ATLANTIC CITY
CONVENTION CENTER

FOOD AND BEVERAGE

EXHIBITOR KIT

We are delighted to be your selected caterer for all your booth service requirements. OVG Hospitality is dedicated to precision, timeliness, and quality as we provide warm and welcoming service to every exhibitor at this year's event. You can look forward to an elevated standard in your overall food service experience. As a full-service company, we specialize in catered events.

EXHIBITOR INFORMATION

All food and beverages within the exhibit halls must be ordered through OVG Hospitality, the exclusive catering service for the Atlantic City Convention Center. Outside food and drinks are not permitted unless prior written approval is obtained from OVG Hospitality Management.

If you bring items without this written consent, you will need to remove them from the venue. This policy also applies to promotional items such as bottled water, popcorn, candy, and similar products.

- Alcholic beverages may not be brought onto the premises during any event.
- We require 100% advance payment of the food & beverage/service ordered along with a signed contract
- All orders subject to a 23% catering supplement fee plus applicable NJ State Tax. If an exhibitor requires tables for food service, arrangments are made through the show's decorator.
- A final guarantee of attendance is required (7-10) business days prior to all food and beverage events.
- Cancellation policy - any cancellations made less than (72) hours in advance will be subject to a cancellation fee up to the full proce 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 4oz for non-alcoholic beverages and 2oz for food sample. Any vendor requesting to provide samples greater than 4oz; nonalcoholic beverages and 2oz; 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 BUYOUT

Exhibitors at the Atlantic City Convention Center may receive approval to offer distinctive food and beverage products that might not be readily available. This process is categorized as a food and beverage buyout. Arrangements must be coordinated ahead of time with the OVG Hospitality Department. Buyout fees apply.

HOW TO SUBMIT APPLICATION AND/OR ORDER

All information including payment information must be received two weeks prior to show start to guarantee delivery.

nancy.masino@oakviewgroup.com

609-449-2416

609-449-2058

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

SERVICES MENU

BREAKFAST ITEMS

ASSORTED BREAKFAST BAKERIES	**$42.00** PER DOZEN
BAGELS & CREAM CHEESE	**$42.00** PER DOZEN
DONUTS	**$48.00** PER DOZEN

REFRESHMENTS & BEVERAGES

FRESHLY BREWED COFFEE	**$55.00** PER GALLON
FRESHLY BREWED DECAFFINATED COFFEE	**$55.00** PER GALLON
HOT WATER, SELECTION OF TEA	**$55.00** PER GALLON
FRESLY BREWED ICED TEA	**$48.00** PER GALLON
12oz CANNED SODA Coca Cola Brand	**$4.00** EACH
DASANI BOTTLED WATER	**$5.00** EACH
BOTTLED JUICE	**$5.00** EACH

ELECTRIC WATER COOLER **$150.00** PER DAY

Initial set up includes electric cooler; five gallon water tank & cups

NOT INCLUDED: REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

WATER COOLER REFILL **$35.00** EACH

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.

16.9oz BOTTLED WATERS	**$155.00** PER CASE
12oz BOTTLED WATERS	**$115.00** 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.

OTHER OPTIONS

ICE (7lb BAG)	**$18.00** PER BAG
COLD STORAGE	**$180.00** PER DAY
MINI FREEZER OR REFRIGERATOR	**$150.00** PER DAY

NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

SNACKS

GRANOLA BAR	**$22.00** PER DOZEN
ASSORTED CANDY BAR	**$37.00** PER DOZEN
INDIVIDUAL BAGS OF CHIPS	**$32.00** PER DOZEN
FRESH BAKED BROWNIES	**$38.00** PER DOZEN
FRESH BAKED COOKIES	**$38.00** PER DOZEN

PARTY TRAYS

ALL TRAYS SERVE UP TO 50 PEOPLE

FRESH VEGETABLE TRAY	**$300.00** EACH
SEASONAL SLICED FRUIT TRAY	**$300.00** EACH
IMPORTED & DOMESTIC CHEESE	**$400.00** EACH

