

Catering and Food Preparation

If you are planning food or beverage giveaways and need assistance with catering, food preparation, paper products, or ice, contact:

Patrick Smart - Catering Sales Manager
Aramark - Anaheim Convention Center
Phone: +1 (714) 765-8800
smart-patrick@aramark.com

- No kitchen facilities will be available for exhibitor use.
- Food and/or beverage items used as traffic promoters (e.g., coffee, sodas, bottled water) must be purchased from Aramark.
- Selling food or drink on the show floor by exhibitors is prohibited.
- Exhibitors are prohibited from distributing alcoholic beverages, including alcohol used in combination with other beverages, unless they have written permission from Show Management. For more information about the alcohol guidelines, contact Jamie Hillegas at showmanagement@pma.com.
- Beverages are limited to a maximum of two ounces. Food items are limited to one ounce.
- All exhibitors serving food samples in their booth must submit a Food Sampling Permit to Aramark.

BEFORE you ship any boxes of product for food preparation, Aramark needs the following information in order to set up the appropriate service orders and to ensure sufficient storage:

1. When are the boxes arriving?
2. How many boxes are there?
3. How many pallets?
4. What are the sizes of the boxes?
5. Is kitchen preparation or other additional labor or equipment needed (fees apply)? If so, please provide the following
 - a) Recipes including ingredients list
 - b) Description of what needs to be cooked
 - c) Labor needed: runner, chef, etc.
 - d) Times for delivery of product to booth

Please have the following information on ALL the boxes:

1. Type of content and dry, refrigerated, or freezer storage
2. Sales Manager's name and Manuel Duran's name on the box

3. Address on the box must be:
ARAMARK @ Anaheim Convention Center
1850 West Street
Anaheim, California 92802
ATTN: Manuel Duran
4. The company name at the show, show name, and booth #
5. Item description needs to be on each box
6. How many are in the shipment (e.g., 1 of 10)

Shipping hours are 8:30 a.m. – 3:00 p.m. Monday–Friday (closed Saturday and Sunday).

Please make sure to have a tracking number or identification number that will link you to your boxes if they are missing.

The storage fee is a minimum of \$75.00+ per day depending on the weight and size of stored goods and is based upon space availability. A \$75+ receiving and handling fee will apply per trip. Aramark will deliver product to your booth at the time you designate for a \$25+ delivery fee per delivery cart load. Product will not be released to anyone without the proper paperwork.

Please note: if you are not contracted with Aramark to prepare your product, they will not store it. Review the Refrigerated Product Shipment and Storage information of the service kit to find out how and where to send the product for your booth.

Do not send product to be used by the caterer with other fresh product for the PMA refrigerated trucks. Failure to separate the product will result in misdirected, misplaced, or lost product. Direct shipping labels for Aramark are included in the kit. PMA Show Management will not be responsible for improperly labeled, shipped, or misdirected food preparation product(s).

A discount is offered by GES for perishable booth product that is sent with the proper color-coded label. PMA Show Management will not be responsible for improperly labeled, shipped, or misdirected food preparation product(s).

Please call Aramark at (714) 765-8800 if you have any further questions.

Kitchen Preparation Order Form



FOOD PREPARATION

Exhibiting firms requiring the preparation of their product must adhere to the following guidelines.

- 1) Detailed instructions must be supplied. See Recipe Guidelines on this form.
- 2) All boxes must be clearly marked on the outside with the preferred method of storage for the product.
- 3) ARAMARK will not pick up any product from booths or storage area.
- 4) Exhibitors are responsible for retrieving their product from the decorator storage and getting it to ARAMARK for food preparation.
- 5) All products must be transferred to ARAMARK's possession no later than 3:00 p.m. on September 30, 2009.
- 6) Orders for food preparations will not be accepted on-site.**

Hand Washing Kits

Hand washing Kits are \$25.00+each. Hand washing kits include (1) two gallon water with spigot, liquid hand soap in a pump dispenser, paper towels and a bucket.

Food Preparation Order Form

Please fill out the top portion of the order form on page 2 of this form and attach instructions according to recipe guidelines.

