1. All food and beverages served within the exhibit halls must be ordered through Navy Pier Catering, the exclusive caterer at Navy Pier.

2. No food or beverages will be permitted to be brought into the convention center by any exhibitor or any other entity without prior approval and written authorization by Navy Pier Catering management. This includes product samples. Please see the attached sampling policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.

3. All orders are due no later than two weeks prior to show dates. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.

4. All food service ordered must be paid in full prior to any service commencing. A credit card is required to be kept on file in case of any on-site additions.

5. There will be a $30.00 delivery fee for all orders of less than $100.00.

6. The exhibitor is responsible for supplying any electrical power required for food service equipment through Focus One, our utility service provider. The exhibitor is also responsible for arranging trash removal from the booth through the show’s General Services Contractor.

7. All orders include disposable ware as needed. Glassware and china are not permitted on the exhibit floor.

8. Cancellation policy—any cancellation made less than one week prior to show dates will be subject to a cancellation fee up to the full price of the order.

9. There is a $50.00 convenience fee for credit card orders without the card present.

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Booth Service Order Form

For additional services or information, please contact Navy Pier Catering:
600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • www.navypiercatering.com

Instructions:
1. Form must be received no later than two weeks prior to show dates to ensure confirmation. An additional 10% will be added to all prices for orders placed after the two week deadline.

2. A Catering Agreement and Banquet Event Orders will be sent to you confirming your order and total charges. Signed contracts and full payment must be received in our office prior to start of show.

3. No service will commence without full payment prior to show, and credit card information on file.

4. Please contact a Catering Manager at (312)595-5130 or dlopez@css-navypier.com with any questions or additional requests not listed on our menu.

Show: ___________________________________________ Booth number: ___________________________________________
Company Name: __________________________________________ Contact Person: __________________________________________
Address: ________________________________________________________________________________________________
City: __________________________ State: __________________________ Zip Code: __________________________
Telephone number: __________________________________________________________________________________________
Fax number: ____________________________________________________________________________________________

E-Mail address: __________________________________________________________________________________________

Credit Card Type: Visa __________________________ Mastercard __________________________ American Express __________________________ Discover __________________________
Account Number: __________________________ Expiration Date: __________________________
Card Holder Name: __________________________________________________________________________________________

Signature: ________________________________________________________________________________________________

Item Name __________________________ - Quantity __________________________ Delivery Date __________________________ Time __________________________

**PLEASE NOTE: All credit card charges made without the card present will be subject to a $50.00 convenience fee.

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Navy Pier Catering

Sampling Policy

Sampling and Serving of Food and Non-Alcoholic Beverages

Navy Pier Catering retains the exclusive right to provide and control all food and beverage services throughout the Navy Pier Festival Hall, Grand Ballroom and related spaces for events, including concessions and the sale of alcoholic and non-alcoholic beverages, and to provide, control and retain any revenues therefore.

Sponsoring organizations and/or their exhibitors may distribute packaged sample food and/or beverage product only upon express written authorization from Navy Pier Catering management using the attached Authorization Request Form. Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show. Free samples are limited to 1 oz. portions served in 2 oz. portion cups for food and beverage.

Exhibitors and Show Managers are not permitted to bring food, beverage and/or alcoholic beverages for use in hospitality or backstage areas. Any exhibitor giving away packaged or unpackaged food or beverage products will be fully responsible for any and all liabilities that may result from consumption of their products.

Sampling of Alcoholic Beverages

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board of the State of Illinois, or employ the services of Navy Pier Catering bartenders in order to be covered under our liquor license. Samples dispensed are limited to those products which are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show. Samples are limited to one ounce of beer or wine and 1/4 ounce of spirituous liquors.

Persons dispensing alcoholic beverages must be 21 years of age or older. Samples are only to 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." Vendors must submit proof of holding $1,000,000.00 in liability insurance naming Navy Pier Catering, LLC and NPI as additional insured.

All products that are to be samples must be delivered and stored through the show contractor. All Food and Beverage that is not part of a sampling must be contracted through Navy Pier Catering. Please see your Catering Manager for menus and ordering procedures.