BOX LUNCH SELECTIONS

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

ROASTED TURKEY & CHEDDAR CHEESE **$26.95**
Lettuce, Tomato | Country Brioche Bun

TAVERN HAM & SWISS
Lettuce, Tomato | Pretzel Roll **$26.95**

HOUSEMADE JERSEY TUNA
Albacore Tuna, Onion, Celery, Mayonnaise **$26.95**
Lettuce, tomato | Onion Roll

ITALIAN: Capicola, Genoa Hard Salami, Provolone Cheese **$26.95**
Lettuce, Tomato | Classic Sub Roll

OVG VEGETARIAN
Roasted Black Bean Hummus, Roasted Zucchini, Yellow Squash, Red Pepper, Tomato, Spring Mix | Spinach Wrap **$26.95**

CONTACT OUR CATERING TEAM FOR ADDITIONAL CATERING OPTIONS

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SERVICES MENU

POPCORN MACHINE

POPCORN MACHINE RENTAL **$395.00 PER DAY**
Includes 12 Popcorn Kits & Unlimited Bags
NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

ADDITIONAL POPCORN KIT **$7.95** **EACH**
POPCORN ATTENDANT **$300.00** **PER 4 HRS**
ADDITIONAL HOURS **$40.00** **PER HR**

SOFT PRETZEL WARMER

PRETZEL WARMER MACHINE RENTAL **$200.00** **PER DAY**
SUPER PRETZELS 50/CS **$270.00** **PER CASE**
Served with Spicy & Yellow Mustard
NOT INCLUDED IS REQUIRED POWER O F100-VOLT/1000 WATTS CONNECTION

ATTENDANT FEE **$300.00** **PER4 HRS**
ADDITIONAL HOURS **$40.00** **PER HR**

KEURIG MACHINE

AQUACAFE | KEURIG MACHINE **$200.00** **PER DAY**
Includes initial 5-gallon water tank

VARIETY BOX OF 22 K-CUPS **$85.00** **EACH**
Includes PC condiments,12 oz cups, lids, stirrers, & beverage napkins
NOT INCLUDED IS REQUIRED POWER OF 110-VOLT/1000 WATTS CONNECTION

ADDITIONAL 5-GALLON WATER JUG **$35.00** **EACH**

FRESH BAKED COOKIES

FRESH BAKED COOKIES STATION **$850.00** **PER 4 HRS**
The delightful and inviting scent of freshly baked cookies is sure to draw traffic to your booth! The station offers:

- 4 hours of service. Additional Hours Fees Apply
- A tabletop Otis Spunkmeyer gourmet cookie oven
- Disposable napkins
- Approximately (160) 2oz cookies in your choice of (1) flavor: chocolate chip, oatmeal raisin, or sugar cookie

NOT INCLUDED IS REQUIRED POWER OF 2000 WATTS (20AMP) CONNECTION

ADDITIONAL COOKIE DOUGH **$200.00** **PER CASE**
ADDITIONAL HOURS **$40.00** **PER HOUR**

DIPPIN DOTS

DIPPIN DOTS STAND **$900.00** **PER 4 HRS**
The original beaded ice cream is a delightful & memorable attraction sure to catch everyone's attention!

Package Details:

- Service: 4 hours. Additional Hours Fees Apply
  - Ice cream cups, Spoons, Napkins, Approximately 125 servings
- Select (3) Flavor Options:

Chocolate, Cookies n' Cream, Cotton Candy, Birthday Cake, Cookie Dough, Rainbow, & Banana Split

NOT INCLUDED IS REQUIRED POWER OF 2000 WATTS(20AMP) CONNECTION

ADDITIONAL SERVINGS **$5.00** **PER CUP**
ADDITIONAL HOURS **$40.00** **PER HR**

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BAR SERVICES

CASH BARS

A bartender is required for all bar services. The fee for each bartender is $300 for up to four (4) hours of service, with an additional charge of $40 for each additional hour. However, this fee will be waived if sales reach $800 or more per bartender. This pricing includes disposable service items.

Recommendations

- 1 bartender for every 100 guests for a full bar
- 1 bartender for every 150 guests for beer and wine bars

Space Requirements

Adequate space must be provided for the bar setup within the booth, ensuring that it aisles are not obstructed.

