



EXHIBITOR CATERING MENU

WELCOME

Chef Spotlight



CHEF EDWARD YOWS

EXECUTIVE CHEF

Chef Edward Yows is an accomplished chef with over 21 years of experience and currently serves as the Executive Chef for Sodexo Live! at the Indiana Convention Center.

He oversees all aspects of food and beverage operations, including menu creation, procurement, labor controls, inventory management, compliance with HACCP, and USDA guidelines, while managing million-dollar events.

Most recently, Chef Edward was the Executive Chef at the Indianapolis Zoo. His past roles also include Executive Sous Chef at Market District in Carmel, IN, and Director of Culinary Operations at Naked Coconut Eats LLC in San Antonio, TX.

Edward holds an Associate's degree from the Culinary Institute of America, advanced hospitality management training from Colorado State University, and certifications as a HACCP Manager and ServSafe Food Service Manager.

An avid cyclist, hiker, gardener, and cookbook enthusiast, he remains passionate about culinary innovation and community involvement.

INDEX

BREAKFAST 4

LIGHTER FARE 8

RECEPTION 11

BREAK 19

**BOOTH
ATTRACTIONS 21**

DESSERT 23

BEVERAGES 25

THE FINE PRINT 29

Service Department

The Catering Department is available from 9:00 am to 5:00 pm, Monday through Friday to assist with your food and beverage needs.

Exhibitor catering orders may be placed online at **icclos.ezplanit.com**. All orders should be placed no less than 10 business days in advance of the first show date.

Exhibitor Catering Coordinator
Anna Wieseman

(317) 262-3509
anna.wieseman@sodexo.com

Dietary Identifications

Use these icons to discern what recipes have dietary restrictions. We do not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, may come into contact with products containing gluten and common allergens such as nuts.

 **DAIRY FREE**

 **MADE WITHOUT GLUTEN**

 **VEGETARIAN**

 **VEGAN**



BREAKFAST

BREAKFAST

Continental

Prices listed are per guest. Minimum of 30 guests.

All continental breakfasts are served with assorted bottled fruit juices, freshly brewed coffee, decaffeinated coffee, and herbal teas.

Lockerbie Continental Breakfast | 22

Assorted Breadworks® Breakfast Pastries, Muffins

Fountain Square Continental Breakfast | 24

Seasonal Fruit, Breadworks® Breakfast Pastries, Muffins, Bagels, Butter, Assorted Preserves, Cream Cheese

Custom Continental Breakfast | 26

- Includes Seasonal Fresh Fruit   
- **Choice of:** Breadworks® Muffins, Danishes, Scones, or Donuts 
- **Choice of:** House Made Granola Bars, Peanut Butter-Agave Protein Bites, or Cake Donut Holes 



BREAKFAST

À La Carte

Prices listed are per 30 guests unless otherwise noted.

Breakfast Sandwich | 85

Per Dozen

- Egg, Cheese
- Choice Of: English Muffin, Biscuit, or Bagel
- Choice Of Canadian Bacon, Applewood Smoked Bacon, Pork Sausage, Turkey Sausage Patty or Beyond® Breakfast Patties

Individual Frittata | 70

Per Dozen

Choice Of:

- Vegetable – Mushrooms, Spinach, Sweet Potato, Parmesan Cheese  
- Sausage – Breakfast Sausage, Peppers, Onions, Garlic, Cheddar Cheese 

Omelette Station | 300

Culinary attendant required at \$200 per attendant.

Prepared to Order Eggs, Mushrooms, Onions, Bacon, Pork Sausage, Tomatoes, Grated Cheeses, Baby Spinach, Diced Ham.

Yogurt Parfait Bar | 350

Includes: Vanilla and Strawberry Yogurt, Fresh Berries, Scholar's Inn® Granola, Chia Seeds, Chocolate Chips, Toasted Coconut

Oatmeal or Overnight Oat Bar | 350

Includes: Fresh Berries, Chia Seeds, Chocolate Chips, Toasted Coconut, Brown Sugar, Dried Blueberries, Cinnamon-Sugar

Add: Chia Pudding | 125



BREAKFAST

À La Carte

Prices listed are per 30 guests unless otherwise noted.