For additional services or information, please contact Navy Pier Catering:

600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • www.navypiercatering.com

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Navy Pier Catering holds the exclusive rights to all food and beverage service within the Festival Hall Complex at Navy Pier. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food or beverage into Navy Pier without the written approval of Navy Pier Catering. This policy is strictly enforced. Violations will result in products being removed from the show floor.

Please complete this form to receive authorization to distribute food or beverages not purchased through Navy Pier Catering.

Name of Show/Event: __________________________________________________________________________________________________________________________

Event Date(s): ___________________________________________________ - Booth Number: ________________________________________________________

CompanyName: ______________________________________________________________________________________________________________________________

Address: ______________________________________________________________________________________________________________________________________

City: _____________________________________  State: __________________________________________ ZIP Code: _________________________________________

Contact Person: ___________________________________________________ Phone  Number: __________________________________________________________

Fax Number: __________________________________________  E-Mail Address:  ________________________________________________________________________

On-Site Contact (if different than above):  _______________________________________________Signature: _____________________________________________

Date: _______________________________________-Products  you  wish  to  distribute: __________________________________________________________________

Size of portion to be dispensed: _______________________________________________ Anticipated Quantity: ____________________________________________

Reason for offering samples: _____________________________________________________________________________________________________________________

Additional Comments: __________________________________________________________________________________________________________________________

If you do not meet the conditions required for sample distribution, corkage or service fees will be quoted. Any such fees must be paid in advance of the show. All food and beverage distribution must receive advance approval from Navy Pier Catering. This policy is strictly enforced. Exhibitors who do not comply will be asked to remove items from the facility. Please return this form to Navy Pier Catering at least two weeks prior to the start of the show.

Approved:  _______________________________________________________    Approved:  ________________________________________________________

Catering Manager     General Manager

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All concessions pricing is inclusive of sales tax. Set-up fee: $500.00 per single location. Sales minimum (exclusive of sales tax): $1150.00 for 6 hours of service, $75.00 each additional hour.

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<table>
<thead>
<tr>
<th>Breakfast Items</th>
<th>Snacks</th>
<th>Beverages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Donuts</td>
<td>Assorted Candy</td>
<td>Assorted Bottled Juices</td>
</tr>
<tr>
<td>$3.00</td>
<td>$2.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Assorted Muffins</td>
<td>Assorted Potato Chips</td>
<td>Freshly Brewed Coffee and Decaffeinated Coffee</td>
</tr>
<tr>
<td>$4.00</td>
<td>$2.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Fresh whole Fruit</td>
<td>Assorted Cookies</td>
<td>Assorted Soft Drinks</td>
</tr>
<tr>
<td>$2.00</td>
<td>$2.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Granola Bars</td>
<td></td>
<td>Bottled Water</td>
</tr>
<tr>
<td>$2.00</td>
<td></td>
<td>$4.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Gatorade and Green Tea</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$5.00</td>
</tr>
</tbody>
</table>
## Concessions: Basic Menu

All concessions pricing is inclusive of sales tax. Set-up fee: $750.00 per single location (waived with use of permanent concessions window). Sales minimum (exclusive of sales tax): $2500.00 for 6 hours of service, $100.00 each additional hour.

### Breakfast Items
- **Assorted Donuts**: $3.00 each
- **Assorted Muffins**: $4.00 per piece
- **Fresh Whole Fruit**: $2.00 per piece
- **Granola Bars**: $2.00 each

### Snacks
- **Nachos with cheese and peppers**: $6.00
- **Jumbo Soft Pretzels**: $4.00
- **Assorted Candy**: $2.00
- **Assorted Potato Chips**: $2.00
- **Assorted Cookies**: $2.00

### Beverages
- **Assorted Bottled Juices**: $4.00
- **Freshly Brewed Coffee and Decaffeinated Coffee**: $3.00
- **Assorted Soft Drinks**: $3.00
- **Bottled Water**: $4.00
- **Gatorade and Green Tea**: $5.00
- **House Wines**: $8.00
- **Domestic Beer**: $7.00
- **Premium Beer**: $8.00

### Lunch Options
- **Eisenberg All Beef Hot Dogs**: $6.00
- **Barbecue Pulled Pork Sandwich**: $9.00

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All concessions pricing is inclusive of sales tax. Set-up fee: $750.00 per single location (waived with use of permanent concessions window)
Sales minimum (exclusive of sales tax): $3750.00 for 6 hours of service, $150.00 each additional hour.

