



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Inbound/ Outbound Target Information

### Targeted Move-In and Move-Out Information

Target dates for all inbound and outbound freight have been assigned to each PACK EXPO East exhibitor for installation (move-in) and dismantle (move-out). Please click the following links to review your target information: [TARGET MOVE-IN PLAN](#) and [TARGET MOVE-OUT PLAN](#).

Targeted shipments should check-in at the marshalling yard **at least 2-hours** prior to appointed time to insure a scheduled move-in and move-out. Marshalling Yard Hours are 5:00am—2:00pm.

**PACK EXPO Services is not responsible for waiting time charges.**

**Important:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. A special assessment will apply to off-target shipments (inbound only) and advance warehouse shipments. See the Material Handling Rates form for rates.

**Advance Warehouse:** Those exhibitors who ship to the Advance Warehouse will have their materials automatically delivered to their booths by the assigned target date and time. Please allow for possible delays on days with multiple targets.

**Target Change Requests:** If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, complete and submit a [Freight Target Change Request Form](#) by **Monday, February 12, 2024**. **Target changes cannot be made after February 12, 2024.**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.

The target floor plans are color-coded to indicate the freight receiving target date assigned to each booth. Please do not arrive prior to your scheduled target move-in date.

The following tips will help you understand and use the floor plan and the freight target program.

- Inbound target date and time is for check in to the Marshalling Yard only. Actual unloading could take hours. Target dates apply to machinery and display materials only.
- Target assignments have been determined by booth size and location on the show floor.

### Inbound Shipments

### Outbound Shipments

Your assigned outbound target is the day your freight is to be removed from the exhibit hall. The PES Marshalling Yard opens at 5:00 am for outbound shipments. All vehicles are handled on a first-come, first-served basis. Vehicles must check-in prior to 2:00 pm on their assigned target date.

**Exhibitors with an outbound target date of Saturday, March 23, 2024, must have their trucks checked-in by 9:00 am.**

**If the carrier's name listed on the outbound material handling agreement does not match the name of the carrier that checks-in to pick up your company's freight, it will not be released.** A special assessment will apply to any shipment returning to the warehouse at the conclusion of the show. **The fee is \$ .30 per pound, with a \$300 minimum.**

**Outbound Driver Information Sheet:** All drivers will be required to complete this before checking in at the marshalling area office to load out. This Form is for outbound only.



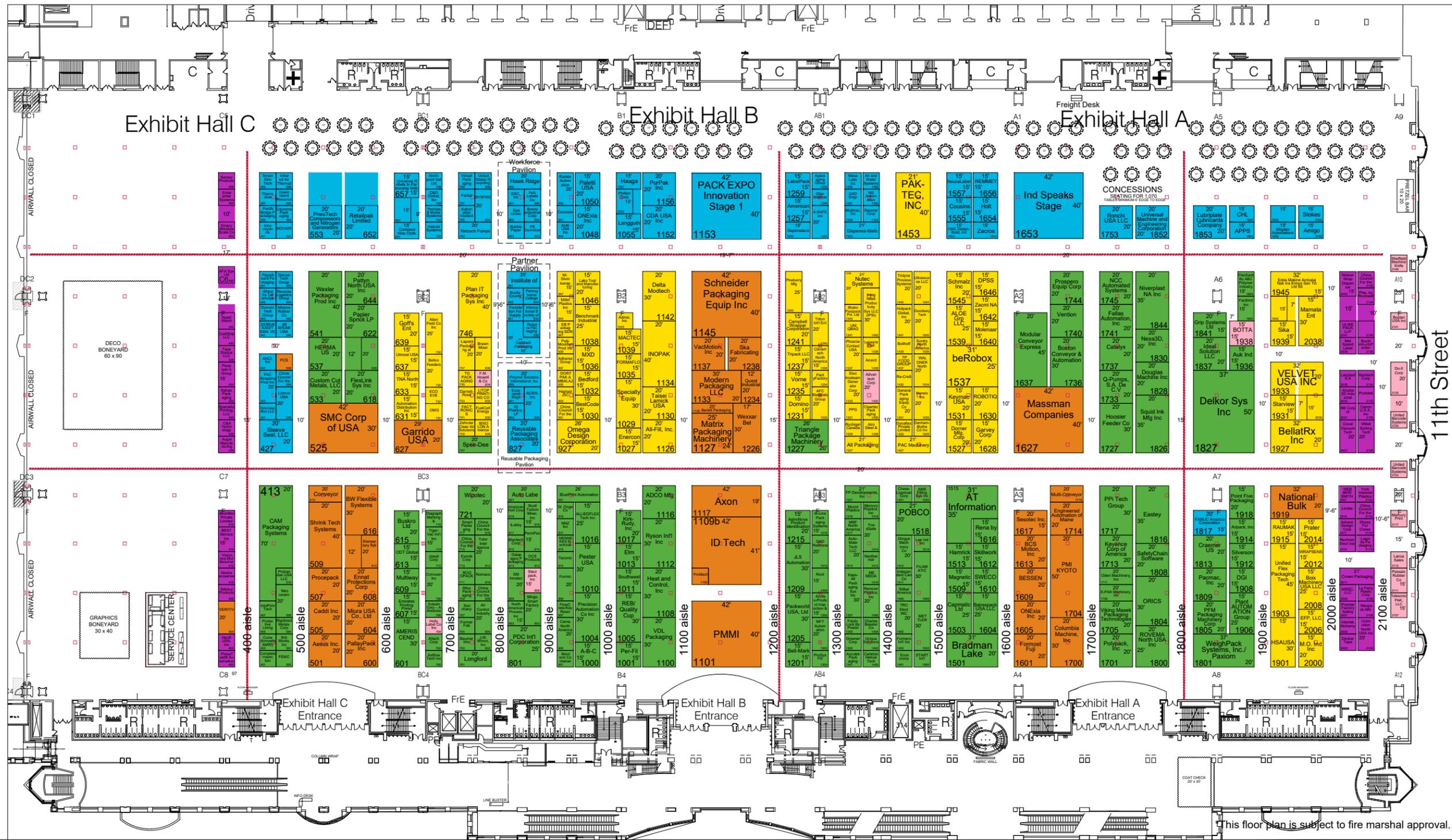
March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# INBOUND TARGET FLOOR PLAN

DRAWING UPDATED AS OF 03-05-2024

## INBOUND

- THURSDAY - MARCH 14, 12:30PM
- FRIDAY - MARCH 15, 7 AM
- FRIDAY - MARCH 15, 12:30 PM
- SATURDAY - MARCH 16, 7 AM
- SATURDAY - MARCH 16, 12:30 PM
- SUNDAY - MARCH 17  
LAST IN / FIRST OUT



11th Street

This floor plan is subject to fire marshal approval.



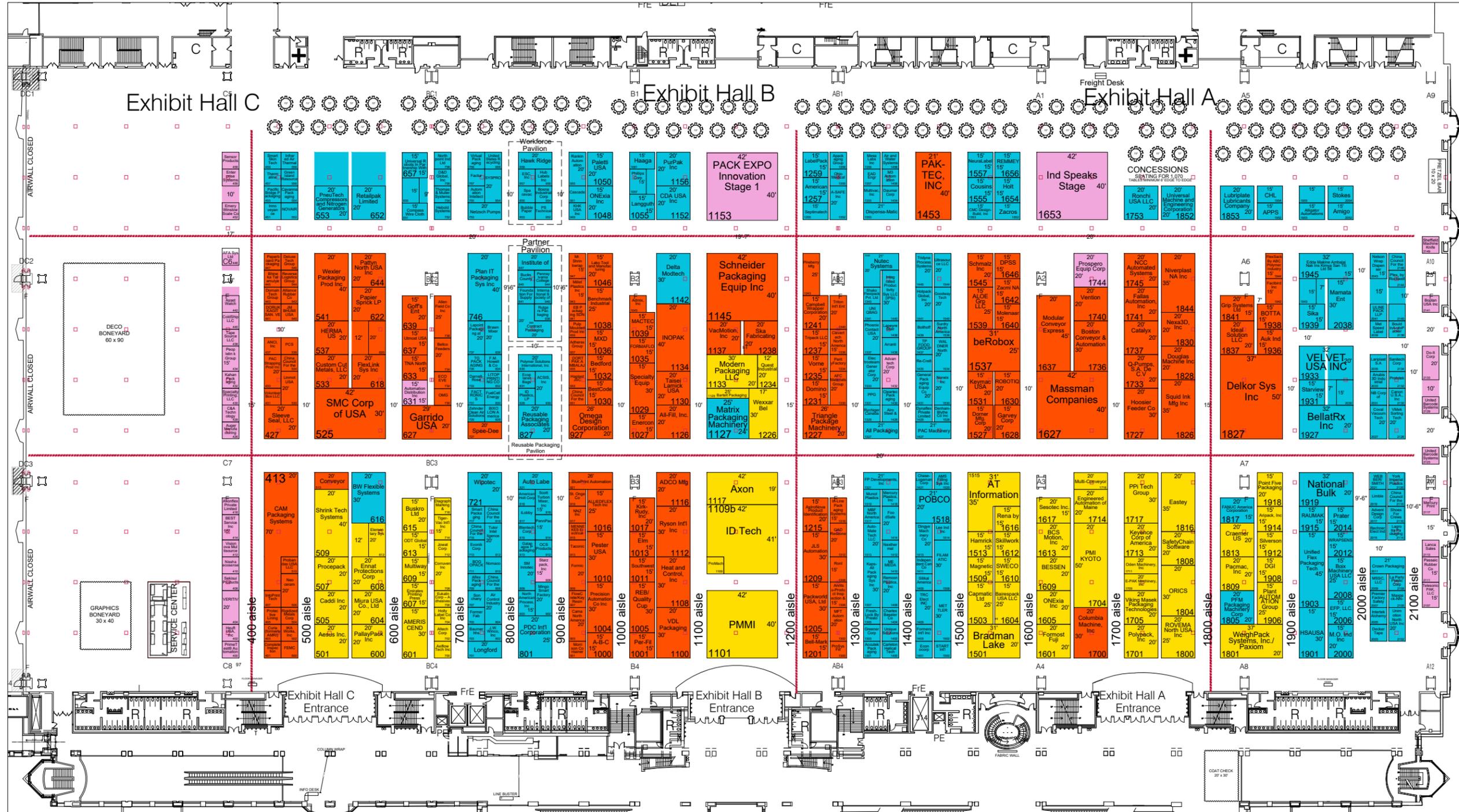
March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# OUTBOUND TARGET FLOOR PLAN

DRAWING UPDATED AS OF 03-05-2024

## OUTBOUND

- WEDNESDAY - MARCH 20  
LAST IN / FIRST OUT
- THURSDAY - MARCH 21
- FRIDAY - MARCH 22
- SATURDAY - MARCH 23



\*This floor plan is subject to fire marshal approval.



# Marshalling Yard Directions

PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Marshalling Yard

A Marshalling Service has been established to help ease congestion at the facility and better utilize dock space. All vehicles, including cars, with materials for delivery, must check-in at the Marshalling Yard located on Bluegrass Road just off of E. Roosevelt Blvd. (See map in this section). The Marshalling Yard is located approximately 14 miles from the Pennsylvania Convention Center.

All shipments should be addressed to the Pennsylvania Convention Center as per the [Direct to Show Site Shipping Labels](#).