Hoosier Biscuits & Gravy | 75

Fresh House Baked Biscuits and Sausage Gravy

Breadworks® French Toast Casserole | 78

Vanilla Bean Custard, Local Maple Syrup

Sugar Cream Pie “Biscuit” | 58

Per Dozen

House-made Apple Biscuit Fritter* | 48

Per Dozen

Served with Miller Orchard® Apple Butter

Assorted Breadworks® Mini-Muffins | 40

Per Dozen

Assorted Breadworks® Bagels* | 52

Per Dozen

English Muffins* | 52

Per Dozen

Assorted Breadworks® Donuts | 54

Per Dozen

Assorted Breadworks® Breakfast Pastries | 56

Per Dozen

Fruit Display | 230

Assorted Simplicity® Fresh-Pressed Juices | 160

Per Dozen



LIGHTER FARE



LIGHTER FARE

Sandwich Platters

Minimum of 30 guests. Platters include family-style house-made kettle chips and an assortment of house-made cookies, lemonade, iced tea, and ice water with lemon.

Any combination of 3 sandwich/wrap and salad options | 450

Sandwich/Wraps:

Green Goddess Chicken Baguette

Grilled Chicken, Fresh Mozzarella, Arugula, Peppadew Peppers, Roasted Garlic Aioli, House Made Green Goddess Dressing, Toasted Baguette

Grilled Turkey and Cheddar

White Cheddar, Spinach, Grilled Onions, Apricot Jam, Chili Garlic Aioli, Breadworks® Sourdough

Charred Flank Steak Wrap

Havarti, Jalapenos, Pickled Onions, Chimichurri, Spring Mix, Flour Tortilla

Caprese

Fresh Mozzarella Ovolini, Sliced Tomato, Basil Pesto, Balsamic Glaze, Fresh Torn Basil, Breadworks® Sub Bun

Grilled Vegetable Wrap

Tahini Hummus, Seasonal Grilled Vegetables, Tomato, Spinach, Pepperoncini, Lemon Vinaigrette

Buffalo Ranch Chicken Wrap

Crispy Chicken, Lettuce, Diced Tomato, Ranch Dressing, Cheddar and Jack Cheeses, Flour Tortilla Wrap

Ham and Swiss

Lettuce, Tomato, Breadworks® Sub Bun

Turkey and Cheddar

Lettuce, Tomato, Breadworks® Sub Bun

Roast Beef and Provolone

Lettuce, Tomato, Breadworks® Sub Bun



LIGHTER FARE

Sandwich Platters

Minimum of 30 guests. Platters include family-style house-made kettle chips and an assortment of house-made cookies, lemonade, iced tea, and ice water with lemon.

Any combination of 3 sandwich/wrap and salad options | 450

Salads:

Mediterranean Power Bowl

Quinoa, Spinach, Crispy Chickpeas, Cherry Tomatoes, Cucumber, Feta, Tzatziki

Grilled Panzanella

Heirloom Tomatoes, Cucumber, Red Onion, Basil, Parmesan, Red Wine Vinaigrette

Vermicelli Salad

Red Cabbage, Carrots, Cucumber, Peanuts, Edamame, Cilantro, Sweet Chili Vinaigrette

Caesar

Focaccia Croutons, Shaved Parmesan, Red Pepper, Caesar Dressing

Cobb Salad

Romaine, Tomato, Hard Boiled Eggs, Chicken, Bacon, Blue Cheese, Red Onion, Avocado Ranch

Roasted Vegetable Quinoa

Peppers, Onions, Squash, Spinach, Carrots, Charred Tomato Vinaigrette

Roasted Corn Salad

Cherry Tomatoes, Red Onion, Poblano, Cilantro Lime Vinaigrette, Queso Fresco



RECEPTION



RECEPTION

Cold Hors D'oeuvres

Prices listed are per dozen. Minimum of 2 dozen per selection.

Deviled Egg | 53

Choice Of One: Applewood Bacon,
Classic or Smoked Trout

Caprese Skewers | 52

Cherry Tomatoes, Fresh Mozzarella
Cilantro, Basil, Balsamic Glaze

Tuna Poke | 66

Sushi Rice, AA Tuna, Yuzu, Scallion,
Tamari Sauce, Sesame Seeds

Antipasto Skewers | 53

Provolone, Kalamata, Sun Dried
Tomato, Artichoke

Sweet Potato Avocado Crostini | 50

Citrus Avocado Mousse, Yuzu Pickled
Radish, Smoked Chili Oil, Micro Greens

Smoked Salmon Canapes | 54

Whipped Chive Cream Cheese,
Cucumber, Dill

Melon Prosciutto Skewer | 62

Pesto Marinated Mozzarella, Peppadew
Peppers, Honey Lemon Vinaigrette



RECEPTION

Cold Hors D'oeuvres

Prices listed are per dozen. Minimum of 2 dozen per selection.