Breakfast Items

Assorted Donuts
$3.00 each

Assorted Muffins
$4.00 each

Fresh Whole Fruit
$2.00 per piece

Granola Bars
$2.00 each

Snacks and Sides

Nachos with cheese and peppers
$6.00

Jumbo Soft Pretzels
$4.00

Assorted Candy
$2.00

Assorted Potato Chips
$2.00

Freshly Popped Corn
$4.00

Assorted Cookies
$2.00

Lunch Menu

Chicken Caesar Wrap
Grilled Chicken, romaine lettuce and parmesan cheese in a whole wheat tortilla
$9.00

Eisenberg All-Beef Hot Dogs
$6.00

Barbecue Pulled Pork Sandwich
$9.00

Turkey Bistro Sandwich
Roasted turkey and provolone cheese on a kaiser roll with lettuce, tomato and condiments on the side
$9.00

Add chips to any sandwich
$1.00

Beverages

Assorted Bottled Juices
$4.00

Freshly Brewed Coffee and Decaffeinated Coffee
$3.00

Assorted Soft Drinks
$3.00

Bottled Water
$4.00

Gatorade and Green Tea
$5.00

House Wines
$8.00

Domestic Beer
$7.00

Premium Beer
$8.00

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Concessions: Premium

All concessions pricing is inclusive of sales tax. Set-up fee: $1,000.00 per single location (waived with use of permanent concessions window) Sales minimum (exclusive of sales tax): $5,000.00 for 6 hours of service, $275.00 each additional hour.

Breakfast Items

Assorted Donuts
$3.00

Assorted Muffins
$4.00 per piece

Fresh whole Fruit
$2.00 per piece

Granola Bars
$2.00 each

Lunch Menu

Chicken Caesar Wrap
Grilled chicken, romaine lettuce, and parmesan cheese in a whole wheat tortilla
$9.00

Eisenberg All-Beef Hot Dogs
Served with Chicago-style condiments
$6.00

Barbecue Pulled Pork Sandwich
$9.00

Turkey Bistro Sandwich
Roasted turkey and provolone cheese on a kaiser roll with lettuce, tomato and condiments on the side
$9.00

Grilled Panini: Choose three
• Sliced tomatoes, fresh mozzarella and basil pesto
• Breast of turkey, provolone and roasted red peppers
• Sliced Italian beef, asiago cheese, grilled onions and sliced tomatoes
• Eggplant Panini
• Turkey with brie and raspberry jam
$11.00

Chicago Chop Salad
With grilled chicken, crisp bacon, ditalini pasta, tomatoes and red onions with chopped mixed greens in a Dijon honey dressing
$10.00

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### Concessions: Premium Menu

#### Snacks and Sides
- **Nachos with cheese and peppers**: $6.00
- **Jumbo Soft Pretzels**: $4.00
- **Assorted Candy**: $2.00
- **Assorted Potato Chips**: $2.00
- **Freshly Popped Popcorn**: $4.00
- **Assorted Cookies**: $2.00

#### Beverages
- **Assorted Bottled Juices**: $5.00
- **Freshly Brewed Coffee and Decaffeinated Coffee**: $3.00
- **Assorted Soft Drinks**: $3.00
- **Bottled Water**: $4.00
- **Gatorade and Green Tea**: $5.00
- **House Wines**: $8.00
- **Domestic Beer**: $7.00
- **Premium Beer**: $8.00

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Concessions Bar Menu (for public shows)

Standard Cash Bar includes:

- **Call Brands of Mixed Beverages**
  - $9.00
- **House Wine**
  - $8.00
- **Premium Beer**
  - $8.00
- **Domestic Beer**
  - $7.00
- **Bottled Water**
  - $4.00
- **Fruit Juice and Sparkling Water**
  - $5.00
- **Soft Drinks**
  - $3.00

Additional Selections:

- **Premium Mixed Beverages**
  - $10.00
- **Champagne**
  - $10.00

Drink Tickets

**Billed on consumption**

- $12.00 each

(Prices based on a standard cash bar.)

Each drink ticket is good for (1) alcoholic beverage or (2) non-alcoholic beverages

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