## CHECK-IN - EXHIBITORS PLEASE INFORM YOUR CARRIER

- Marshalling Yard Address:  
PACK EXPO Services  
c/o Marano Trucking  
9820 Bluegrass Road  
Philadelphia, PA 19114  
**(NOTE: The Marshalling Yard Address is for drivers only. Please make sure that the shipping address on your direct shipment matches the address on the Direct to Show Site shipping labels.)**
- Targeted shipments should check-in at least 2-hours prior to appointed time.
- Late Driver Check-In: Drivers checking in after 2:00 pm are not guaranteed straight time rates.
- Marshalling Yard staff hours  
**Move-In: 5:00 am to 2:00 pm**  
**Move-Out: 5:00 am to 2:00 pm**  
**NOTE: For break of show on March 20, 2024, hours will be 12:00 pm to 6:00 pm. Drivers that have signed in and matched to exhibitor Material Handling Agreements (MHAs) will be dispatched that night.**

Please see the [Quick Facts](#) for specific [Move-In](#) and [Move-Out](#) times and Driver Check-In Deadlines.

**If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.**

Once a driver has checked in, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

## Personally Operated Vehicles (POVs)

During move-in and move-out, Personally Operated Vehicles (POVs) may skip the Marshalling Yard and check-in directly at the Pennsylvania Convention Center docks located at 1102 Vine Street, Philadelphia, PA 19107. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.

Personally Operated Vehicles (POVs)



Sedan



Van



Sports Utility Vehicle



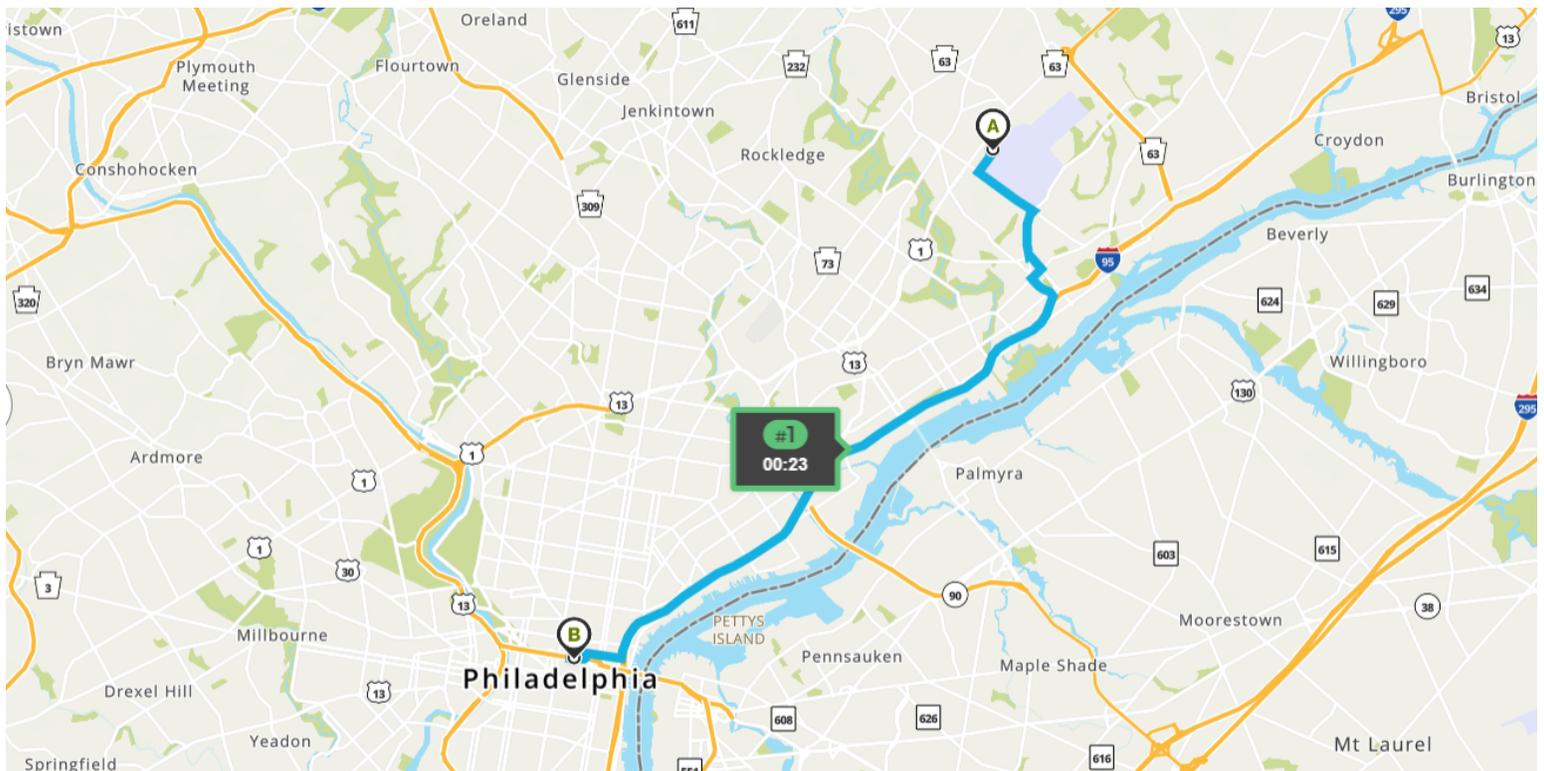
Pickup

## Marshalling Yard

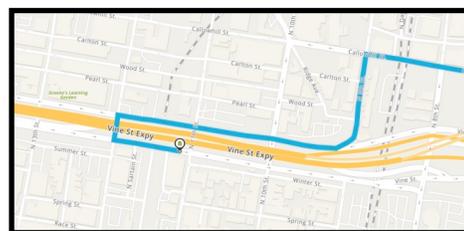
A Marshalling Service has been established to help ease congestion at the facility and better utilize dock space. All vehicles must check-in at the Marshalling Yard located on Bluegrass Road just off of E. Roosevelt Blvd. (See map in this section). The Marshalling Yard is located approximately 14 miles from the Pennsylvania Convention Center. Your truck will be dispatched from the Marshalling Yard to the Convention Center.

## Driving Directions from the Marshalling Yard to the Convention Center:

- Turn right onto Blue Grass Rd. Go for 0.4 mi.
- Turn left onto Grant Ave. Go for 1.2 mi.
- Turn right onto Academy Rd. Go for 1.6 mi.
- Take ramp onto I-95 S (Delaware Expy) toward Chester. Go for 9.7 mi.
- Take exit 22 toward I-676 E/Ben Franklin Br/US-30 E/Callowhill St. Go for 0.5 mi.
- Turn right onto Callowhill St. Go for 0.6 mi.
- Turn left onto N 9th St. Go for 479 ft.
- Continue on N 9th St. Go for 118 ft.
- Continue on Vine St. Go for 0.2 mi.
- Turn left onto N 12th St. Go for 144 ft.
- Turn left onto Vine St. Go for 384 ft.



**A. Marshalling Yard Close-up**



**B. 1102 Vine Street, PCC Dock Entrance**



PACK EXPO East  
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Philadelphia, PA

## Driver Check-In Requirements

### INBOUND Driver Check-in Requirements

All Drivers must provide the following details on their Bills Of Lading (BOL):

1. Booth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets.
6. Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

Certified weight tickets will be required. Separate weights for display materials and machinery equipment are required. If materials are not properly identified, they will be classified as Display Material.

#### ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

### OUTBOUND Driver Check-in Requirements

All Drivers must present the following information to pick up freight from a show:

1. Booth Number
  2. Exhibiting Company's Name
  3. Shipment Destination (City and State)
  4. Carrier's (or Broker's) Name
  5. Location or area the vehicle is parked
  6. Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
  - Please wait in the Marshalling Yard until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance.

**EXHIBITOR FREIGHT: Exhibitor freight is under your care and responsibility until your carrier is pulled up to the dock and PES comes to your booth and picks up the freight. With a show this size and the amount of freight that is on the show floor at one time, exhibitors must stay with their freight to make sure it is all loaded properly without damage. If you have multiple trucks, you must remain with your freight to insure all your freight is loaded properly and correctly to the designated trucks.**

If you choose to leave the show floor prior to your freight being picked up by PES and loaded onto your carrier's truck, you do so at your own risk. PES will not be responsible for any misloaded freight or damaged freight if the exhibitor is not there to supervise your freight being loaded.

Please advise your carrier they must get out of their truck and supervise the loading of your freight. If they do not get out of their truck to supervise the loading, then your freight will not be loaded onto their truck. Your carrier is responsible for securing the freight on the truck.



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## Material Handling Information

**Discount Deadline:  
 February 12, 2024**

### What Is Material Handling?

**Material handling (drayage) is the process of receiving your materials or equipment either at the advanced warehouse before the show or at show site. The service includes delivering to your booth, removing empty containers for storage during the show, returning the empty containers to your booth after the show, delivering your materials back to the dock, and loading on your outbound carrier for outbound shipping.**

All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipment/trucks check-in at the PACK EXPO Services (PES) Marshalling Yard by 2:00 PM on your assigned targeted move-in date. **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitors must be in the booth in order to take advantage of the one-time spot.**

Any freight which requires assembly, unskidding, uncrating, unbolting, stacking, or special equipment for unloading (including 30,000 lb. forklifts and cranes) and anything else which makes your machinery or freight non-show ready is NOT eligible for the one-time spot. Additional rigging and material handling charges could apply. All outbound material handling is included in the space rate.

**NOTE:** Space rate includes material handling for the Primary Exhibitor's display material and equipment only. Additional product or equipment not from the Primary Exhibitor is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

### Benefits of Advance Warehouse

- Advance tracking of your show freight
- Shipments are planned to be delivered by 10:00 am on your assigned target date
- Inspection of your show freight at the warehouse, if necessary
- Exhibitors will be notified when their freight arrives at the warehouse
- Guaranteed advance rate on hanging signs if qualifications are met (see hanging sign form)

### Advance Warehouse Cost

**THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$0.25 per pound (\$250.00 MINIMUM)**

This Rate Includes:

- Unloading and storage
- Reloading and delivery to show site

Shipping back to the warehouse at the close of the show will incur an additional **\$0.30 per pound charge with a \$300.00 minimum. All shipments arriving after March 6, 2024 will be charged a late fee of \$0.50 per pound with a \$500.00 minimum.**

### Advance Warehouse Guidelines

- Advance shipments should not arrive before Monday, February 12, 2024
- Dimensions of the freight should not exceed 98 inches high x 100 inches wide
- The single heaviest piece should not exceed 10,000lbs.
- Warehouse Dock Door size: 9' wide x 10' high
- The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm, Eastern Time
- All advance shipments must arrive at the warehouse by Wednesday, March 6, 2024. After this date the shipments will be directed to the Pennsylvania Convention Center.
- Only crated, boxed or skidded shipments will be received at the warehouse. NO LOOSE OR UNCRATED SHIPMENTS.
- No bulk or loose carpet shipments will be accepted
- All carpet must be skidded and separated by Booth Number
- **Collect shipments will NOT be accepted. Send freight pre-paid.**
- **PES is not responsible for any wait time charges from exhibitor's transportation providers.**



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**Material Handling  
 & Move-In/Out  
 Information**  
**Discount Deadline:  
 February 12, 2024**

Advance  
 Warehouse  
 Address

PACK EXPO East 2024  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o Marano Trucking and PACK EXPO Services  
 9820 Bluegrass Road  
 Philadelphia, PA 19114

Direct to  
 Show Site  
 Shipments

**TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY! Actual unloading can take many hours. PES is not liable for wait time charges for carriers. Do not schedule your labor at your target time.**

Special Assessment fees may be applied to any inbound shipment which checks-in to the marshalling yard after 2:00 pm Monday through Friday, or any off target shipments on Saturday or Sunday. **Shipments received after their target move-in day will be unloaded AFTER targets for that day.**

Collect shipments will NOT be accepted. Send freight pre-paid.