Beef Tenderloin Crostini | 56

Garlic-Horseradish Mousse,
Caramelized Onions, Rosemary

Shrimp Cocktail | 78

Jumbo Shrimp, House-Made Spicy
Cocktail Sauce, Lemon

Seafood Cocktail | 120

Snow Crab Claw, Colossal Shrimp, House-Made
Spicy Cocktail Sauce, Lemon

Fig & Caramelized Onion Puff | 65

Sherry Wine, Goat Cheese, Balsamic Glaze

Pineapple Margarita Bites | 50

Tequila Glazed Pineapple, Cotija Cheese, Lime
Salt, Candied Jalapenos

Turkey Pinwheels | 53

Herb Cream Cheese, Roasted Red Pepper,
Pickled Onions, Spinach

Roasted Vegetable Pinwheels | 50

Sundried Tomato Spread, Seasonal Roasted
Vegetables, Spinach, Peppadew Peppers



RECEPTION

Cold Hors D'oeuvres

Prices listed are per dozen. Minimum of 2 dozen per selection.

Spinach Artichoke Tartlets | 56

Phyllo Crust, Parmesan Tomato, Basil

Whipped Feta Crostini | 50

Raspberry Jam, Whipped Feta, Honey, Smoked Salt

Strawberry Bruschetta | 50

Toasted Baguette, Fresh Basil, White Balsamic Glaze

Grilled Fruit Skewers | 53

Orange Glaze

Pan Con Tomate | 55

Focaccia Crouton, Smoked Tomato Sauce, Basil Micro Greens, EVOO



RECEPTION

Hot Hors D'oeuvres

Prices listed are per dozen. Minimum of 2 dozen per selection.

Roasted Tomato, Basil & Mascarpone Arancini | 52

Rustic Red Sauce

Chipotle Mac & Cheese Bites | 54

Creamy Cheese Sauce

Jackfruit Cakes | 56

Dill Remoulade, Fried Chives, Lemon

Herb Polenta Cakes | 54

Grilled Wild Mushrooms, Herb Butter, House-Made Crème Fraîche, Chive

Honey Buffalo Chicken Bites | 62

Ranch Dip

Mini Pretzel Bites | 52

Choice Of Beer Cheese or Yellow Mustard

3 Cheese Stuffed Mushrooms | 54

Provolone, Mozzarella, Parmesan, Spinach, Garlic

Mini Pork Biscuit | 63

Smoked Barbeque Pork, Cheddar Buttermilk Biscuit, Honey Barbeque Sauce

Potato Latkes | 52

Caramelized Apple Sauce, Sour Cream



RECEPTION

Hot Hors D'oeuvres

Prices listed are per dozen. Minimum of 2 dozen per selection.

Beef Meatballs | 60

Choice of One: Barbeque, Sweet and Sour, Teriyaki, **or** Hot Honey

Petite Beef Wellington | 73

Mushroom Duxelle, Puff Pastry

Pork Belly Crostini | 54

Braised Pork Belly, Cherry Preserves, Goat Cheese, Chervil

Mini Crab Cakes | 76

Caper Remoulade

Crispy Chicken Blini | 62

Yukon Gold Potato, House Smoked Maple Syrup, Sweet Chili Butter

Nashville Hot Chicken & Waffle Skewer | 73

Local Honey Glaze

Coconut Crusted Shrimp | 75

House Made Mango Chutney

Sweet Chili Glazed Pineapple Chicken Kabobs | 60

Mini Margharita Pizzas | 62

Tempura Shrimp | 70

Pickled Red Onion, Sweet Thai Chili

Crispy Chicken & Lemon Grass Pot Sticker | 60

Yuzu Dipping Sauce



RECEPTION

Sliders

Prices listed are per dozen. Minimum of 2 dozen per selection.

Pulled Barbeque Pork | 72

Substitute Pulled Jack Fruit for a Vegetarian Option
House-Made Sweet Coleslaw

Hawaiian Sweet & Spicy Chicken | 75

Crispy Chicken, Sweet Thai Chili Sauce, Cabbage
and Pineapple Slaw, Sweet Hawaiian Roll

Beef Slider | 73

Beef Patty, American Cheese, Ketchup,
Garlic Aioli, Crispy Onions

Lobster "Roll" | 100

Claw Meat, Mayonnaise Dressing, Old Bay

Grilled Chicken Parmesan | 72

Mozzarella, Red Sauce, Basil, Garlic Butter Bun

"Bahn Mi" | 80

Substitute Pulled Tofu for a Vegetarian Option
Roasted Pork, Pickled Carrots, Daikon Radish,
Cucumber, Cilantro, Thai Aioli



RECEPTION

Stations

Prices listed are per 30 guests.

