



## EXHIBITOR CATERING MENU

# Greetings!

**Welcome to Indianapolis, a first-class convention destination. We look forward to hosting your event and can't wait to show off the "Hoosier Hospitality" that makes our city a top-pick year after year!**

We are a leading global event hospitality company and we are thrilled to be your exclusive hospitality partner at the Indiana Convention Center and Lucas Oil Stadium. Our style is collaborative and our Indianapolis team is delighted to work with you to ensure your experience here in Indiana is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

We understand that, as an exhibitor, supplying convenient meals for your booth staff or hosting attendee receptions is an important part of the event, and we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Indianapolis.

*Melissa Gunn*

Melissa Gunn, Director of Catering Sales  
Indiana Convention Center & Lucas Oil Stadium  
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Exhibitor catering orders may be placed online at [icclos.ezplanit.com](https://icclos.ezplanit.com)

### Gluten-free Selections (GF)

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. We do not operate a dedicated gluten-free preparation or service space. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing gluten.

Vegetarian Items (VT)

Vegan Items (VG)



# A la Carte

## Exhibitor Catering Menu

### NON-ALCOHOLIC BEVERAGES

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

#### Freshly Brewed Locally

**Roasted Coffee** (3 gallon units) 180

Includes sugar, sugar substitute, creamer and lemon

#### Freshly Brewed Decaffeinated

**Roasted Coffee** (3 gallon units) 180

Includes sugar, sugar substitute, creamer and lemon

**Hot Water for Herbal Tea** (3 gallon units) 165

Assortment of herbal tea bags, sugar, sugar substitute, creamer and lemon

**Morning Coffee Package** 350

Includes three gallons of regular coffee, two gallons of decaffeinated coffee, and one gallon of hot water for herbal tea

**Keurig K-Cup® Service** 70

Includes machine rental and 24 assorted K-Cups®

**Additional K-Cups®** (each) 2

Minimum order of 24 with additional order

**Perrier® Sparkling Water** (six-pack) 27

**Bottled Powerade** (six-pack) 27

**Bottled Water** (case of 24) 96

**Lemonade** (3 gallon units) 114

**Iced Tea** (3 gallon units) 114

Served with lemon wedges

**Assorted Canned Soda** (12-pack) 48

Coca-Cola® Products

**Assorted Bottled Fruit Juices** (12-pack) 51

Orange, apple, cranberry, grapefruit

**Individual Assorted Milk** (six-pack) 22.50

### WATER SERVICE

**Electric Water Dispenser** 65  
(Daily Charge)

**Five-Gallon Jug of Water** 60

**Infused Water** (3 gallon units) 150

Your choice of:

- Strawberry/Basil
- Cucumber/Lime
- Citrus/Mint
- Citrus/Rosemary

# A la Carte

## Exhibitor Catering Menu

### FROM THE BAKERY

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

**Assorted Freshly Baked Muffins (VT)** (dozen) 47

**Assorted Bagels (VT)** (dozen) 47

Includes toaster, butter and cream cheese

**Assorted Donuts (VT)** (dozen) 47

**Sliced Breakfast Breads (VT)** (12 slices per loaf) 46

**Assorted Scones (VT)** (dozen) 46

**Freshly Baked Croissants (VT)** (dozen) 45

**Assorted Dessert Squares (VT)** (dozen) 45

**Assorted Home-Style Cookies (VT)** (dozen) 40

**Lemon Bars (VT)** (dozen) 49

**Assorted Cupcakes (VT)** (dozen) 47

Chocolate, vanilla or red velvet

**Fudge Brownies (VT)** (dozen) 45

**Sea Salt Caramel Brownies (VT)** (dozen) 45

**Custom Logo Cookies\* (VT)** (dozen) 66

7-day lead time required

### SHEET CAKE\*

Chocolate or vanilla

· **Half Sheet Cake (VT)** (30 slices) 185

· **Full Sheet Cake (VT)** (60 slices) 325

· **Extra Large Sheet Cake (VT)** (96 Slices) 450

\*Custom artwork available upon request.  
Please speak to your Catering Sales Manager.