Outbound  
 Shipments

Exhibitors are responsible for arranging all outgoing shipments.

Make sure materials are properly crated and labeled before turning in a Material Handling Agreement (MHA) to the PES Service Desk FOR YOUR HALL/BOOTH. This prevents shipping out empty crates. Acceptance of MHAs by a PACK EXPO Services Desk does not represent acceptance of counts on the MHA. All outgoing freight will be counted by designated carrier at the booth, notifying PACK EXPO Services of any adjustments. **PACK EXPO Services is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.**

**Carrier name must match carrier on MHA or driver will not be dispatched.**

**In the event your selected carrier fails to show up by the outbound driver check-in deadline, all materials do not fit on designated truck, or for any reason, exhibitor freight remains in the hall, your freight will be rerouted via PACK EXPO Services' choice at exhibitor's expense. PES is not responsible for any damages or shortages.**

International  
 Shipments

**International and Canadian Shipments**  
 Neither PES, PMMI, nor the Pennsylvania Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

Insurance

It is understood that PACK EXPO Services is not an insurer. Insurance has to be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your Customer Service Manager for further information.

Personally  
 Operated  
 Vehicles  
 (POVs)

During move-in and move-out, Personally Operated Vehicles (POVs) may skip the Marshalling Yard and check-in directly at the Pennsylvania Convention Center docks. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.

**Personally Operated Vehicles (POVs)**



Sedan



Van



Sports Utility Vehicle



Pickup



PACK EXPO East  
March 18-20, 2024  
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**Material Handling  
& Move-In/Out  
Information**  
**Discount Deadline:**  
**February 12, 2024**

## Exhibitor Liability

PACK EXPO Services (PES) has Right of Preference into and out of the building to prevent tie-ups and provide an orderly operation of the show.

PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.

PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.

Empty container labels will be available at all PACK EXPO Service Desks. Affixing the labels to empty containers is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:

- Error to above procedures
- Removal of containers with old empty labels and PACK EXPO Services labels
- Improper information on empty labels
- Materials stored in containers with empty labels

PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

See full PES Terms and Conditions for details

### Advance Planning

- Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
- Labor should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
- **Crews do not need to be ordered to unload and reload inbound and outbound freight carriers.**
- Crews should not be requested for installation until your heavy equipment has been unloaded and exhibit material is in your booth. **Please note:** Please allow 4-6 hours from the start of your target move-in for your heavy equipment to be unloaded.
- You must provide any special rigging equipment that may be needed to pick, uncrate or assemble your machinery, i.e. special picking bars, rolled steel shafts, special length slings, tested chains, etc. Make sure this equipment is on the back-end of the first truck to be unloaded.
- Plan the layout of your machinery before you come to the show. Submit a copy to PACK EXPO Services prior to arrival in Philadelphia.

### Machinery Skids Removal

- Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.
- IF MACHINERY SKIDS ARE NOT READY TO BE REMOVED AT THE TIME ASSEMBLY IS FINISHED, YOU MUST RETURN TO THE SERVICE DESK AND PLACE AN ORDER FOR MACHINERY SKIDS TO BE REMOVED AT THE EXHIBITOR'S EXPENSE.

### On-Site Execution

- Rigging crews ordered in advance for installation and dismantling of heavy machinery MUST be reconfirmed upon arrival to the exhibit hall at a PES Service Center.
- Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you must place your order, or reconfirm your existing order at a PES Service Center prior to 2:00 pm for the following day.
- You must provide any special tools, i.e. socket and allen wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
- During move-in, please **DO NOT** sign out your crews until your machinery skids are removed. If machinery skids are not ready to be removed at the time assembly is finished, you must return to the Service Desk and place an order for machinery skids **to be removed at exhibitor's expense.**
- Union laborers work according to the following schedule:
  - If you order crews for 8:00 am, every effort will be made to have them there in your booth by 8:10 am. This includes any work that will be carried over from day prior.
  - **There is no guarantee for an automatic 8am start time for the 1st day of move-out for all crews due to volume of requests and will be dispatched prioritizing exhibitors with the earliest target move-out dates.**
  - Fifteen minute breaks at 9:30 am and 2:30 pm.
  - Thirty minute lunch break from 12:00 noon to 12:30 pm.
  - Return labor by 4:15 pm daily to avoid overtime charges, and allow time for wash-up.
- **TAKE ADVANTAGE OF THE SAVINGS:** Forklift crews on night of show close from 3pm-10pm are billed at straight time.
- Machinery skids **will not be returned automatically to your booth.** You must use your forklift crew to retrieve your machinery skids from storage. Please take note of where your machinery skids were located when putting into storage.



PACK EXPO East  
 March 18-20, 2024  
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 Philadelphia, PA

**Advance Warehouse  
 Material Handling  
 Information  
 Discount Deadline:  
 February 12, 2024**

- As the official Service Contractor, PACK EXPO Services is the exclusive service provider for freight services. **Material Handling** is the unloading of your materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your freight: To the advance warehouse (see below for rate information) or directly to show site (included in material handling package). It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event. **It is not necessary to return this form to receive Material Handling services. Advanced Warehouse charges will be automatically applied to your account upon receipt of each shipment.**

[Click here to order online.](#)

**MATERIAL HANDLING**

Rates

- Advance Warehouse Rate** \$0.25 per lb (\$250.00 minimum)  
*This rate applies to shipments sent to either the advance warehouse or arriving off-target direct to show site.*
- Material Handling - Received after March 6, 2024** \$0.50 per lb (\$500.00 minimum)  
*This rate applies to shipments sent to the advance warehouse that arrive after March 6, 2024.*
- Shipments left on the show floor without a MHA will be rerouted at exhibitor's expense or returned to the warehouse at the rate below.**  
*A minimum additional charge of one 1/2 hour PES supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to PACK EXPO Service Desk and done so before the exhibitor move out deadline.*
- Post show return to Warehouse Rate** \$.30 per lb (\$300.00 minimum)

**VERY IMPORTANT Shipping Information**

Advance Warehouse

- Avoid delays and wait time on-site and ship to the advance warehouse
- All hanging signs must be sent to Warehouse and labeled separately
- Warehouse receiving begins February 12, 2024
- Last day for warehouse receiving is Wednesday, March 6, 2024
- Warehouse Hours: Monday-Friday, 8:00am-2:00pm**
- Hanging Signs must be sent to the advance warehouse.
- Advance warehouse address:  
 Exhibiting Company Name / Booth#  
 PACK EXPO East 2024  
 C/O Marano Trucking and PACK EXPO Services  
 9820 Bluegrass Road  
 Philadelphia, PA 19114
- Please note that PACK EXPO Services Warehouse does not accept uncrated freight such as:
  - \* Loose materials
  - \* Pad-wrapped materials
  - \* Unskidded machinery equipment
  - \* COD or Collect shipments
  - \* Hazardous materials
  - \* Freight requiring refrigeration or frozen storage
  - \* A single piece of freight weighing more than 10,000 pounds or
  - \* A single piece of freight larger than 108"H x 93" W in dimension.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**Warehouse Shipments**  
**EXHIBIT MATERIAL**



**Warehouse Shipments**  
**EXHIBIT MATERIAL**



To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_

(Booth Number)

**PACK EXPO East 2024**  
**c/o PACK EXPO Services**  
**Marano Trucking and PACK EXPO Services**  
**9820 Bluegrass Road**  
**Philadelphia, PA 19114**

To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_

(Booth Number)

**PACK EXPO East 2024**  
**c/o PACK EXPO Services**  
**Marano Trucking and PACK EXPO Services**  
**9820 Bluegrass Road**  
**Philadelphia, PA 19114**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_

**TARGET TIME:** \_\_\_\_\_

**Do NOT deliver prior to February 12, 2024**  
**Must arrive by March 6, 2024**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_

**TARGET TIME:** \_\_\_\_\_

**Do NOT deliver prior to February 12, 2024**  
**Must arrive by March 6, 2024**

Carrier: \_\_\_\_\_

# Pieces: \_\_\_\_\_



# ADVANCE WAREHOUSE HANGING OVERHEAD SIGN

To:

\_\_\_\_\_

(EXHIBITOR)

\_\_\_\_\_

(BOOTH #)

c/o PACK EXPO Services

Marano Trucking and PACK EXPO Services

9820 Bluegrass Road

Philadelphia, PA 19114

Name of Convention:

**PACK EXPO East 2024**

**Do NOT deliver prior to February 12, 2024**

**Must arrive by March 6, 2024**

**\*\*To receive advanced price: Sign(s) must arrive by March 6, 2024\*\***

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_



# Direct to Show Site Shipments EXHIBIT MATERIAL



# Direct to Show Site Shipments EXHIBIT MATERIAL



To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO East 2024**

**Pennsylvania Convention Center—  
Halls A, B and C**

**c/o PACK EXPO Services**

**1101 Arch Street**

**Philadelphia, PA 19107**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO East 2024**

**Pennsylvania Convention Center—  
Halls A, B and C**

**c/o PACK EXPO Services**

**1101 Arch Street**

**Philadelphia, PA 19107**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_

**TARGET TIME:** \_\_\_\_\_

**Do NOT deliver prior to March 14, 2024**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_

**TARGET TIME:** \_\_\_\_\_

**Do NOT deliver prior to March 14, 2024**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_



# Get the Show on the Road

## TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

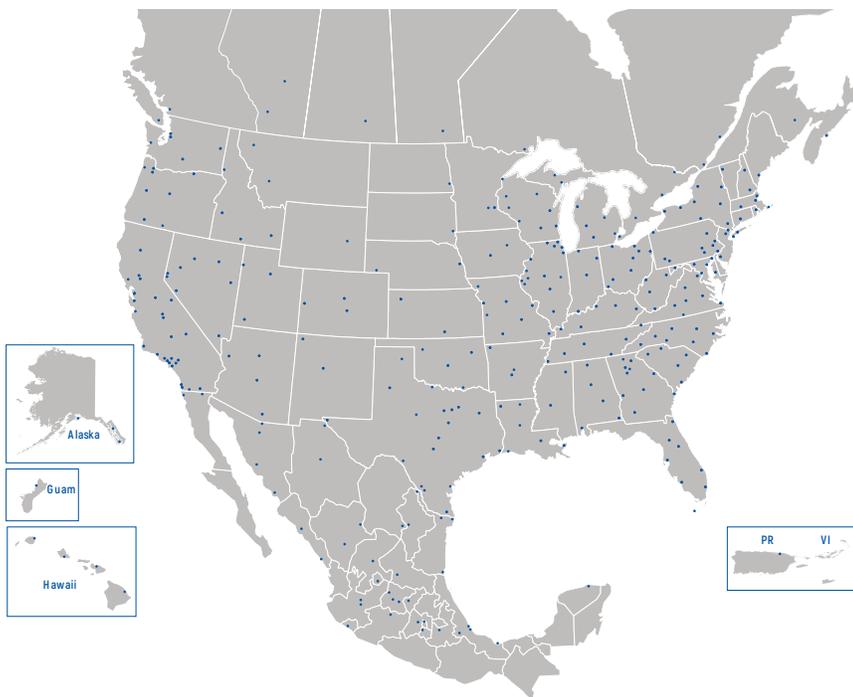
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



## Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





## TForce Freight Trade Show Features & Benefits



### Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.\*



### Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



### Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



### Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



### Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



### Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact  
TForce Freight Trade Show at: 800-988-9889 or [tforcefreight.com](http://tforcefreight.com)

\*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.