Fruit Display | 225

Cinnamon Maple Yogurt Dip, Hazelnut Spread

Crudité | 225

Ranch and Hummus

Charcuterie | 750

Assorted Local, Domestic, and Imported Meats, Olives, Crostini, Mustard, Preserves, Local Honey

Creamery | 700

Assorted Local, Domestic, and Imported Cheeses, Crostini, Dried Fruit, Local Honey

Hummus Display | 250

Grilled Naan Bread, Pretzels, Fresh and Roasted Seasonal Vegetables, Roasted Garlic Hummus, Spicy Red Pepper Hummus

Nacho Bar | 750

Tortilla Chips, Queso, Carnita Style Shredded Chicken, Beef Chili, Sliced Jalapeños, Sour Cream, Guacamole, Pico de Gallo, House Made Tomato Salsa

Wing Bar | 900

Smoked Bone-In Traditional Wings and Crispy Boneless Wings, Ranch and Blue Cheese Dressings, Carrot and Celery Sticks.

Choice Of 3 Sauces: Buffalo, Sweet Gochujang Pepper, Parmesan Garlic, Honey Barbeque, Sweet Teriyaki, Mango Habanero, **or** Honey Sriracha



BREAK



BREAK

Break Service

Prices listed are per 30 guests unless otherwise noted.

House-Made Trail Mix | 20

Per Pound

Chex, Nuts, Dried Fruit, Pretzels, Chocolate

Cantina Chips & Dip | 175

Tortilla Chips, House Made Salsa, House-Made Guacamole, Green Chili Queso

Al's® Flavored Popcorn | 140

Per Dozen

Vanilla Butternut, Cheddar, Salt & Pepper

House-Made Kettle Chips and Pretzels | 175

Caramelized Onion Dip, Spinach Artichoke Dip

Sweet & Salty | 400

Pretzels, Kettle Chips, House-Made Cookies, Brownies, Trail Mix

Sweet & Healthy Mix | 160

House-Made Granola Bars, Chocolate Peanut Butter Bites, Assorted Hand Fruit

House-Made Kettle Chips | 125

Per Pound

Assorted Hand Fruit | 115



BOOTH ATTRACTIONS



BOOTH ATTRACTIONS

Guests are responsible for their own 120V power source.

Gourmet Espresso Barista Service | 475

Priced per hour, 4-hour minimum service

Exquisite coffees, Americanos, cappuccinos, lattes, mochas, assorted flavor options and a barista

Freshly Popped Popcorn | 700

Additional Cases | 100 per case

Attendant is required and included for up to 4 hours

One case of 36 Packets of Premeasured Popcorn, Seasoning Salt, and Coconut Oil

Al's® Popcorn Bar | 750

Service Includes Banquet Attendant to Serve Popcorn to Guests, Popcorn Bags, and Display Jars.

Selection of 3 Gourmet Locally Made Popcorn Flavors. 40 cups per flavor.