# A la Carte

## Exhibitor Catering Menu

### SNACKS FROM THE PANTRY

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

<b>Assorted Whole Fresh Fruit</b> (GF) (VG) (12 pieces)	42	<b>Pretzel Bites with Mustard</b> (12 servings)	54
<b>Assorted Yogurt</b> (GF) (VT) (6 cups)	22.50	<b>Assorted Kind® Bars</b> (12 bars)	66
<b>Assorted Bagged Chips</b> (VT) (12 individual bags)	42	<b>Full Size Assorted Candy Bars</b> (12 pieces)	51
<b>Tortilla Chips with Salsa</b> (GF) (VT) (12 servings)	54	<b>Individual Bags of Trail Mix</b> (VT) (12 pieces)	48
<b>House-Made Potato Chips with Dip</b> (VT) (12 servings)	54	<b>Pita Chips with Hummus</b> (GF) (12 servings)	54
<b>Crunchy Pretzel Twists</b> (GF) (3 pounds)	54	<b>White Cheddar Popcorn</b> (GF) (12 individual bags)	45
<b>Roasted Gourmet Cocktail Nuts</b> (VT) (3 pounds)	81	<b>Assorted Gluten-Free Snacks</b> (GF) (12 pieces)	48
<b>Traditional or Spicy Snack Mix</b> (VT) (3 pounds)	54		



# Breakfast

## Exhibitor Catering Menu

### RISE AND SHINE

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

**Lockerbie Continental Breakfast** (per guest) 18  
Freshly baked pastries, muffins butter, and preserves.  
Served with coffee, decaf, hot water, and assorted juices

**Fountain Square Continental Breakfast** (per guest) 20.50  
Seasonal fruit and berry display, freshly baked pastries,  
muffins, bagels, butter, preserves, and cream cheese.  
Includes toaster

**Individual Brioche & Smoked Bacon Strata** (each) 5.25  
Freshly baked egg soufflé with Gruyère cheese

**Individual Brioche & Spinach Strata (VT)** (each) 5.25  
Freshly baked egg soufflé with Asiago cheese

**Biscuit Breakfast Sandwich** (each) 6  
Egg, cheese, and sausage

**English Muffin Breakfast Sandwich** (each) 6  
Egg, Canadian bacon and cheese

**Breakfast Burrito** (each) 6  
Scrambled eggs, chorizo, potatoes, cheese,  
peppers, onions and a side of fresh salsa

**Fried Biscuits and Apple Butter** (per guest) 4.25  
Cinnamon fried country biscuits with Indiana  
apple butter

**Yogurt Parfait** (each) 6.50  
Granola layered with low fat vanilla yogurt and  
fresh fruit

**Breakfast Power Box** (each) 15.50  
Hard boiled egg, yogurt cup, gourmet granola  
bar, fresh fruit cup and assorted juices

*\*Upgrade your Breakfast Experience with Peach Bellinis  
Featuring Wycliff Brut Sparking Wine*



# Booth Attractions

## Exhibitor Catering Menu

### SPECIALTY SERVICES

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

#### Gourmet Espresso Barista Service

325

Exquisite coffees, Americanos, cappuccinos, lattes, mochas, flavored syrups and a barista.

Client responsible or standard 120V power source.

(Priced per hour, 4-hour minimum service)

#### Additional Barista (Priced per hour)

35

#### Gourmet Smoothie Bar

425

A fresh selection of hand blended smoothies blended by your own smoothie barista.

Client responsible for standard 120V power source.

(Priced per hour, 4-hour minimum service)

#### Freshly Popped Popcorn\*

400

Based on 4 hours of service and includes:

One case of 36 convenient packets of pre-measured popcorn, seasoning salt and coconut oil.