**AIRWAYS****FREIGHT**<sup>®</sup>  
LAND • AIR • SEA

**THE OFFICIAL FREIGHT CARRIER FOR:**



**March 18-20, 2024  
Philadelphia, PA USA**



**OFFICIAL VENDOR**

**WHAT A DIFFERENCE  
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**800.643.3525**

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for your small packages

**AIRWAYS FREIGHT**  
LAND • AIR • SEA<sup>®</sup>

THE OFFICIAL SMALL PACKAGE CARRIER FOR:



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March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA USA

**OFFICIAL VENDOR**

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**PACKEXPO@AIRWAYSFREIGHT.COM**

**800.643.3525**



## XPress Connect Family

Exhibiting success is much more than just purchasing a booth and showing up at the event. Meeting qualified prospects and turning them into loyal customers is the true measure of exhibiting success. CDS' XPress Connect lead retrieval equipment and programs are the keys to a highly productive onsite experience.

## Top Features



### Literature Fulfillment

Email links quickly with all the information customers and prospects request



### Custom Qualifiers

Customize your qualifying questions and responses to build full prospect profiles



### Instant Email Follow-up

Follow-up with hot prospects who visit your booth



### Rate Leads

Identify top prospects and customers by assigning a rating



### Schedule Appointments

Set up follow-up meetings with leads and close more deals



### VIP Alerts

Receive a text alert when anyone you identify as a VIP enters your booth



### Exhibitor Portal

Leads, analytics, instructions, and best practices online all the time

## Order Today and don't miss a single lead:

[www.xpressleadpro.com](http://www.xpressleadpro.com) Showcode: **pack0324**



Our full-featured lead retrieval system running on **YOUR** Apple or Android mobile device.



Full-featured lead retrieval system running on **OUR** large screen Android phone.



Plug and play lead retrieval system with our scanner running on your PC.

## Connect Comparison

	App	Plus	Elite
Scan anywhere, any time	✓	✓	
Custom qualifiers**	✓	✓	✓
Literature fulfillment**	✓	✓	✓
Real-time leads	✓	✓	✓
Reporting portal	✓	✓	✓
Instant email follow-up	✓		✓
Rate leads	✓	✓	✓
VIP alerts	✓	✓	✓
Schedule appointments	✓		✓
Add images to leads	✓		✓
Audio notes	✓	✓	✓
Optional Bluetooth printer*	✓	✓	✓
Online and offline modes	✓	✓	✓

\*XPress Connect Elite uses a USB cable (included) to connect the printer.

\*\*additional fees may apply \*compatible with iOS app only



March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Your East Coast Connection for Packaging and Processing



ORDER ONLINE:

[www.xpressleadpro.com](http://www.xpressleadpro.com) SHOWCODE: **pack0324**

Qty

Early THRU  
01/11/24

Advance THRU  
02/01/24

Standard AFTER  
02/01/24

Total



Scan the QR code to to download the XPress Connect App demo and test it out before you purchase.

<https://tinyurl.com/29nf8puf>

Scan the QR code to to view the XPress Connect App video tutorial.

<https://tinyurl.com/nhb86mp8>



For Android 11.0 or higher, iOS 10.0x and higher and a 3 mega-pixel or greater camera.

No mobile hardware included.

**XPress Connect App** - The App on YOUR phone or tablet

\$370

\$425

\$490

**XPress Connect 5 App Package** - Includes FIVE App license activations & custom sales qualifiers

**BEST VALUE!**

\$720

\$770

\$830

**Additional XPress Connect App Licenses** - For additional users

\$135 per additional user activation

**Bluetooth Printer** - One bluetooth connection per lead retrieval

\$115

\$135

\$160



**XPress Connect Plus Handheld** - OUR handheld wireless device

\$490

\$565

\$645

**XPress Connect Plus Handheld Package** - includes mobile device, and custom sales qualifiers

**BEST VALUE!**

\$525

\$600

\$685

**Additional XPress Connect App Licenses** - For additional users

\$135 per additional user activation

**Bluetooth Printer** - One bluetooth connection per lead retrieval PC

\$115

\$135

\$160

Includes mobile phone & charger



**XPress Connect Elite** - The Connect software on YOUR computer

\$460

\$530

\$585

Includes USB scanner and software. Requires Windows 7 or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

## XPRESS EXTRAS -



**Custom Sales Qualifiers / Custom Surveys**

\$120

\$140

\$160

**Text Alert Service** - Connect your leads with the right sales reps

\$155

\$185

\$210

**Literature Fulfillment** - Send links to your brochures and products

\$155

\$185

\$210

**Delivery Service** - booth delivery, training and pick up service

\$155

\$185

\$210

**Developer Tools**- The service below is only for exhibitor-owned lead retrieval devices. You do not need to order this Developer Tool if you are ordering an XPress Connect lead retrieval product.

**Event API** - Scan real-time data using your own system

\$850

\$1050

\$1250

## DIGITAL BACKPACK - UPLOAD AND SHARE DIGITAL MATERIAL TO QR CODES FOR ATTENDEES TO SCAN



DIGITAL BACKPACK

**Digital Backpack** - Create and download your product/video/ brochure QR codes to display in your booth.

\$205

- Create and export QR codes in different file formats and sizes to best fit your booth
- Share product information while collecting contact info and product interests
- Personalized email with backpack content delivered post event to attendees
- Eco-friendly solution
- Contactless way to share product information

Combine Digital Backpack with XPress Connect to maximize your ROI. Digital Backpack flips content exchange into passive lead retrieval. Attendees scan your booth's QR codes to collect your content, and you capture their lead information.



March 18-20, 2024  
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 Philadelphia, PA USA

## Your East Coast Connection for Packaging and Processing



ORDER ONLINE: [www.xpressleadpro.com](http://www.xpressleadpro.com)

SHOW CODE: **pack0324**

QUESTIONS?

1-800-746-9734

FAX

1-508-759-4238

EMAIL

xpressleadpro@cdsreg.com

XPRESS Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:



- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event

**Please note:** Convention Data Services will no longer accept emailed order forms with credit card information as a form of payment. Orders can be placed online [www.xpressleadpro.com](http://www.xpressleadpro.com) (show code: **pack0324**), by secure fax to 1-508-759-4238, or by calling the sales team 1-800-746-9734

LOSS/DAMAGE WAIVER	REPLACEMENT COST		
Connect Plus Device	\$1,000		SUBTOTAL =
Connect Plus Power Cord	\$ 75		SALES TAX <b>8%</b>
Bluetooth Printer	\$1,000		
Bluetooth Adapter	\$ 250		
Barcode USB Scanner	\$1,000		
		OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$85 per device)	+
		NO, I do not want to purchase the Loss/Damage Waiver - initial here	
		PROCESSING FEE (SAVE \$10 WHEN YOU ORDER ONLINE)	+ 20.00
		<b>TOTAL (USD)</b>	=

Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device.

CONTACT INFORMATION		PAYMENT INFORMATION	
COMPANY		CARD NUMBER	
CONTACT NAME		<b>- BY FAX ONLY</b>	
BILLING ADDRESS		NAME ON CARD	
CITY		EXP DATE	
STATE/ZIP		SIGNATURE	
BOOTH #		<b>AUTHORIZATION</b>	Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.
PHONE/EXT #		SIGNATURE	
FAX		PRINT NAME	
EMAIL		TODAY'S DATE	
COMPANY WEBSITE http://www		EMAIL RECEIPT TO	

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

*Thank you for your order.*

## Terms & Conditions

[https://eblastimages.blob.core.windows.net/exhibitor-services-main-folder/xpressleads\\_pdfs/CDS\\_XPress\\_Leads\\_T&Cs\\_21.pdf](https://eblastimages.blob.core.windows.net/exhibitor-services-main-folder/xpressleads_pdfs/CDS_XPress_Leads_T&Cs_21.pdf)



PACK EXPO East  
 March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA

## Photography Services

**Discount Deadline:  
 February 12, 2024**

- Pre-show photography and/or videography at your place of business is also available. Contact your Customer Service Manager for further information.
- Cancellations received less than 1 week prior to the first day of exhibitor move-in will be billed at 50%.

[Click here to order online.](#)

### EXHIBIT PHOTOGRAPHY PACKAGES

Includes color corrected, high resolution images with unlimited usage e-delivered within 5 business days from the end of the show unless otherwise stated below. For expedited delivery on any services, please contact your Customer Service Manager.

Item	Quantity	Advance Price	Standard Price	Total
Single View	X	\$215.00	\$279.50	
Pro Pack A	X	\$1,224.00	\$1,591.20	=
<i>Includes 6 views of the exhibit delivered via E-Delivery.</i>				
Up to 5 Additional Pro Pack Views	X	\$85.00	\$110.50	=
Pro Pack B	X	\$2,419.00	\$3,157.70	=
<i>Includes 15 views of the exhibit delivered via E-Delivery.</i>				
Up to 10 Additional Pro Pack Views	X	\$85.00	\$110.50	=

### VIDEOGRAPHY (SHOWSITE)

\*includes small light kit & one microphone

<b>2 hour Video shoot*</b>	X	\$1,590.00	\$2,067.00	=
w/post show edit	X	\$2,900.00	\$3,770.00	=
<b>4 hour Video shoot*</b>	X	\$2,125.00	\$2,762.50	=
<b>8 hour Video shoot*</b>	X	\$3,250.00	\$4,225.00	=
<b>Add on to above:</b>				
Voice Over	X	\$600.00	\$780.00	=
Post Show Editing (includes 2 rounds of revisions)	X	\$2,100.00	\$2,730.00	=
On-site editing (in addition to post show editing)	X	\$950.00	\$1,235.00	=
Dedicated Audio person (4 hour minimum)	X	\$249.00	\$323.70	=
Buy out of RAW footage	X	\$450.00	\$585.00	=
Time-Lapse of booth build - starts at \$2,000	X	Call for Quote	Call for Quote	=
30 minute video at booth captured during photo session OR when crew is available. Does not include audio and can't be scheduled.	X	\$700.00	\$910.00	=

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_



PACK EXPO East  
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 Pennsylvania Convention Center  
 Philadelphia, PA

## Photography Services

**Discount Deadline:**  
**February 12, 2024**

[Click here](#) to order online.

### EVENT PHOTOGRAPHY SERVICES

All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5:00 pm two-hour minimum.  
 Does not include Exhibit or Product Photography.