Pretzel Feast | 550

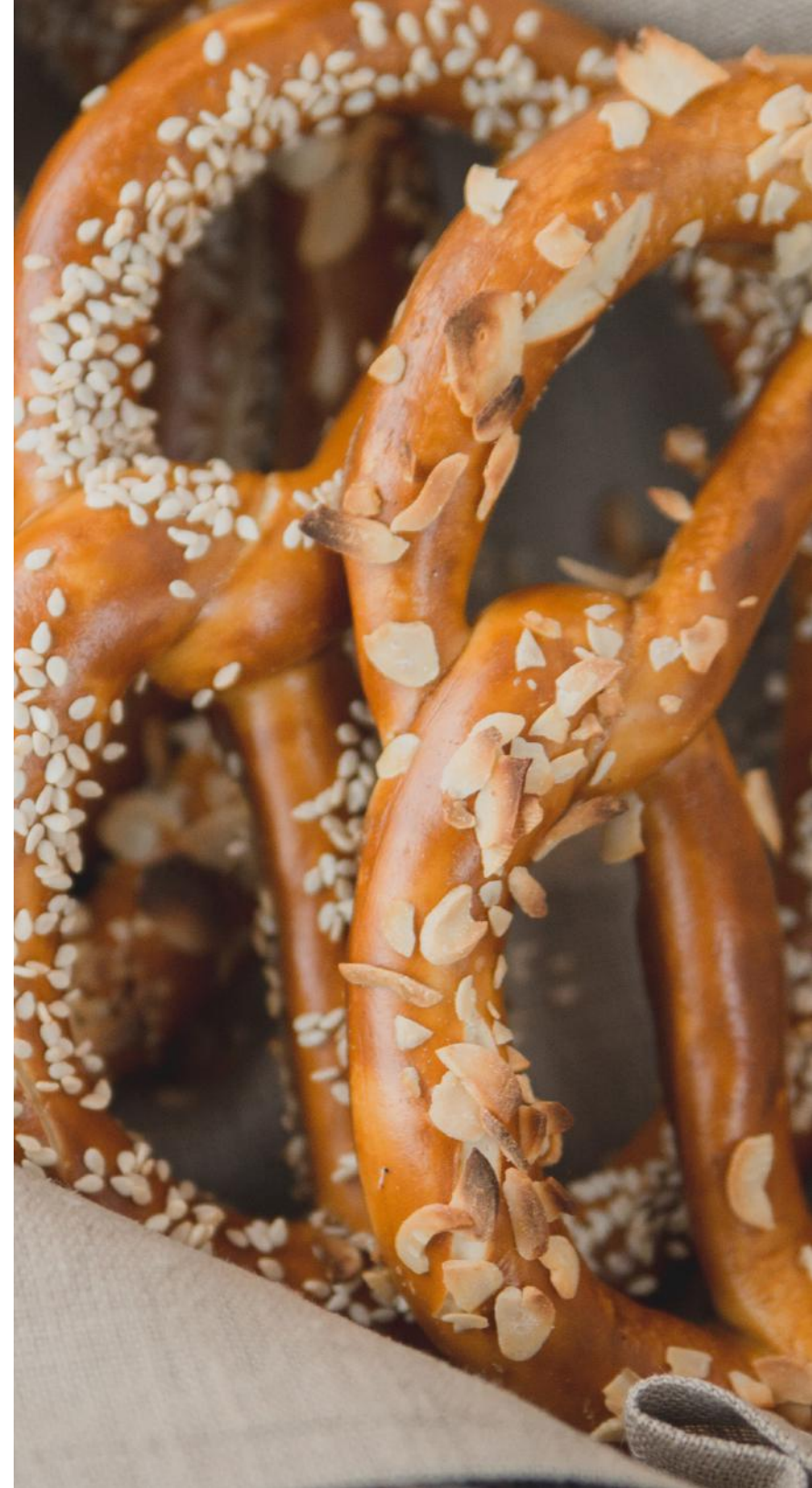
75 Mini Bavarian Pretzels, Pretzel Machine Rental, Yellow Mustard, Beer Cheese

Chill Out | 575

Assortment of Ice Cream Novelties Served in a Reach-In Freezer

Donuts Make You Go Nuts | 675

Assortment of 150 Donuts with Display Wall





DESSERT

DESSERT

À La Carte

Prices listed are per dozen. Minimum of 2 dozen per selection.

House-Made Brownies & Dessert Bars | 48

House-Made Cookies | 48

Sugar, Chocolate Chip, Double Chocolate
M&M®, Oatmeal Raisin

Chocolate Mint Tartlets | 55

Chocolate Ganache, Mint Chantilly,
Dark Chocolate Straw

Vanilla Mixed Berry Tartlets | 55

Chantilly, Fresh Berries

Chocolate Avocado Mousse | 60

Macerated Berries

Mini Sugar Cream Pie | 58

House-Made Macarons | 60

House-Made Cupcakes | 52

Chocolate, Vanilla, Red Velvet

Miniature Cannoli's | 50

Chocolate, Pistachios

Breadworks® Mini Cake Cups | 80

Cheesecake Bites | 60

Sheet Cake | 350

60 Slices

Chocolate, Vanilla, Red Velvet

Half-Sheet Cake | 200

30 Slices

Chocolate, Vanilla, Red Velvet

Fresh Fruit Skewers | 48





BEVERAGES

BEVERAGES

Hosted Bar Service

All beverages are purchased by the host. Charges are based on consumption. One bartender per 100 guests is recommended.