\*Attendant is required and included for up to 4 hours.

Additional cases of popcorn are \$100.00++ per case.

Client responsible for standard 120V power source.

#### Broadripple Popcorn Bar

495

Selection of 3 gourmet locally-made popcorns.

Service comes with banquet attendant to serve popcorn to guests, popcorn bags, and display jars.

(Break serves approximately 200, 1 oz servings)

#### Parking for Pretzels

600

Includes 75 mini salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, and home-made beer cheese sauce.

Client responsible for standard 120V power source.

#### Chill Out (100 Pieces per order and use of freezer)

525

Assortment of ice cream novelties served in a reach-in freezer.

Client responsible for standard 120V power source.





# Break Service

## Exhibitor Catering Menu

### BREAK SERVICE

Prices listed are per guest. 20 guest minimum order.

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

#### **Snack Attack Break (VT)** 11.50

Individually bagged potato chips, pretzels and Goldfish® crackers, snack mix, snack sized candy bars and assorted home-style cookies and brownies

#### **Sweet Tooth (VT)** 12

Mini cupcakes, blondies, Rice Krispies® treats, sea salt caramel brownies and assorted cookies

#### **Health Break (GF) (VT)** 9.50

Individual low-fat yogurts, fresh whole bananas and apples, gluten-free trail mix and granola bars

#### **Chocolate Lover's Break (VT)** 12.50

Chocolate covered Oreo® cookies, chocolate dipped pretzels, double fudge brownies and chocolate chip cookies

#### **Milk and Cookies Break (VT)** 9.50

Whole fresh fruit basket, assorted home-style cookies, individual half pints of white or chocolate milk



# Lunch Platters & Bowls

## Exhibitor Catering Menu

### SANDWICH PLATTERS

All Platters & Bowls serve 12 guests, unless otherwise noted, and come with assorted individually bagged chips.

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

#### Petite Sandwich Platter

375

60 Sandwiches on petite rolls, accompanied by appropriate condiments.

*Please select three from the following:*

- **Smoked Turkey & Havarti**
- **Ham & Swiss** - With honey mustard
- **Roast Beef** - With horseradish cream
- **Classic Tuna Salad**
- **Classic Egg Salad**
- **Fresh Cucumbers** - With dill cream cheese spread

#### Only Indy Lunch Platter

140

Sandwiches wrapped in deli paper and cut in half

- **Turkey & Cheddar** - With lettuce and tomato
- **Ham & Swiss** - With lettuce and tomato
- **Grilled Vegetable Focaccia (VG)** - With lettuce and red pepper hummus spread

#### Capitol Avenue Platter

165

Sandwiches/wraps in deli paper and cut in half.

- **Turkey Club Sub** - Sliced turkey, crispy bacon, lettuce, tomatoes and chive aioli
- **Chicken Salad Croissant** - Cranberry chicken salad with chopped pecans, celery and herbs
- **Tuscan Italian Wrap** - Roast marinated peppers and onions, with sliced prosciutto, salami, and ham with provolone, tomatoes and lettuce
- **Veggie Quinoa Wrap (VT)** - Baby field greens with quinoa super food salad, tomatoes, cucumbers, garbanzo beans, and fresh herbs

#### Lunch Platter Add-ons (serves 12 guests)

- **Fresh Fruit Platter (GF) (VG)** 84
- **Assorted Vegetable Crudité with Dip (GF) (VT)** 84



# Lunch Platters & Bowls

## Exhibitor Catering Menu

### GOURMET SALAD BOWLS

All Platters & Bowls serve 12 guests, unless otherwise noted, and come with assorted individually bagged chips.