FOOD STORAGE

All food storage must be done with the show decorator.

DELIVERY/LABOR CHARGES

Delivery Charge (per cart load)	\$25.00
Delivery Charge Palate Jack or Electric Cart Required (per cart load).	\$75.00
Chef's prep. (4hr min.)	\$150.00
Fee per hour after 4hrs	\$37.50

RECIPE GUIDELINES

If you are sending in a recipe for ARAMARK to prepare, please follow the guidelines below when sending in your recipe.

- 1) List of complete recipes or heating instructions, calculated into *institutional sizes.
- 2) List of all if any, products that ARAMARK will be providing for you and the recipe they correspond to.
- 3) List of all ingredients that your company will be providing and the recipe they correspond to.
- 4) List of all misc. serving supplies you will need ARAMARK to provide to you, such as serving utensils, bowls, chafers etc.
- 5) A description of how you would like your product delivered to your booth.
i.e. sliced French bread in baskets and pasta delivered in a hotel pan
- 6) Dates, times and quantity of prepared product needed. There is a \$25.00 delivery charge for every cartload.

***If recipes are not calculated into institutional sizes we will contact you for the correct information. Your order will be processed once we receive this information.**

FULL BOOTH MENU

ARAMARK has an exhibitor menu with an array of refreshments for your booth staff or visiting client's enjoyment. Please call an ARAMARK Sales Representative to have a menu faxed or e-mailed to you or visit our web site at: www.ps.aramark.com/anaheimcc

WATER COOLER RENTAL

Water Dispenser	\$50.00
Electrical Not Included: 115 Volt, 5.5 Amp	
Five Gallon Water Bottles	\$75.00

Ice

Ice deliveries directly to your booth can be ordered through ARAMARK. Please fill in page 2 to place orders for Ice deliveries.

25lb Bag	\$25.00++
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FOOD SAMPLING PERMIT SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

ARAMARK Sports & Entertainment Services has **exclusive** food and beverage distribution rights within the Anaheim Convention Center. Exposition organizations and/or their exhibitors may distribute sample food and/or beverage products only with the written approval of ARAMARK Sports & Entertainment Services.

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products **manufactured, processed or distributed by exhibiting firm.**
- 2) All Items are limited to SAMPLE SIZE and must be distributed from exhibit location.
 - A) Beverage samples are limited to a maximum of two fluid ounces of product.
 - B) Food Items are limited to "Bite Size" portions of 1 oz.
 - C) Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased through ARAMARK.
 - D) Firms wanting to distribute sample food and/or beverage at non-industry related events or larger portions must pay ARAMARK a waiver fee.
- 3) Exhibiting Firms who wish to dispense alcoholic beverages must have written permission from show management and must ship product through the ARAMARK Warehouse. Appropriate corkage and bartending fees will apply.
- 4) Exhibiting firm must provide ARAMARK no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Anaheim and the Anaheim Convention Center as additional Insured.
- 5) Show Management has obtained a Health Permit from the Orange County Health Department. Contact the Health Department @ (714) 834-4722 with questions.

Name of Event: _____
 Firm Name: _____
 Booth Number: _____
 Address: _____
 State & Zip Code: _____
 Contact: _____
 Contact: _____

Event Date: _____
 Phone: () _____
 Fax: () _____
 City: _____
 Title: _____
 Title: _____

Product(s) you wish to dispense: _____
 Size of Portion to be dispensed: _____ Proposed method of dispersion: _____
 Quantity to be dispensed: _____
 Explain purpose for offering samples: _____

Before sending/faxing, please sign under 'Agreed', indicating you have read and agree with the conditions above.

Approved: _____
 By ARAMARK Sports & Entertainment Services

Agreed: _____
 By The Exhibiting Firm

Return To:
 Sales Department
 ARAMARK Sports & Entertainment, Inc.
 At the Anaheim Convention Center
 800 West Katella Avenue
 Anaheim, California 92802
 Phone: (714) 765-8800 * Fax (714) 765-8808