Ready-To-Drink Cocktail | 10

Crown Royal - Whiskey & Cola
Cutwater – Assorted Flavors
High Noon – Assorted Flavors

Premium Wine | 11

By the Glass

Kim Crawford Sauvignon Blanc
Kendall Jackson Chardonnay
Franciscan Cabernet Sauvignon

Deluxe Wine | 9

By the Glass

Dark Harvest Chardonnay
Proverb Pinot Noir
Sycamore Lane Cabernet Sauvignon

Imported Beer | 9

By the Can

Stella Artois
Modelo Especial
Voodoo Ranger Juice Force IPA

Domestic Beer | 8

By the Can

Bud Light
Coors Light
Michelob Ultra

Local Craft Beer | 10

By the Can

A selection of craft brews
from local Indiana breweries

**Professionally licensed bartenders are required. A fee of \$200 per bartender will apply.
Specialty Beverages can be purchased by the case. Please ask your catering sales manager for more detail.*



BEVERAGES

Retail Bar Service

All beverages are purchased using credit card by each guest. One bartender per 150 guests is recommended.

Ready-To-Drink Cocktail | 11

Crown Royal - Whiskey & Cola
Cutwater – Assorted Flavors
High Noon – Assorted Flavors

Premium Wine | 12

By the Glass

Kim Crawford Sauvignon Blanc
Kendall Jackson Chardonnay
Franciscan Cabernet Sauvignon

Deluxe Wine | 10

By the Glass

Dark Harvest Chardonnay
Proverb Pinot Noir
Sycamore Lane Cabernet Sauvignon

Imported Beer | 10

By the Can

Stella Artois
Modelo Especial
Voodoo Ranger Juice Force IPA

Domestic Beer | 9

By the Can

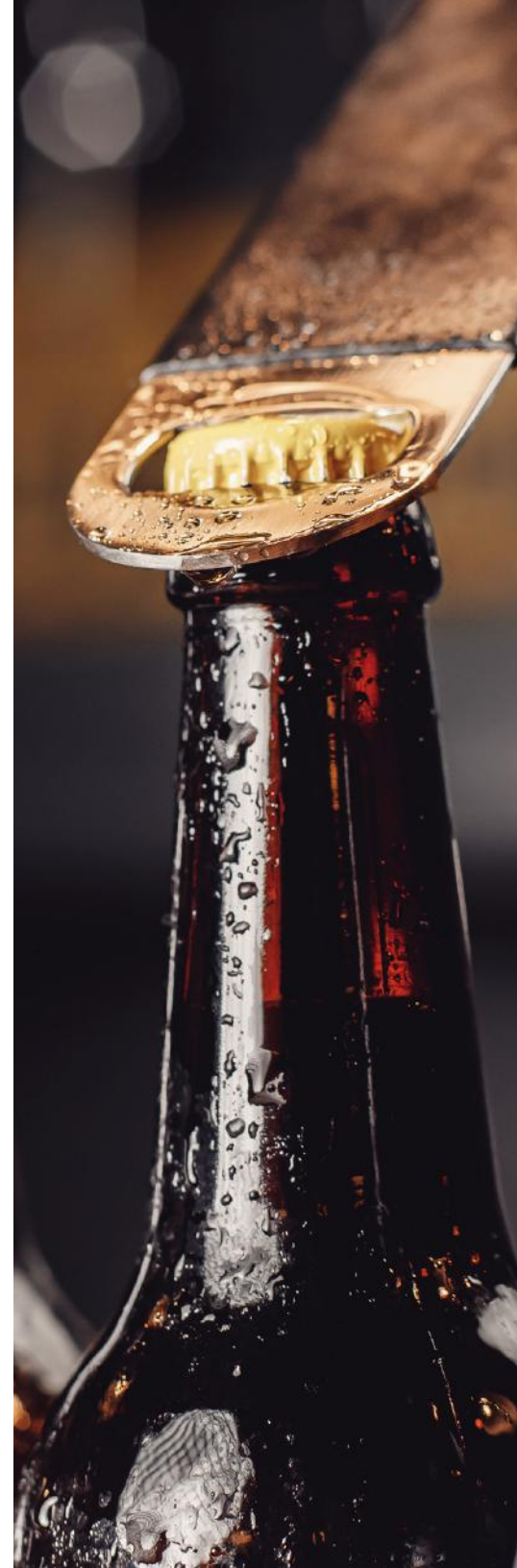
Bud Light
Coors Light
Michelob Ultra

Local Craft Beer | 11

By the Can

A selection of craft brews
from local Indiana breweries

**Professionally licensed bartenders are required. A fee of \$200 per bartender will apply.
Specialty Beverages can be purchased by the case. Please ask your catering sales manager for more detail.*