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

#### **Cobb Salad Bowl** 160

Crisp romaine lettuce, chicken, applewood smoked bacon, tomatoes, scallions and hard boiled egg. Served with buttermilk ranch dressing

#### **Classic Chicken Caesar Bowl** 185

Crisp romaine lettuce, grilled chicken breast, Parmesan cheese and garlic croutons. Served with classic Caesar dressing

#### **Southwest Chicken Salad Bowl** 250

Garden greens with grilled chicken, diced fresh tomatoes, corn, black beans, cheddar cheese and tri-colored tortilla crisps. Served with chipotle ranch dressing

#### **Healthy Ancient Grains Bowl (VT)** 160

Mixed greens with multi grains, garden vegetables, fresh herbs and diced cranberries. Served with a champagne vinaigrette

#### **Superfood Salad Bowl (VT)** 125

Superfood lettuce mix, roasted chickpeas, diced apple and pecan. Served with a lemon vinaigrette

#### **Strawberry Chicken Salad Bowl** 185

Spinach leaves, red onion, strawberry, feta cheese and grilled chicken. Served with a strawberry balsamic vinaigrette

#### **Turkey Apple Brie Salad Bowl** 160

Spinach leaves with diced turkey, brie cheese, diced green apple, dried cranberry and walnut. Served with balsamic vinaigrette

#### **Additional Salad Dressing** 20

#### **Assorted Rolls & Butter** 34

#### **Booth Pizza Party** 140

Choice of two party-cut pizzas with a tossed salad, with ranch and vinaigrette dressing for 12 guests:

- **Cheese Pizza (VT)**
- **Pepperoni Pizza**
- **Sausage Pizza**
- **Supreme Pizza**
- **Roasted Veggie Pizza (VT)**

#### **Additional Pizzas (each)** 40



# Booth Receptions

## Exhibitor Catering Menu

### COLD HORS D'OEUVRES

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

**Glazed Thai Chili Shrimp** 6.25

**Pesto Chicken Salad Shooters** 4.75

**Caprese Skewers (GF) (VT)** 4

**Pepper Crusted Beef Tenderloin** 5.75  
Garlic crostini and grain mustard

**Buffalo Chicken Salad Spoon Dips** 4.75

**Lobster Salad Sliders** 6.50

**Fig and Blue Cheese Flatbreads (VT)** 4  
Shaved fennel and smooth figs

**Antipasto Skewers (GF) (VT)** 4  
Sundried tomato, artichoke, mozzarella and basil

**Local Meats and Cheeses** 4  
Arranged on a wooden skewer

**Chilled Jumbo Shrimp (GF)** 4.75  
With spicy cocktail sauce

**Crab Salad Shooters** 5  
Jumbo lump crab, fresh herbs, trio tomato salad shooter

**Root Vegetables Tartlets (GF) (VT)** 4  
Roasted rutabaga, parsnips, golden beets, tossed in feta cheese and pine nuts filled in gluten-free tartlet

**Mango Shrimp Ceviche Tarts (VT)** 5

**Bacon Wrapped Roasted Brussels Sprouts** 4.75



# Booth Receptions

## Exhibitor Catering Menu

### HOT HORS D'OEUVRES

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

<b>Chicken Quesadilla Trumpets</b> 4.50 With salsa cream	<b>Coconut Crusted Shrimp</b> 5.75 With horseradish apricot marmalade	<b>Sweet Chili Glazed Pineapple Chicken Kabobs</b> 5.25
<b>Tandoori Chicken Satay</b> 4.50 With tikka masala sauce	<b>Mango Chicken Spring Roll</b> 4.50	<b>Buffalo Chicken Bites</b> 4.75
<b>Mini Cheeseburger Bites</b> 4.75	<b>Fried Sesame Chicken Strips</b> 4.75 With hoisin BBQ sauce	<b>Korean Steak Taco Bites</b> 4.75
<b>Philly Beef Spring Rolls</b> 4.50 With Provolone cheese sauce	<b>Glazed Bacon Wrapped Shrimp</b> 5.50	<b>Bacon Mac &amp; Cheese Bites</b> 4 With rustic red sauce
<b>Teriyaki Beef &amp; Pepper Kabobs</b> 5.50	<b>Portobello Mushroom Arancini (VT)</b> 4.75	<b>Raspberry Brie Bites (VT)</b> 4.25
		<b>Mini Margherita Pizzas</b> 4.75



# Booth Receptions

## Exhibitor Catering Menu

### RECEPTION STATIONS

Prices listed are per guest. 20 guest minimum order.