Item	Quantity	Advance Price	Standard Price	Total
Event Photography (First Hour)	X	\$375.00	\$487.50	=
<b>Add on to above:</b>				
25 foot tripod (plus shipping if required)	X	\$550.00	\$715.00	=
8 x 10 prints	X	\$45.00	\$58.50	=
<b>Headshot Café</b> - 4 consecutive hour minimum includes 1 hour for set-up and breakdown				
Email Delivery - 1 day - per hour	X	\$375.00	\$487.50	=
Email Delivery - 2-3 days - per hour	X	\$350.00	\$455.00	=
Email Delivery - 4+ days - per hour	X	\$325.00	\$422.50	=
Web Gallery - 1 day - per hour	X	\$315.00	\$409.50	=
Web Gallery - 2-3 days - per hour	X	\$285.00	\$370.50	=
Web Gallery - 4+ days - per hour	X	\$250.00	\$325.00	=
<b>Add on to above:</b>				
Hair & Make-up with 4 hour consecutive hour minimum - per hour	X	\$275.00	\$357.50	=

**Photobooth** - Starts at \$1,500 for 3 consecutive hours - call for info and quote

### PRODUCT PHOTOGRAPHY

Ideal for Product shots

1 Photo - ea.	X	\$49.99	\$65.00	=
2-9 Photos - ea.	X	\$47.99	\$62.40	=
10-19 Photos - ea.	X	\$44.99	\$58.50	=
20-29 Photos - ea.	X	\$42.99	\$55.90	=
30-50 Photos - ea.	X	\$39.99	\$52.00	=
50 + Photos - ea.	X	Call for Quote	Call for Quote	=
<b>Add on to above:</b>				
Jewelry, watches & reflective products -ea.*	X	\$19.00	\$24.70	=
Products over 2' - 5' high - ea.*	X	\$19.00	\$24.70	=
Products over 5' plus high - ea.*	X	\$59.00	\$76.70	=

\* Price is per photo in addition to the cost of the actual photo as stated above. (I.E. if ordering one photo the cost would be \$49.99 + \$19.00, if ordering 10 photos it would be \$449.90 + \$190.00 ,etc.)

Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_





**Floral**

PACK EXPO East  
 March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA

**Discount Deadline:  
 February 12, 2024**

- All materials and plants are available on a rental basis only, except for cut flower arrangements. Items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at end of show.
- Orders placed on the show floor are subject to availability.
- Special floral options are available on request.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- **Please specify container color for plants:**       **Black**       **White**

[Click here](#) to order online.

**TROPICAL PLANTS**

Item	Quantity	Advanced Price	Standard Price	Total
Potted Fern	X	\$ 54.30	\$ 77.60	=
Potted Ivy	X	\$ 54.30	\$ 77.60	=
2'-3' Plants	X	\$ 62.90	\$ 89.90	=
4' Plants	X	\$ 71.45	\$102.10	=
5' Plants	X	\$ 82.90	\$118.45	=
6'-7' Plants	X	\$ 97.15	\$138.80	=
8'-9' Plants	X	\$171.45	\$244.95	=

**BLOOMING PLANTS AND ACCESSORIES**

Potted Mums	X	\$ 42.90	\$ 61.30	=
Mum color choice:	<input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender			
Potted Azaleas	X	\$ 54.30	\$ 77.60	=
Azalea color choice:	<input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White			
Bromeliads	X	\$ 54.30	\$ 77.60	=
Bubble Bowl	X	\$ 54.30	\$ 77.60	=

**PROFESSIONAL FLORAL SERVICES**

**Floral Arrangement:**     **Tropical**       **Seasonal**

Single Stem Phalaenopsis Orchid Plant	X	\$121.45	\$173.50	=
Double Stem Phalaenopsis Orchid Plant	X	\$178.60	\$255.15	=
Orchid color choice:	<input type="checkbox"/> White <input type="checkbox"/> Fuchsia			
Small Arrangement (12" x 12")	X	\$128.60	\$183.75	=
Medium Arrangement (18" x 14")	X	\$142.90	\$204.15	=
Large Arrangement (24" x 18")	X	\$157.15	\$224.50	=
Custom Arrangement	X	Please call	Please call	=

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Subtotal	
8% Sales Tax of Subtotal	
Delivery, Maintenance and Removal	\$25.00
<b>TOTAL</b>	

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

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PACK EXPO East  
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Pennsylvania Convention Center  
Philadelphia, PA

## Hostess / Booth Talent Terms and Conditions

### Registration / Badges for Associates

The Exhibitor is responsible for registering each associate for a badge that will gain them access to the show floor and also must absorb any/all costs associated with badge registration. The Exhibitor is also responsible for meeting the associate on opening day to give them the badge. If the Exhibitor prefers, the associate can pick up the badge provided by the Exhibitor at Exhibitor Registration and meet the Exhibitor at the booth.

### Cancellation by Exhibitor

Cancellations received after a contract has been signed, will be charged at 50% of the Total Bill. Cancellations received 14-days or less before the show will be charged at 100% of the Total Bill. (a) Exhibitor acknowledges and agrees to the CANCELLATION CHARGES set forth in the contract. If Exhibitor, or Agent on behalf of Exhibitor, cancels prior to the event, the Exhibitor will be subject to this Agreement. Upon such cancellation, Exhibitor/Agent excuse Event Pros, LLC and Talent from further performance under the terms of this Agreement. (b) The Exhibitor acknowledges and agrees that the Exhibitor or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon showing a good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual; neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating cancelling the Talent, the Exhibitor must provide Event Pros with a reasonable opportunity to cure the inadequate performance of the Talent by allowing Event Pros to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Exhibitor terminates or cancels Talent without providing Event Pros with the aforementioned opportunity to cure, the Exhibitor agrees to pay the entire fee due and owing as if the Exhibitor and Talent fully performed under the Agreement.

### Indemnification

The Exhibitor shall indemnify, defend and hold harmless Event Pros, LLC from and against any and all obligations, debts, liabilities, claims, demands, losses, damages, lawsuits, and expenses of any third party in any way arising out of the services to be provided; however, such indemnifications shall not apply to acts of omissions of Event Pros, LLC which constitute willful misconduct or gross negligence.

### No Solicitation by Exhibitor

The Exhibitor shall not solicit for employment or employ, nor refer to a third party for employment or employ, whether as employee or independent contractor, any person who is or has been provided to the Exhibitor through the services of Event Pros, LLC for a period of (2) years after the completion of any event for which Event Pros, LLC served as the booking agent.

### Services to be Performed

Personnel retained by the Exhibitor will perform the specific duties described in the work order confirmation and will not be subjected to any undue emotional, physical, or sexual harassment from the Exhibitor and/or the Exhibitors' guests. Any such harassment will necessitate the withdrawal of personnel. The Exhibitor shall remain fully liable for payment of the total fee should such a withdrawal occur.

### Meal Breaks and Rest Periods

The retained personnel shall be entitled to take lunch and breaks as outlined in the Work Order.

### Overtime

The retained personnel will be eligible for overtime pay for hours in excess of 9 hours per day.

### Subsequent Contracts

All future Work Orders will be performed under the same terms and conditions stated herein unless amended by written agreement.



PACK EXPO East  
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Pennsylvania Convention Center  
Philadelphia, PA

## Hostess / Booth Talent Terms and Conditions

### Event Staffing Services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

**PROMOTIONAL ASSISTANTS** coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food/beverages and be available to assist your staff in any way possible.

**BOOTH ASSOCIATES** act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads.

**CROWD GATHERERS** increase your booth traffic and gain exposure. The enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items.

**CROWD GATHERERS/EMCEES** are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun.

**LEAD EXECUTIVE ASSOCIATES** maintain all booth activities and is your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness.

**BOOTH SUPERVISORS** manage every area of the booth as well as assisting in any booth needs. They can oversee the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over five years of experience in the trade show and management areas.

**PRODUCT DEMONSTRATORS** connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients.

**INTERPRETERS** are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bi-lingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home.

**PRESENTERS/ACTORS** deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request.

**SPECIALTY TALENT**—We are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

### Enhanced Services

**EVENT PLANNING/MARKETING**—Let our marketing experts help you plan every aspect of your event for flawless execution. From concept development, messaging, marketing campaigns and more, count on us to help you achieve event success.

**TECHNICAL WRITING**—Our talented team of script and technical writers are available to develop creative, effective and innovative ways to deliver your message.

**PROJECT MANAGEMENT**—Project Managers work with you on pre-show planning, on-site execution and post-show wrap-up. Consider these dedicated professionals as an extension of your own staff.

**BOOTH STAFF TRAINING**—An executive can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

**PRODUCTION SERVICES**—The right presentation is critical to excite and maintain the attention of show attendees. Allow our team of production professionals to provide presentations that capture and build enthusiasm around your product.

**LEAD CAPTURE SYSTEM**—Our cutting-edge technology ensures that each new business opportunity is followed through to its furthest potential. Leads are the most valuable asset of a trade show and are efficiently collected with this innovative system.

**POST-SHOW MEASUREMENT**—Post-show measurement is an essential tool in evaluating our business. This valuable feedback offers a clear and precise analysis of every event, allowing you to evaluate overall success and build ideas for future programs.



PACK EXPO East  
 March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA

## Hostess / Booth Talent

- **To receive a quote for Booth Talent, please complete the following information.**
- **Additional Charges** - All orders placed within 10-days from first day of event are subject to a late order premium of \$100.00 per associate. Additional Charges may also apply when requesting a specific associate, executive level of experience, and/or special requirements such as specified wardrobe, appearance (ethnicity, height), additional languages, and detailed training.
- Cancellations received after a contract has been signed will be charged 50% of the Total Bill. Cancellations received 14-days or less before show will be charged at 100% of the Total Bill.

[Click here to order online.](#)

### HOSTESS / BOOTH TALENT

**Please specify the number of staff required from each category:**

	<b>Number Required</b>
Exhibit Hostess / Host	_____
Narrator / Spokesperson	_____
Demonstrator / Sales Assistant	_____
Crowd Gatherer	_____
Hospitality Suite Hostess / Host	_____
Interpreter	_____
Other	_____

Type of Apparel:                       Business       Cocktail       Other: \_\_\_\_\_

Special Talent / Qualification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Dates Service is Required:

\_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

#### CALCULATING YOUR TOTAL

**PAYMENT IN FULL IS DUE WHEN CONTRACT IS SIGNED BY EXHIBITOR.**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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PACK EXPO East  
 March 18-20, 2024  
 Pennsylvania Convention Center  
 Philadelphia, PA

## Booth Security

**Discount Deadline:**  
**February 12, 2024**

- All daily schedules must meet a four (4) hour minimum. No schedule can commence or end between the hours of 12:00 am (midnight) and 6:00 am. Any same day cancellations will be subject to a four (4) hour minimum charge.
- On-site orders placed with less than 48-hour advanced notification will be billed at **\$50.00** an hour.
- PES Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property, or the property of others. The amounts payable by the client are not sufficient to warrant PES assuming any risk of damage or loss to property due to PES's negligence or failure to perform. PES Security will not be responsible for any/all personal electronics including laptop computers. Uniformed security serves as a visual deterrent only, and the officers employed by PES Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control including acts of terrorism. The client, by signing this agreement indemnifies and holds PES Security harmless for any and all losses and claims by third parties and agrees to have in effect at the time of signing this agreement, insurance to cover all losses.
- Cancellations received less than 2-weeks prior to the first day of exhibitor move-in will be billed at 50%. Cancellations received after 3/1/24 will be billed 100%.

[Click here](#) to order online.