BEVERAGES

À La Carte

Freshly Brewed Coffee | 70

By the Gallon

Regular, & Decaf
Sweetener & Creamer

Hot Tea | 70

By the Gallon

Assorted Tazo® Tea Bags
Sweetener, Creamer, & Lemon

Keurig® K-Cup® Service | 100

Keurig Machine®
24 K-Cups®
1 Gallon Spring Water
Sweetener & Creamer

Keurig® K-Cups® | 75

Box of 24 K-Cups®

Simply® Lemonade | 100

12 - 11.5 oz. Bottles

Gold Peak® Real Brewed Tea | 105

12 - 16.9 oz. Bottles
Sweet or Unsweetened

Topo Chico® Mineral Water | 86

12 - 12 oz. Bottles
Mineral Water or Twist of Lime

Coca-Cola® Soda | 55

12 Pack Cans
Coca-Cola, Coke Zero, Diet Coke, or Sprite

Saratoga Sparkling Water | 60

12 - 12 oz. Bottles

Glace'au® Smartwater | 155

24 - 20 oz. Vapor Distilled Premium Water

Dasani® Purified Water | 102

24 - 20 oz. Bottles

Logo Bottled Water | 105

Custom-labeled with venue branding
24 - 16.9 oz. Aluminium Bottles

Custom Logo Bottled Water* | 150

24 case minimum
24 - 16.9 oz. Bottles

Assorted Fruit Juice | 55

12 - 10 oz Bottles
Orange, Apple, & Cranberry Cocktail

Electric Water Dispenser | 65

Daily Charge

Five Gallon Jug of Water | 60

Spa Water | 180

3 Gallons
Chef's Choice

Bag of Ice | 15

Cooler Rental for Bagged Ice, Per Day | 100



THE FINE PRINT



THE FINE PRINT

Exclusivity

The caterer maintains the exclusive rights to provide all food and beverage in or at the Indiana Convention Center.

Food and Beverage Pricing

A good faith estimate of food and beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the Agreement. However, certain environmental factors may affect pricing. Prices are based on current market availability and cost, which fluctuate and are subject to change. Your catering manager will work with you to make product substitutions due to any of the above listed scenarios, or any other scenario which dramatically affects the price of the food and beverage for the event.

Menu Selection

Our knowledgeable Catering Sales Team is eager to assist you with your event planning, menu selection and to answer any questions or concerns. Even though our menus offer a wide variety from which to choose, your Catering Sales Manager – together with our Executive Chef – will be happy to design menus to suit your special occasion.

Contracts

In order to execute your event, a signed copy of the Banquet Contract and Banquet Event Orders (BEOs) must be returned to catering prior to any services being provided. The signed contract, with its stated terms, constitutes the entire agreement between the client and us. In addition, full payment for all services must be received in advance of your first event.

Buffet Guest Count Minimum

A minimum number of 30 guests is required for buffet style service. A \$200 fee will be assessed on buffets for less than 30 guests.

Service Charge and Tax

A 23% "House" charge or "Administrative" charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food and beverage charges and are subject to applicable tax laws and regulations. The "house" or "administrative" charge of 23% is added to your bill for the catered event/function which 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. If the customer is an entity claiming exemption from taxation in the state of

Indiana, the customer must deliver to the caterer satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales tax.

Payment Policy

A signed food and beverage contract are due 30 business days prior to your event. A 100% deposit is due 14 business days before your event or upon receipt of the preliminary invoice. Any additional charges incurred during the event will require payment within 10 business days following the receipt of the final invoice. The caterer will begin to accrue 1.5% interest from the date of the invoice if not paid within 10 days. Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the customer.

China Service

All food and beverage located in the exhibit halls and non-carpeted areas are accompanied by high-grade compostable ware. If china is preferred, the following fees will apply.

Breakfast, Lunch, Reception and Dinners: \$2++ per person, per meal period.

Refreshment or Coffee Breaks: \$2++ per person, per break.

Linen Service

Catering provides its in house linen for all meal functions with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Your catering sales manager will be happy to offer suggestions for your consideration and will connect you with our preferred linen vendor.

Holiday Service

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Good Friday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. At the time of booking the event(s), we will notify the customer of estimated labor fees based on the information supplied by the customer.