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor.

**Sliced Seasonal Fruits & Berries Display** (GF) (VT) 7

**Farmer's Market Vegetable Crudités** (VT) 7

With smoked tomato ranch dip  
*Pairs well with Bonterra Sauvignon Blanc*

**Gourmet Cheese Display** (VT) 8.50

Selection of sliced domestic, imported, and local farmstead cheeses, artisan crackers and flatbreads

*Pairs well with Chateau Ste Michelle Chardonnay*

**Nacho Bar** 16

Tortilla chips, green chili queso blanco, Pepper Jack cheddar queso, carnita-style shredded chicken, cumin beef chili, sliced jalapeños, black olives, sour cream, guacamole, pico de gallo and house-made habanero pepper sauce

**Chili Bar** 16

Midwestern ribeye beef and bean chili, pork belly and chipotle corn chili, white vegetarian chili, sour cream, diced onions, Pepper Jack and cheddar cheeses

*Pairs well with Los Vascos Cabernet*

**Pasta Casserole**

Our selection of robust pasta dishes

**Choose Two:** 14 | **Choose Three:** 15

- Mushroom Ravioli (VT)
- Traditional Home-Style Lasagna
- Pesto Cream Cheese Tortellini (VT)
- Eggplant Parmesan (VT)
- Baked Ziti with Italian Sausage
- Truffled Macaroni and Local Cheeses (VT)
- Spinach and Cheese Manicotti (VT)

**Charcuterie Platter** 26

Seven assorted locally produced meats, charred baby carrots, roasted artichokes, locally produced cheeses, with dried fruit and assorted condiments. Served with Chef's crackers and signature bread basket

*Pairs well with Apothic Red Blend*

**Happy Hour Station** 25

- Mixed Nuts (GF) (VT)
- Tortilla Chips with Salsa Fresca (VT)
- Hot & Spicy Chicken Wings – With ranch and blue cheese
- Jalapeño Poppers
- Soft Pretzel Bites (VT) – With yellow mustard and Indiana beer cheese
- Fried Cheese Curds (VT) – With pimento ranch
- Buffalo Chicken Spring Rolls



# Beverages

## Exhibitor Catering Menu

### HOSTED BAR SERVICE

All beverages are paid by the host and charges are based on consumption.  
One bartender per 100 guests is recommended.

<b>Premium Spirits</b>	9
By the cocktail	
Tito's Vodka	
Tanqueray Gin	
Bacardi 8 Rum	
Herradura Silver Tequila	
Johnnie Walker Black	
Bulleit Bourbon	
Seagram's VO Whiskey	
Proper No. Twelve Irish Whiskey	
Hennessy VSOP	
Baileys Irish Cream	
Martini & Rossi Vermouth	

<b>Deluxe Spirits</b>	8.75
By the cocktail	
New Amsterdam Vodka	
New Amsterdam Gin	
Bacardi Silver Rum	
Jose Cuervo Silver Tequila	
Dewar's White Label Scotch	
Jack Daniel's Whiskey	
Seagram's 7 Whiskey	
Bushmills Irish Whiskey	
DeKuyper Triple Sec	
DeKuyper Peach Schnapps	
DeKuyper Blue Curacao	

<b>Premium Wine</b>	8
By the glass	
Chateau Ste. Michelle Chardonnay	
Bonterra Sauvignon Blanc	
Los Vascos Cabernet Sauvignon	
Apothic Red Blend	