### BOOTH SECURITY

	Start Time	Stop Time	Hours	No. of Guards	Total Hours
Thurs., 3/14/24 - Fri., 3/15/24	_____	_____	_____	X	= _____
Fri., 3/15/24 - Sat., 3/16/24	_____	_____	_____	X	= _____
Sat., 3/16/24 - Sun., 3/17/24	_____	_____	_____	X	= _____
Sun., 3/17/24 - Mon., 3/18/24	_____	_____	_____	X	= _____
Mon., 3/18/24 - Tues., 3/19/24	_____	_____	_____	X	= _____
Tues., 3/19/24 - Wed., 3/20/24	_____	_____	_____	X	= _____
Wed., 3/20/24 - Thurs., 3/21/24	_____	_____	_____	X	= _____
Thurs., 3/21/24 - Fri., 3/22/24	_____	_____	_____	X	= _____
Fri., 3/22/24 - Sat., 3/23/24	_____	_____	_____	X	= _____
Saturday, 3/23/24	_____	_____	_____	X	= _____

**Minimum Order: 4 Hours per guard per day    Advance Rate: \$35.00/ Hour    Standard Rate: \$45.00/ Hour**

- On-site orders placed with less than 48-hour advanced notification will be billed at **\$50.00** an hour.

Would you like the guard to wait until your company representative arrives at the booth to release the guard from duty?

YES     NO    If yes, please provide a list of the names of individuals for the guard to report to, and who is authorized to release them each morning:

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

In-Booth Security Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.751.9400 | [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) | [packexpoeast.com](http://packexpoeast.com)



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

**Discount Deadline:  
February 12, 2024**

## Refrigeration Brochure and Order Form



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

**Discount Deadline:  
February 12, 2024**

## Scooter Rental



# Material Donation Program



All exhibitors must abide by all move-in/move-out policies and leave your exhibit space as you found it when you arrived. However, if you have materials that you are planning to discard and would instead like to donate after the show, PMMI has worked with the Pennsylvania Convention Center and PACK EXPO Services to establish a donation program with materials benefiting local charities.

**If you are interested in participating in the Material Donation Program, please complete the [submission form](#) no later than February 29, 2024.**

1. Fill out the submission form with a description of all items you anticipate leaving for donation at show close.
2. All donations must be in like-new condition and must be approved by Show Management.
3. Materials we may accept or decline are subject to the judgement of Show Management:

Acceptable items include:	Items we do not accept:
- Furniture	- Marketing materials or swag
- Non-perishable food	- Flooring / carpet
- Plants and décor	- Fresh, perishable or opened food
- Electronics	- Custom-built booth structures or displays

4. Any donations not properly packed, not dismantled, not approved for donation, or abandoned will result in an additional charge to the exhibitor.
5. Some items may require removal fees for donation.
6. If materials are approved for donation, the exhibitor will be given “Hold for Collection” stickers from their Floor Manager and should place the sticker on materials approved for donation.
7. Exhibitor understands that submitting this form DOES NOT confirm acceptance of items for donation. Approval will be provided after review of items and their condition.

If you have any questions on this process or the program, please contact us at [expo@pmmi.org](mailto:expo@pmmi.org).

[Click Here to Complete the Material Donation Form](#)



PENNSYLVANIA  
CONVENTION  
CENTER





# TABLE OF CONTENT

## | BREAKFAST

- Continental Breakfast 3
- Hot Breakfast Buffets 3
- Breakfast Accompaniments 4
- Breakfast Action Stations 5
- Plated Breakfast 5

## | BREAKS

- Break Packages 6
- Snacks a la Carte 7

## | LUNCHESES

- Boxed Lunches 8
- Deli & Salad Lunch Buffets 9
- Plated Chilled Lunch Entrées 10

## | LUNCH & DINNER

- Pick N' Choose Hot Buffets 11
- Hot Buffets 12
- Plated Entrées 13

## | HORS D'OEUVRES + STATIONS

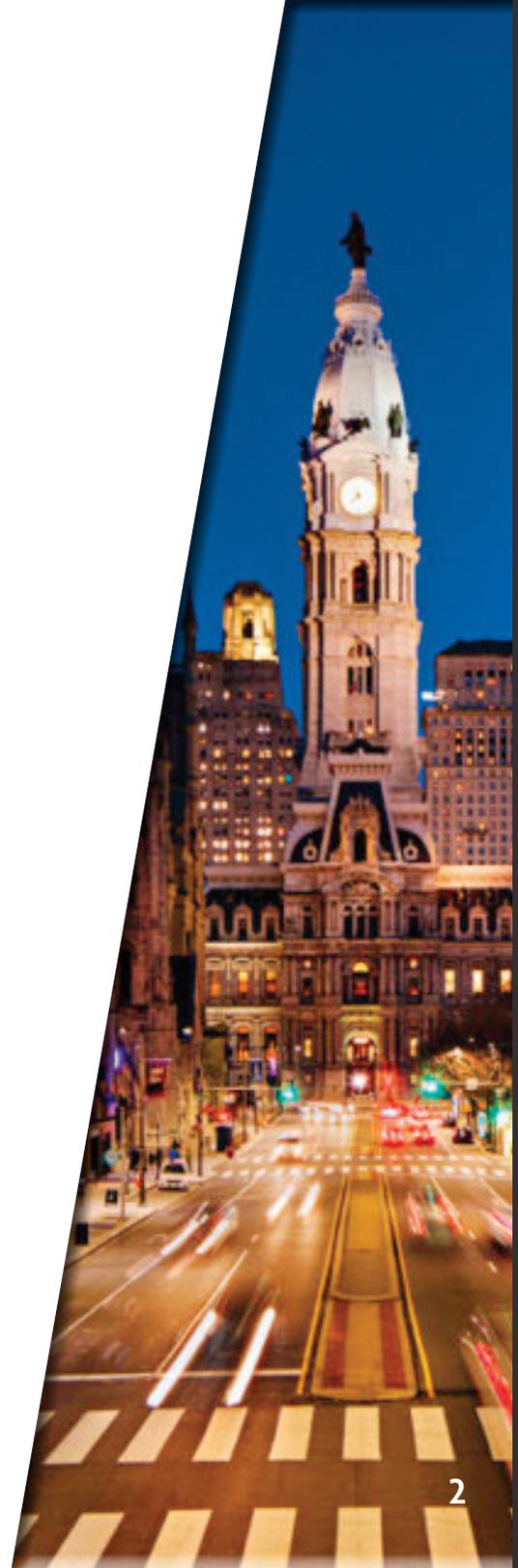
- Hot & Cold Hors d'oeuvres 14
- Reception Stations 15
- Action Stations 16
- Dessert Stations 17

## | BAR PACKAGES

- Hosted Consumption Bar 18
- Open Bar Packages 18
- Cash Bar 18

## | MENU STANDARDS

- Event Planning 19
- Payment and Credit 19
- Taxes & Fees 20
- Coat Check and Fees 21
- Convention Cafes & Restaurants 21
- Catering Guidelines 22
- Exhibitor Food & Beverage Policy 22





# CONTINENTAL BREAKFAST

ALL BREAKFASTS INCLUDE FRESHLY BREWED COFFEE, DECAF, HOT TEA AND FRUIT JUICE.

**KEEP IT GOING** CN | V **\$27.25**  
Sliced Fruit & Berries Platter, In-House Baked European Danishes, Assorted Individual Greek Yogurts, Chocolate Espresso Bean Granola, Assorted Prepackaged Breakfast Cereal Bars

**JUST WAKING UP** CN | V **\$23.50**  
Sliced Fruit & Berries Platter, In-House Baked European Danishes, Croissants, House Made Muffins, Assorted Individual Greek Yogurts

All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware.

**TIME TO GET GOING** CN | V **\$24.25**  
Seasonal Whole Fruit, Assorted Individual Greek Yogurts Honey Almond Granola, Fresh Baked Muffin Tops, Assorted Prepackaged Breakfast Cereal Bars

**DAYBREAK** V **\$21.00**  
Seasonal Whole Fruit, Assorted Donuts, House Made Muffins

# HOT BUFFETS BREAKFAST

ALL BREAKFASTS INCLUDE FRESHLY BREWED COFFEE, DECAF, HOT TEA, WATER AND FRUIT JUICE.

**BREAKFAST MEATS AND EGGS** CN **\$40.25**  
Cage Free Scrambled Eggs, Apple Wood Smoked Bacon, Artisan-Style Chicken Apple Sausage, Yukon-Yam Potato Hash, Sliced Fruit & Berries Platter, In-House Baked European Danishes, House Made Muffins

**FRITTATAS** CN **\$39.50**  
Artisan-Style Chicken Apple Sausage Frittata, Egg White Spinach-Mushroom Frittata, Sliced Fruit & Berries Platter, Lemon Breakfast Bread, Bran Muffins, Assorted Individual Greek Yogurts, Honey Almond Granola

**THE TRADITIONAL** **\$35.50**  
Cage Free Scrambled Eggs, Apple Wood Smoked Bacon, Pork Sausage Links, Roasted Diced Potatoes, Sliced Fruit & Berries Platter, Fresh Baked Bagel Assortment with Cream Cheese, Butter & Jellies

Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN

Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.  
Prices subject to a 23% administration fee and 8% sales tax. Prices are subject to change.





# ACCOMPANIMENTS

## BREAKFAST

Enhancements require a minimum of 15 guests.

Any hot items added to a continental package will have wait staff charges added to the service.

They are charged at \$225.00 for two hours of service

Breakfast enhancements must be purchased in conjunction with a continental or hot breakfast package, if not ordered in conjunction with a package, please contact the Catering Sales Department for pricing.

### BREAKFAST ENTRÉE

**SALTED CARAMEL AND BACON WAFFLE** CN \$11.75  
Buttermilk Bacon Waffle topped with Salted Caramel, Candied Pecans, Bacon Crisps & Whipped Butter

**FRENCH TOAST** CN | V \$10.25  
Topped with Caramelized Banana & Chocolate Hazelnut, Warm Maple Syrup

**STEEL CUT OATS** CN | V \$9.25  
Dried Fruits, Fresh Berries, Brown Sugar, Assorted Nuts, Honey

**PANCAKE TRIO** V \$9.75  
Plain, Blueberry, Chocolate Chip, Warm Maple Syrup, Butter

**TRADITIONAL CAGE FREE SCRAMBLED EGGS** \$7.75

**VEGAN GLUTEN FRIENDLY SANDWICH** VG | GF \$12.00  
Scrambled Tofu Rancheros on Vegan and Gluten Free Bread

**BREAKFAST SANDWICHES** V \$10.00  
» Egg, American Cheese, English Muffin  
» Egg, Cheddar Cheese, Croissant

**ADD MEAT** \$2.25

- » Pork Sausage
- » Turkey Bacon
- » Apple Wood Smoked Bacon
- » Turkey Sausage

### BREAKFAST MEATS \$7.75

#### CHOOSE ONE

- » Apple Wood Smoked Bacon GF
- » Turkey Bacon GF
- » Pork Sausage
- » Turkey Sausage

### A LA CARTE

#### BY THE DOZEN

- Seasonal Whole Fruit VG | GF \$ 35.00
- Fresh Baked Bagel Assortment with Cream Cheese, Butter & Jellies V \$ 65.00
- Assorted Donuts V | CN \$ 68.00
- House Made Muffins V \$ 55.00
- In-House Baked European Danishes CN | V \$ 52.00
- Assorted Breakfast Breads V \$ 65.25
- Assorted Biscotti V | CN \$ 46.00
- Assorted Prepackaged Breakfast Cereal Bars VG \$ 40.00
- Assorted Prepackaged Granola Bars VG \$ 30.00
- Hard Boiled Eggs V \$ 48.00
- KIND Bars VG | CN \$ 101.25