Liability

The sampling company/organization will be fully responsible for any and all liabilities that may result from the consumption of their products and shall waive any and all liability against us and the Indiana Convention Center.

THE FINE PRINT

Delayed or Extended Service

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply. Should your event require extended pre or post service or stand by time, often necessitated by high volume functions, an additional labor charge will apply.

Delivery

Due to the magnitude of our catering events, all booth services will be delivered within a window of 30 Mins. based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated server is required, and applicable labor fees apply. A \$35 delivery charge or trip charge will apply to each food and beverage delivery for all exhibit booths inside of the convention center after the initial complimentary delivery. All booths located outside of the convention center will have a \$50 delivery charge or trip charge for each food and beverage delivery. Please allow a minimum of two hours for all on-site and unscheduled replenishment requests during the show.

Service Times

Meal Services are based on the following:

Breakfast, Lunch, Dinner and Reception Service is based on five (5) hours which includes two (2) hours for banquet set up, two hours for service and one hour for clean up.

If the service period exceeds the above time frame, an additional labor charge of \$50 per hour per server will be applied.

Should your event require extended pre or post services or stand by times or deviation from the standard set, an additional labor charge may apply.

Supplement Staffing Fees

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, provided the guaranteed minimum sales requirements are met. When additional staffing over and above what are normally provided is requested, the following hourly rates will apply. Please note that a four (4) hour minimum, per staff member, applies.

- Additional Server, Attendant, Bartender, Coat Checker, or Culinary Professional: \$50 per hour

Vouchers & Electronic Cards

Please reach out to your catering sales manager for more details.

Retail Food Services

Appropriate operation of retail food outlets may occur during show hours. We reserve the right to determine which cart/outlets are open for business and hours of operation pending the flow of business.

If client requests certain stands be open, a minimum guarantee in sales is required per cart/outlet. The minimum sales guarantee is based on a four (4) hour period per cart/outlet. After the initial four (4) hour period an additional cost per hour will be applied.

Security

At the discretion of the Indiana Convention Center, in order to maintain adequate security measures, the customer may be required to provide security for certain functions. Security personnel will be at the customer's sole expense. Please contact your Event Coordinator for details.

Sustainability

Catering at the Indiana Convention Center is committed to conducting business in a sustainable manner, practicing good stewardship in its everyday operations.

We actively participate in all Indiana Convention Center's current sustainability programs, including waste reduction, recycling, energy and water conservation, local and regional procurement, and corporate social responsibility. We source and utilizes the finest and freshest ingredients to create first class dining experiences. We support regional based vendors and farms to incorporate local, seasonal items whenever possible.

We partner with community based organizations to minimize the waste of leftover items that provide for central Indiana's under served.

Alcoholic Beverage Guidelines

The caterer upholds the liquor licenses for the Indiana Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and to refuse services to attendees who do not have proper identification or appear to be intoxicated. Alcoholic beverages are not permitted to be removed from the facility.

THE FINE PRINT

Cancellation Policy

For cancellation of contracted services less than two (2) weeks but more than 72 hours prior to the event, the caterer is reimbursed for any and all labor and unrecoverable product expenses incurred in conjunction with planning for the event. Any event cancelled less than seventy two (72) business hours prior to the event will forfeit the 100% deposit.

Guarantees

The customer shall notify the caterer, no less than five (5) business days (excluding holidays and weekends) prior to the event, with the minimum number of persons the customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance based on the service selected.

If customer fails to notify the caterer of the guaranteed attendance within the time required, we shall prepare for and provide services to the persons attending the event on the basis of the estimated attendance specified in the BEO's, and such estimated attendance shall be deemed to be the guaranteed attendance.

The caterer will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of 50 meals (the Overage).

- If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable house charge and sales tax.
- Should additional persons attend the event in excess of the total of guaranteed attendance plus the overage, we will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or À La Carte items at the same price per person or per item plus the house charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest will apply.

Specialty Events

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your Catering Sales Manager and Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events. The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility which the event will be held. Guarantees for specialty events are due 2 weeks prior to your first event.

Food & Non-Alcoholic Beverage Sampling Policy

All food and non-alcoholic beverage samples brought onto the premises of the Indiana Convention Center must have written approval prior to the event and adhere to the sampling policy. Please contact our catering sales manager for the full sampling policy, form, and COI requirements.



Indianapolis

INDIANA CONVENTION CENTER & LUCAS OIL STADIUM