<b>Deluxe Wine</b>	7.50
By the glass	
Canyon Road Chardonnay	
Cavit Pinot Grigio	
Frontera Cabernet Sauvignon	
Two Vines Merlot	

<b>Imported Beer / Other</b>	7
By the bottle/can	
Stella Artois	
White Claw Hard Seltzer	
Angry Orchard Hard Cider	

<b>Premium Craft Beer</b>	7.50
By the can	
A selection of craft brews from local Indiana breweries	

<b>American Premium Beer</b>	6.75
By the bottle	
Bud Light	
Coors Light	
Michelob Ultra	

<b>Draft Beer</b>	
By the keg	
American Premium	475
Imported	600
Premium Craft	725

\*Professional licensed bartenders are required.

A bartender fee of \$160+ per bartender will applied.  
Bartender fees are waived if bar sales exceed \$375.

# Beverages

## Exhibitor Catering Menu

### CASH BAR SERVICE

All beverages are paid for by the individual guests.  
One bartender per 150 guests is recommended.

<b>Premium Spirits</b>	10	<b>Deluxe Spirits</b>	9.75	<b>Premium Wine</b>	8.50	<b>Imported Beer / Other</b>	8
By the cocktail		By the cocktail		By the glass		By the bottle/can	
Tito's Vodka		New Amsterdam Vodka		Chateau Ste. Michelle Chardonnay		Stella Artois	
Tanqueray Gin		New Amsterdam Gin		Bonterra Sauvignon Blanc		White Claw Hard Seltzer	
Bacardi 8 Rum		Bacardi Silver Rum		Los Vascos Cabernet Sauvignon		Angry Orchard Hard Cider	
Herradura Silver Tequila		Jose Cuervo Silver Tequila		Apothic Red Blend			
Johnnie Walker Black		Dewar's White Label Scotch				<b>Premium Craft Beer</b>	9
Bulleit Bourbon		Jack Daniel's Whiskey		<b>Deluxe Wine</b>	8	By the can	
Seagram's VO Whiskey		Seagram's 7 Whiskey		By the glass		A selection of craft brews from local Indiana breweries	
Proper No. Twelve Irish Whiskey		Bushmills Irish Whiskey		Canyon Road Chardonnay			
Hennessy VSOP		DeKuyper Triple Sec		Cavit Pinot Grigio		<b>American Premium Beer</b>	8
Baileys Irish Cream		DeKuyper Peach Schnapps		Frontera Cabernet Sauvignon		By the bottle	
Martini & Rossi Vermouth		DeKuyper Blue Curacao		Two Vines Merlot		Bud Light	
						Coors Light	
						Michelob Ultra	

\*Professional licensed bartenders are required.

A bartender fee of \$160+ per bartender will applied.

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# Ordering

## Exhibitor Catering Menu

### EZPLANIT ONLINE ORDERING

Website: [icclos.ezplanit.com](http://icclos.ezplanit.com)

#### First Time Placing an Order?

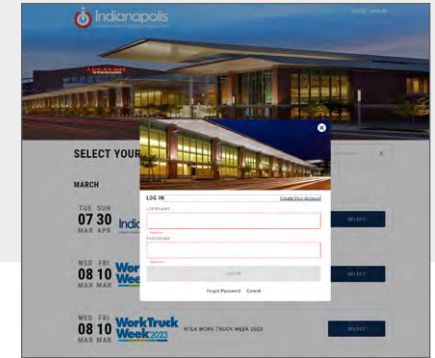
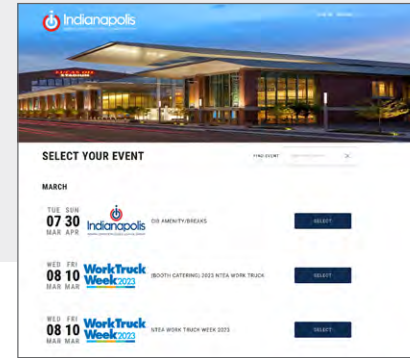
Click on **SIGN UP** located at the top right corner of webpage to create and register your account. You will be prompted to fill out required fields. This is done one time only. Please retain your Username & Password for future use.

