, White Zinfandel

Top Shelf Brands & Craft Beers available on request. Kegs available on request. Please inquire with your Catering Sales Representative.

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# CATERING SERVICES ORDER FORM

COMPANY		CONTACT	
STREET ADDRESS			
CITY		STATE	
ZIP CODE			
PHONE #		FAX #	
EMAIL ADDRESS			
SHOW NAME		BOOTH #	
ON-SITE AUTHORIZED CONTACTS		ON-SITE PHONE #	

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QUANTITY	PRICE
			ESTIMATED SUBTOTAL	
			23% MANAGEMENT CHARGE	
			6.625% SALES TAX	
			ESTIMATED TOTAL	

## INSTRUCTIONS

**FILL OUT ORDER FORM AND FAX YOUR ORDER TO 609.449.2416 OR CALL CATERING SALES AT 609.449.2058**

1. A 23% Management Charge, 6.625% sales tax and 3% city liquor tax (where applicable) will be added to total.
2. All onsite show orders require a credit card guaranteed. Any balances will be applied to credit card on file.
3. Cancellations require a 72 hour notice to be eligible for a full refund.
4. All orders received within 72 hours of the show subject to an additional 15% surcharge.
5. OVG Hospitality may not be able to provide exact order requests within 72 hours. Comparable product may be offered.
6. Confirmation paperwork will be sent once order has been received. PLEASE contact us if you do not receive confirmation of your services within 48 hours.



CREDIT CARD NUMBER

EXPIRATION DATE

SIGNATURE

NAME AS IT APPEARS ON CARD

SECURITY CODE





## EXHIBITOR SAMPLING GUIDELINES

**The practice of exhibitors bringing in their own food or beverage is in direct conflict with the OVG Hospitality exclusive contract at the Atlantic City Convention.** Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage items are required to notify OVG Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by OVG Hospitality or purchased through OVG Hospitality).

Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business. (IE: Company or Organization produces or sells in its normal day-to-day operations).

OVG Hospitality and the Atlantic City Convention require all food and non-alcoholic beverage to be of sample size portions; (2) ounce portions for food and (4) ounce cups for non-alcoholic beverages. A written approval must then be obtained from OVG Hospitality at least (30) working days prior to the show opening.

If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, and Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

**NOT APPROVED: ELECTRIC GRILLS OR ANY ITEMS CREATING "GREASE LADEN VAPORS".**

All booths cooking food must be clear of all combustible materials and contain at least (1) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey. (Fees are applicable unless waived by OVG Hospitality or purchased through OVG Hospitality). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must hire a OVG Hospitality union bartender to serve alcoholic beverages. Bartender fee is \$250.00 four hour minimum, \$35.00 for each additional hour. Samples are limited to (1) ounce of beer or wine, 1/2 ounce of spirituous liquors,.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required".

## INSURANCE REQUIREMENTS:

General Certificate Liability Insurance for \$2,000,000 Each Occurrence and \$2,000,000 Aggregate. Certificate must name as additional insured OVG Hospitality and Atlantic City Convention Center on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.



# SAMPLING AUTHORIZATION FORM

Deadline: 30 Days Prior to Event

Please submit the following information for approval to distribute product sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **"bite size", 2oz or fewer portions of their own food products and 4oz container of non-alcoholic beverages.** **MUST PROVIDE CERTIFICATE OF INSURANCE FOR APPROVAL.**

**COMPANY NAME** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

## DESCRIPTION OF PRODUCT(S) TO BE DISTRIBUTED FOR SAMPLING:

_____	Sample Size _____
_____	Sample Size _____
_____	Sample Size _____
_____	Sample Size _____

**METHOD OF DISTRIBUTION:** ☐ Sealed Package ☐ Cooked Sample (plate, napkin, toothpick, other)  
☐ Cup (Liquid) ☐ Cup (Solid)

**DOES PRODUCT NEED ADDITIONAL PREPARATION ON-SITE PRIOR TO DISTRIBUTION?** ☐ Yes ☐ No

If yes: ☐ By your staff in the booth ☐ By in-house kitchen staff\*

**PRODUCT IS SERVED:** ☐ Hot ☐ Cold ☐ Room Temperature

**PRODUCT IS STORED IN:** ☐ Booth ☐ Refrigerated Storage\* ☐ Frozen Storage\*

\*Additional Charges May Apply

Return To:

## FAX OR EMAIL TO:

Sharon Henschel  
Director of Catering Sales & Marketing | OVG Hospitality  
Atlantic City Convention Center  
One Convention Boulevard | Atlantic City, NJ 08401  
Phone: 609.449.2058 | Fax: 609.449.2416 | Email: Sharon.Henschel@oakviewgroup.com