#### BY THE PERSON

- Cold Smoked Salmon Platter, Bagels, Traditional Garnishes \$ 29.75
- Sliced Fruit & Berries Platter VG | GF \$ 10.00
- Individual Fruit Cups VG | GF \$ 10.00
- Assorted Individual Greek Yogurt V \$ 6.00
- » ADD Chocolate Espresso Bean Granola VG \$ 1.00
- » ADD Honey Almond Granola CN \$ 2.00

Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN

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# ACTION STATIONS

## BREAKFAST

*All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware.  
Chef attendants are required for these stations.  
They are charged at \$225.00 for two hours of service.  
Any station requiring electric will be charged to the client.*

**OMELETS** GF **\$18.50**  
Black Forest Ham, Apple Wood Smoked Bacon, Spinach, Red Onions, Mushrooms,  
Tomatoes, Bell Peppers, Cheddar Cheese, Swiss Cheese, Cage Free Eggs, Egg Whites

**BELGIAN WAFFLES** V **\$17.00**  
Fruit Compote, Whipped Cream, Chocolate Chips, Warm Maple Syrup, Caramel, Butter

# PLATED

## BREAKFAST

*All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee  
All plated meal functions include china. If event is held  
in the Exhibit Hall or Grand Hall, please contact your  
sales representative for additional charges.*

**ALL BREAKFASTS INCLUDE FRESHLY BREWED COFFEE, DECAF, HOT TEA, WATER AND FRUIT JUICE.**

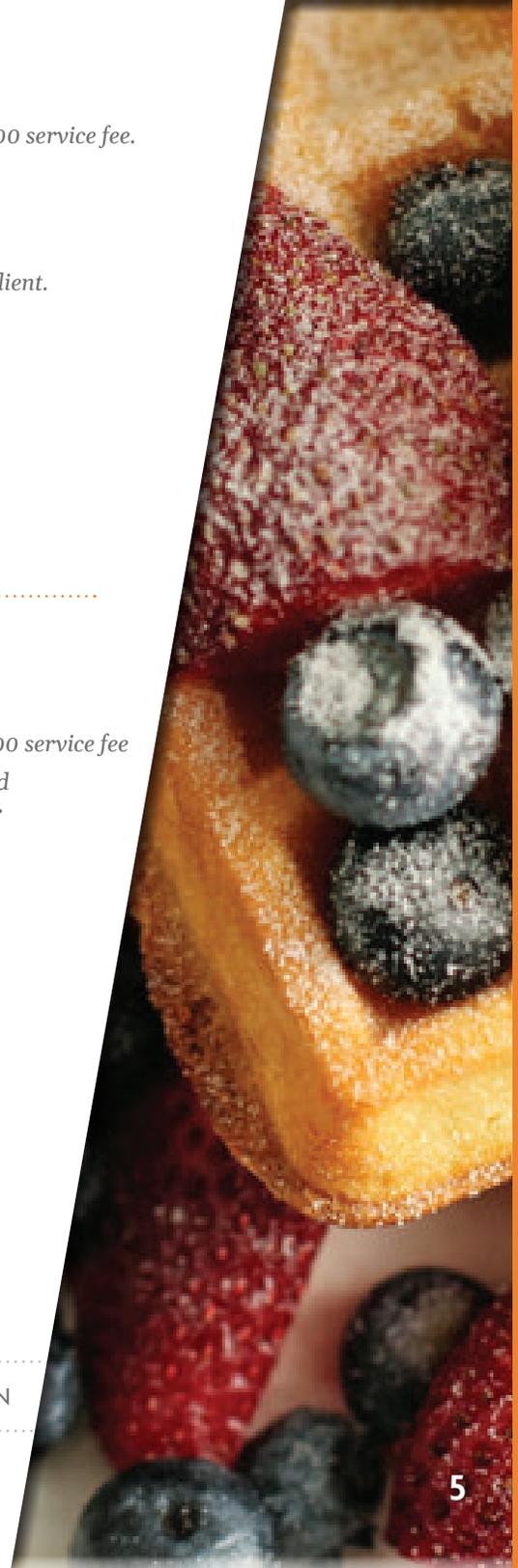
**BROAD STREET BRAWLER** **\$35.00**  
Cage Free Scrambled Eggs, Cheesy Potato Hash “Puck”,  
Apple Wood Smoked Bacon, Oil Cured Tomato Duo

**LOVE PARK** **\$36.00**  
Baked Challah French Toast, Warm Farro & Tomato, Apple Wood Smoked Bacon,  
Warm Maple Syrup, Butter

**MAIN LINE** **\$36.75**  
Prosciutto & Prima Donna Frittata, Apple Wood Smoked Bacon,  
Yukon-Yam Potato Hash

*Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN*

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# PACKAGES BREAK

## PACKAGES

**MID-MORNING HEALTHY** V | CN \$13.00  
Assorted Prepackaged Granola Bars,  
Assorted Individual Greek Yogurts,  
Honey Almond Granola, Seasonal Whole Fruit

**SWEET AND SALTY** V \$15.00  
House Made Potato Chips, Four Onion Dip,  
Miniature Philly Soft Pretzels,  
Spicy Mustard, Assorted Cookies & Brownies

**AFTERNOON HEALTHY** VG | CN \$16.25  
Garlic-Lemon Hummus, Pita Points, Carrots,  
Celery Sticks, House Made Trail Mix

**SWEET TREATS** V \$14.50  
Rice Krispies Treats, Oreos,  
Mini Chocolate Chip Cookies  
*All prepackaged*

*All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware.*

**THE FRANKLIN** \$19.00  
Miniature Philly Soft Pretzels with Beer Mustard,  
Cherry Pepper Cheese, Italian Hoagie Bites, Mini  
Cannoli

**BE HEALTHY** CN | GF \$16.00  
Baby Carrots with Hummus, Smartfood Popcorn,  
Assorted Prepackaged Granola Bars,  
Prepackaged Apple Slices, Peanut Butter

**ON THE BOARDER** VG | GF \$8.50  
White Corn Tortilla Chips, Pico de Gallo Salsa,  
Classic Guacamole

*Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN*

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# A LA CARTE BREAK

## SNACKS BY THE DOZEN

Seasonal Whole Fruit <b>VG   GF</b>	\$ 35.00
Philly Soft Pretzels, Spicy Mustard <b>DF</b>	\$ 41.00
Miniature Philly Soft Pretzels, Spicy Mustard <b>DF</b>	\$ 33.00
Assorted Tastykakes	\$ 75.00
Assorted Prepackaged Snacks	\$ 31.50
Gluten Free Options are Smartfood Popcorn and Lays Potato Chips	
Assorted Candy Bars	\$ 72.00
Plain M&M's, Reese's Peanut Butter Cups, Hershey Milk Chocolate Bar, Twix, Swedish Fish	
Cupcakes <b>V</b>	
Chocolate, Vanilla, Carrot <b>CN</b> , Red Velvet, Lemon	
Full Size	\$ 85.00
Mini Size	\$ 50.00
Cheese Sticks <b>V</b>	\$ 26.25
Assorted Cookies & Brownies <b>V</b>	\$ 38.00
Lemon Bars <b>V</b>	\$ 72.00
Chocolate Dipped Strawberries <b>V</b>	\$ 160.00
Assorted Granola Bars	\$ 30.00
Prepackaged Trail Mix	\$ 48.00
Frozen Novelties	\$ 65.00
Assorted Ice Cream Pops & Cones Cherry & Lemon Water Ice Cups	

Freezer rental required, number to be determined upon quantity requested.  
Freezer rental charges are \$100.00 each/per day.  
May Require Attendant(s) - each attendant is charged at \$225.00 for two hours of service.  
Client is responsible for the electrical connection charges for the freezer(s).

All prices are per person unless otherwise noted.  
All services are provided on disposable ware.

## BY THE PLATTER

Platter Feeds 25	
Hummus Duo <b>DF</b>	\$ 237.50
Roasted Garlic, Roasted Red Pepper, Pita Points	
Farmers Crudité <b>V</b>	\$200.00
Rainbow Carrots, Broccoli, Bell Peppers, Cucumbers, Radishes, Cauliflower, Celery, Grape Tomatoes, Buttermilk Ranch Dressing	
Homestead Cheese Board <b>VG   CN</b>	\$ 275.00
Humboldt Goat, Cheddar, Fontina, Smoked Gouda, Brie, Boursin, Fig Jam, Grapes, Pecans, Crostini, Flat Breads	

## SNACKS BY THE POUND

Hershey Kisses <b>V</b>	\$ 29.00
Tiny Twist Pretzels <b>V</b>	\$ 12.00
House Made Potato Chips and Onion Dip <b>V</b>	\$ 40.00
White Corn Tortilla Chips with Pico de Gallo Salsa <b>VG   GF</b>	\$ 40.00
Mixed Nuts <b>VG   CN</b>	\$ 87.50
California Trail Mix <b>VG   CN</b>	\$ 38.00
Banana Chips, Apricots, Raisins, Golden Raisins, Almonds	
Sabra Hummus & Pretzel Cups <b>VG each</b>	\$ 12.00

## BEVERAGES

Assorted Soft Drinks	\$ 6.50
Bottled Water	\$ 5.00
Mineral Water	\$ 5.00
Assorted Fruit Juices	\$ 6.50
Energy Drinks	\$ 7.00
Lemonade	per gallon \$ 50.00
Unsweetened Iced Tea	per gallon \$ 45.00
Freshly Brewed Coffee, Decaf and Hot Tea	per gallon \$ 75.00
Selection of Seasonal Fruit & Herb Infused Water	per gallon \$ 52.00
Upscale Coffee Condiments	per person \$ 7.50
Whipped Cream, Chocolate Shavings, Cinnamon Sticks, Assorted Syrups, Creamers	

## WATER COOLER

One-time Rental Fee	\$100.00
Includes cooler, initial 5-gallon water jug, flat bottom cups	
Refresh	\$45.00
Includes 5-gallon jug, flat bottom cups	

Electrical connection required for water coolers.

Gluten Friendly **GF** | Vegetarian Friendly **V** | Vegan Friendly **VG** | Dairy Free Friendly **DF** | Contains Nuts **CN**

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# BOXED LUNCH

All prices are per person unless otherwise noted.

ALL BOXED LUNCHES INCLUDE PLAIN POTATO CHIPS, COOKIE AND BOTTLED WATER.

## BOXED LUNCH \$35.00

### » ROASTED TURKEY

Asiago Cheese, Caramelized Onions, Spinach-Artichoke Spread, Rustic Hero

### » ITALIAN COMBO

Hot Ham, Genoa Salami, Prosciuttini, Provolone, Sun-Dried Tomato Purée, Seeded Semolina Hero

### » GRILLED CHICKEN SALAD

Lettuce, Croissant

### » THE CUBAN

Roasted Pork, Swiss Cheese, Pickle Chips, Horseradish Mustard, Rustic Hero

### » VEGAN SMASHED CHICKPEA WRAP VG

Vegan Mayo, Red & Green Peppers, Scallions, Shredded Carrots, Green Leaf, Sun-Dried Tomato Wrap

### » GRILLED VEGETABLE WRAP VG | GF

Zucchini, Yellow Squash, Eggplant, Roasted Peppers, Basil Pesto, Gluten Free Wrap, GF Apple

### » GARDEN GREENS SALAD VG | GF

Grape Tomatoes, Cucumbers, Green Bell Peppers, Red Onions, Red Roma Vinaigrette, GF Apple

ADD GRILLED CHICKEN \$3.00

## BOXED LUNCH UPGRADES

APPLE OR ORANGE each \$2.75

PASTA SALAD each \$3.00

SIDE GARDEN SALAD each \$4.50

Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN

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# DELI & SALAD BUFFETS

## LUNCH

All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware.