CONSUMPTION BARS

Estimated consumption will be assessed in collaboration with your catering manager. The actual consumption will be calculated after your event concludes.

HOUSE COCKTAILS	**$12.00**
HOUSE WINE	**$9.00**
IMPORTED BEER	**$8.00**
DOMESTIC BEER	**$7.00**
SOFT DRINKS	**$6.00**
BOTTLED WATER	**$5.00**

THE ABOVE PRICESARE SUBJECT TO 6.625% STATE SALES TAX, 3% LUXURY TAX AND 23% MANAGEMENT FEE

CASH BARS

Beverages for guest purchase. Prices are tax inclusive.

HOUSE COCKTAILS	**$14.00**
HOUSE WINE	**$10.00**
IMPORTED BEER	**$9.00**
DOMESTIC BEER	**$8.00**
SOFT DRINKS	**$7.00**
BOTTLED WATER	**$6.00**

HOUSE BRANDS OFFERED

SPIRITS — Tito's Vodka, Bacardi Rum, Casamigos Tequila, Tanqueray Gin, Canadian Club, J&B Scotch, Jim Bean Bourbon, D'USSÉ, & Jack Daniels Tennessee Whiskey

BEER — Heineken, Yuengling, Coors Light, Miller Lite, Corona, Corona N/A, Pacifico Michelob Ultra, & Modelo

WINE — Canyon Road Cabernet Sauvignon, Chardonnay, & White Zinfandel

TOP SHELF BRANDS & CRAFT BEERS AVAILABLE ON REQUEST.

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CATERING SERVICES ORDER FORM

AUTHORIZED ON-SITE CONTACT

NAME _____

PHONE # _____

COMPANY _____ CONTACT _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____ FAX # _____

EMAIL ADDRESS _____

SHOW NAME _____ BOOTH # _____

DAY | DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QUANTITY	PRICE

ESTIMATED SUBTOTAL 23% _____

MANAGEMENT CHARGE _____

6.625% SALES TAX _____

ESTIMATED TOTAL

ATLANTIC CITY CONVENTION CENTER

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 had been received. PLEASE contact us if you do not receive confirmation of your services within 48 hours.

VISA mastercard AMERICAN EXPRESS

CREDIT CARD NUMBER _____

EXPIRATION DATE _____ SIGNATURE _____

NAME AS IT APPEARS ON CARD _____ SECURITY CODE _____

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OVG Hospitality

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 Center. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage items is 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 beverages will not be allowed if the item being dispensed is unrelated to the exhibitor's business. For example, this applies to companies or organizations that do not produce or sell these items in their regular operations.

OVG Hospitality and the Atlantic City Convention Center mandate that all food and non-alcoholic beverages must be served in sample sizes: 2oz portions for food and 4oz cups for non-alcoholic drinks. Additionally, written approval from OVG Hospitality must be secured at least 30 working days before the show opens.

If your sample requires you to cook on the show floor the following are approved cooking appratus: 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 food preparation booths must be free of any combustible materials and equipped with at least one (1) 20 BC rated fire extinguisher. If you're using open flame units, a fire permit will be necessary. For further information, please consult your Event Manager.

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 an 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 1oz of beer or wine, .5oz of spirituous liquors.

Alcoholic Samples are strictly for individuals aged 21 and older. Each booth must display a prominent sign that reads: *Guests must be 21 years of age to participate in the sampling of alcoholic beverages. A 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

Submission Guidelines for Product Sample Distribution: Kindly provide the following information for the approval to distribute product samples. When preparing your samples, ensure that you adhere to all sampling and food preparation regulations outlined in the guidelines.

- Only food and beverage manufacturers are permitted to serve sample portions that are "bite size," with a maximum of (2) oz for food products and (4) oz for non-alcoholic beverages.
- Certificate of Insurance must be submitted for approval.

SHOW NAME _____ **BOOTH #** _____

COMPANY NAME _____ **CONTACT** _____

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 apply*

RETURN TO:

NANCY MASINO | Catering Sales Manager | OVG Hospitality

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