#### Returning User at ICCLOS?

Click on **Log In** if you have a username & password for ICCLOS. If you have an Ezplanit login for another venue, that login will not work here. Please create new account (see above). If you need assistance, please contact **Melissa Gunn**, [melissa.gunn@sodexo.com](mailto:melissa.gunn@sodexo.com) or **(317) 262-2164**.

#### Placing an Advanced Order:

1. Select your Event on the list or you can search by event name. Click on **SELECT**.
2. Please select the **Event Day** on the dropdown list, and your **Location**, and click on **Continue**.
3. Select Menu items of choice. You can search for items by name or search by menu categories.
4. Click on a menu item to expand and select **QTYs** and add to cart. You can review your order at anytime by clicking on **YOUR ORDER** at the top of the page.



5. Once you have completed adding items to your cart, click on **Your Order** at the top of the page and click on **CHECK OUT**.
6. You will be able to review the order, give delivery instructions, select delivery time, select payment method and list the names of persons that can make purchases on event day.

If this is your first time ordering you will have to add payment information by clicking on **CHANGE PAYMENT METHOD**. If you have previously placed an order, the last card provided will be used for the order.

7. Click on **PLACE YOUR ORDER** to submit the order.
8. You will receive an order number (located at the top of page) when your order is successfully submitted. If order number is not provided, your order was not placed.
9. You will also receive an itemized copy of your order for your approval.
10. For changes or questions about your order please contact **Melissa Gunn**, [melissa.gunn@sodexo.com](mailto:melissa.gunn@sodexo.com) or **(317) 262-2164**.

**Orders are due by 5 pm (7) business days prior to event.**

# General Info

## Exhibitor Catering Policies & Services

**Please read carefully to ensure your success while hosting attendees in your booth.**

Sodexo Live! is pleased to be the exclusive caterer for the Indiana Convention Center and Lucas Oil Stadium to provide all of your food, beverage, and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER OR LUCAS OIL STADIUM, INCLUDING BOTTLED WATER.**

If your company manufactures, produces, or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guests' enjoyment in your booth on the trade show floor upon Sodexo Live's! approval. Please request a sampling packet for guidelines and required forms for approval.

**COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**

To ensure the availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received within 7 business days out from your event, may incur a 20% late fee for expedited services or charges that may arise to ensure availability for your event.

Cancellations made prior to five business days in advance of the scheduled event date will receive a full refund. Cancellation of services within three business days of your event will be subject to payment in full.

A 23% "house" charge or "administrative" charge will apply to all food and beverage charges. This charge of 23% is used to defray the cost of set up, break down, service, and other house expenses. No portion of this charge is distributed to the employee providing the services. You are free, but not obligated to add, or give a gratuity directly to your servers. Current state and local sales taxes apply to all food and beverage charges and orders are subject to applicable tax laws and regulations.

Our catering services are provided on high quality compostable ware and are drop-off services (unless otherwise noted). We will be glad to coordinate specialty equipment\*, linens\*, flowers,\* and amenities to optimize services in your booth (\*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).

Client is responsible for providing their own catering tables. Please contact the show decorator to arrange tables. Sodexo Live! may provide catering tables for \$30 per table. Please contact your catering sales manager to make arrangements. Client is responsible for supplying adequate space within their exhibition space, including bar and work/counter space needed to provide contracted services.

All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, Mastercard, Discover, and American Express for pre-payment of your services. We will require a credit card on file for any additional services ordered during the show or incidentals.

It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.

**Exhibitor catering orders may be placed online at [icclos.ezplanit.com](http://icclos.ezplanit.com). Please contact us at (317) 262-3500 with questions.**

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**Indianapolis**

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