ALL BUFFETS INCLUDE FRESHLY BREWED COFFEE, DECAF, HOT TEA AND WATER STATION.

### PREMADE SANDWICHES \$44.00

HOUSE MADE CHIPS, ASSORTED FRESH BAKED COOKIES AND SEASONAL WHOLE FRUIT

#### FARM GREENS V | GF

Frisee, Carrots, Radishes, Fennel, Cherry Tomatoes, Green Goddess Dressing

#### CHOOSE FOUR SANDWICHES

##### » ROASTED TURKEY

Asiago Cheese, Caramelized Onions, Spinach-Artichoke Spread, Rustic Hero

##### » ITALIAN COMBO

Hot Ham, Genoa Salami, Prosciuttini, Provolone, Sun-Dried Tomato Purée, Seeded Semolina Hero

##### » GRILLED CHICKEN SALAD

Lettuce, Croissant

##### » THE CUBAN

Roasted Pork, Swiss Cheese, Pickle Chips, Horseradish Mustard, Rustic Hero

##### » VEGAN SMASHED CHICKPEA WRAP VG

Vegan Mayo, Red & Green Peppers, Scallions, Shredded Carrots, Green Leaf, Sun-Dried Tomato Wrap

##### » GRILLED VEGETABLE WRAP VG | GF

Zucchini, Yellow Squash, Eggplant, Roasted Peppers, Basil Pesto, Gluten Free Wrap

### SOUP + SALAD \$43.00

Recommended for up to 100 guests.  
For services over 100 guests, additional labor charges will apply.

#### SEASONAL SOUP WITH DECONSTRUCTED SALAD TO INCLUDE

Farm Greens, Crisp Romaine, Grape Tomatoes, Chickpeas, Croutons, Shredded Carrots, Hard Boiled Eggs, Albacore Tuna, Grilled Chicken, Cheddar Cheese, Blue Cheese Crumbles, Balsamic and Ranch Dressings, Rolls and Butter, Fresh Baked Brownies

#### SOUP OPTIONS

##### CHOOSE ONE

##### » PASTA FAGIOLI V

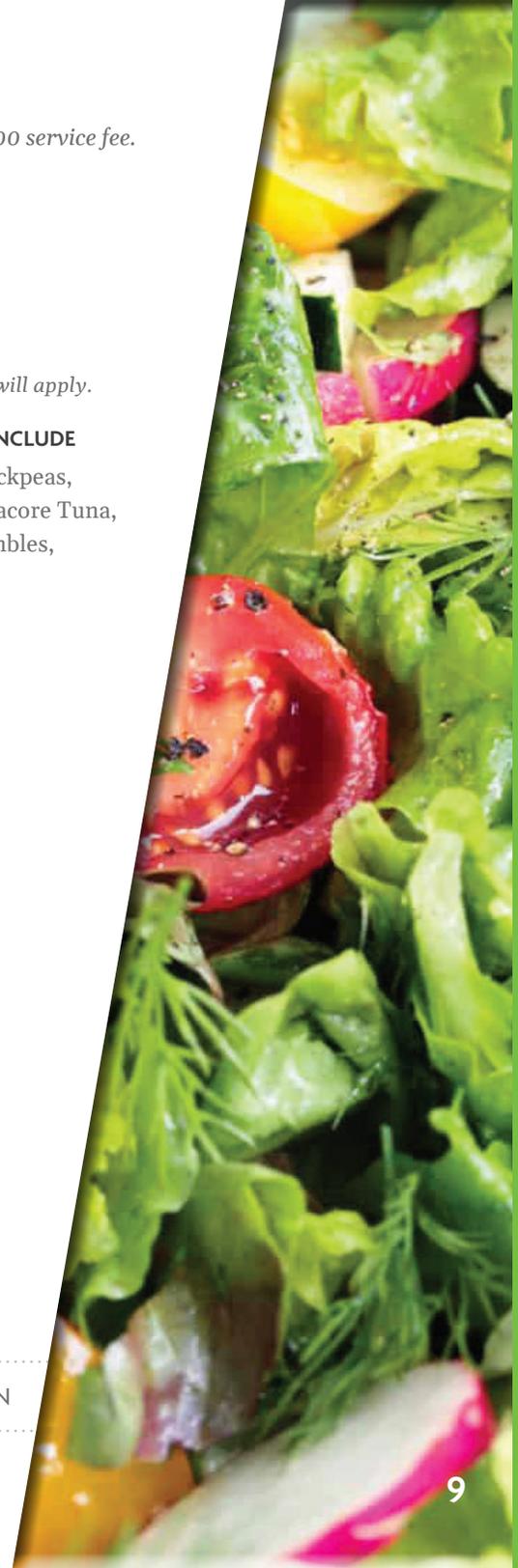
##### » GARDEN VEGETABLE VG | GF

##### » CREAM OF MUSHROOM V

##### » CHICKEN AND CORN TORTILLA GF

Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN

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# PICK N' CHOOSE HOT BUFFETS

## LUNCH + DINNER

All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware

ALL BUFFETS INCLUDE FRESHLY BREWED COFFEE, DECAF, HOT TEA, WATER STATION, ROLLS AND BUTTER.

### SALAD CHOOSE ONE

#### ROMAINE

Pickled White Anchovies, Pecorino Pepato, Hand Torn Croutons, Lemon-Caper Vinaigrette

#### FARM GREENS V | GF

Frisee, Carrots, Radishes, Fennel, Cherry Tomatoes, Green Goddess Dressing

#### CHOPPED BABY WEDGE GF

Sun-dried Tomatoes, Bacon Lardons, Pickled Red Onions, Blue Cheese Dressing

#### GREEK V | GF

Romaine, Feta Cheese, Grape Tomatoes, Red Onions, Cucumbers, Olives, Oregano-Lemon Vinaigrette

#### BABY ARUGULA

Burrata, Panchetta Crips, Olive Cured Tomatoes, Basil Oil, Balsalmic Reduction

### PROTEIN \$62.00

CHOOSE 2 at this price point

#### PHILLY BEEF CHEESESTEAK

Caramelized Onions, Cheese Sauce, Hot Peppers, Ketchup, Club Rolls

#### ROASTED PORK LOIN GF

Shaved Sharp Provolone, Spicy Red Pepper & Broccoli Rabe Relish

#### HERB GRILLED CHICKEN

BREAST DF | GF  
Roasted Garlic Jus

#### BEEF BOLOGNESE

Rigatoni, Whipped Ricotta, Extra Virgin Olive Oil, Cracked Black Pepper

#### SMOKED BOURBON

GLAZED TURKEY DF | GF  
Orange Maple Mustard

#### TRI-COLOR ROASTED CAULIFLOWER VG | GF

Baby Kale, Arugula Pesto, Red Beet Vinaigrette

### PROTEIN \$71.00

CHOOSE 2 at this price point

#### HOUSE SMOKED BEEF

BRISKET DF | GF  
Tomato Bacon Jam

#### GRILLED SALMON GF

Fig Gastric, Brown Butter

#### BRAISED SHORT RIBS DF | GF

Red Wine Demi

#### CRAB CAKES

Sweet Pepper-Fennel Chutney

#### SEARED MALBEC CHICKEN

BREAST DF | GF  
Cipollini Onions,  
Bacon Mushroom Demi

#### ROASTED TOMATO RISOTTO CAKES GF | VG

Smoked Yellow Pepper Purée

### STARCH CHOOSE ONE

HERB ROASTED FINGERLING  
POTATOES VG | GF

POTATO DAUPHINOISE V

CORIANDER

SAFFRON RICE VG | GF

WHIPPED RED POTATOES V | GF

PEA FARRO RISOTTO VG

### VEGETABLE CHOOSE ONE

CHARRED BALSAMIC CARROTS  
VG | GF

ROASTED BRUSSEL  
SPROUTS VG | GF

SEA SALT GRILLED JUMBO  
ASPARAGUS VG | GF

HARISSA ROASTED  
CAULIFLOWER VG | GF

WAX BEAN MEDLEY VG | GF

### DESSERT CHOOSE ONE

#### MINI CHOCOLATE QUARTET V | CN

Chocolate Caramel Crunch, Gianduja Praline, Triple Chocolate Tower, Viennese Coffee

#### MINI TARTLETS V | CN

Key Lime, Coconut, Chocolate, Apple Crumb, Lemon Meringue, Raspberry, Salted Caramel, Pistachio

#### SLICED FRUIT & BERRIES VG | GF

#### SHOOTER QUARTET V | CN

Tiramisu, Chocolate Mousse, Lemon Crumble, Raspberry Pistachio

#### MINI CAKES V

Carrot, Limoncello, Red Velvet

Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN

Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.  
Prices subject to a 23% administration fee and 8% sales tax. Prices are subject to change.



# HOT BUFFETS

## LUNCH + DINNER

ALL BUFFETS INCLUDE FRESHLY BREWED COFFEE, DECAF, HOT TEA AND WATER STATION.

### SARDINIA \$68.00

#### ROMAINE

Pickled White Anchovies, Pecorino Pepato, Hand Torn Croutons, Lemon-Caper Vinaigrette

#### FOCACCIA SQUARES

#### HERB SEARED CHICKEN BREAST GF

Smoked Pomodoro Fennel

#### BRAISED SHORT RIB RAGU

Rigatoni, Fresh Mozzarella

#### ROASTED TOMATO RISOTTO CAKES VG | GF

Smoked Yellow Pepper Purée

#### BROCCOLINI VG | GF

Olive Cured Tomatoes, Roasted Garlic-Extra Virgin Olive Oil Purée

#### TIRAMISU

### ZAATAR \$66.00

#### BABY GREENS VG | GF

Cucumber, Cherry Tomatoes, Red Onions, Celery, Minted-Citrus Dressing

#### NAAN BREAD

#### HARISSA GRILLED CHICKEN

Cucumber Yogurt

#### GARAM MASALA ROASTED SALMON

Cilantro Parsley Chimichurri

#### FALAFEL & LEMON BASMATI RICE VG | GF

#### CITRUS BRUSSEL SPROUTS VG | GF

#### HONEY BASBOUSA CAKE CN

All prices are per person unless otherwise noted.  
Orders with less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware

### BLOCK & IRON \$71.00

#### BABY SPINACH V | GF | CN

Fried Shallots, Toasted Walnuts, Goat Cheese, Dried Cherries, Sherry Vinaigrette

#### BRIOCHE ROLLS & BUTTER

#### SEARED BLOCK CUT BASS GF

Saffron Herb Butter Sauce

#### GRILLED FLAT IRON STEAK GF

Peppercorn Demi

#### FRENCH LENTIL PATTIES VG | GF

Braised Greens, Roasted Cippolini Onion Sauce

#### ROASTED PEE-WEE POTATOES VG | GF

#### ASSORTED FRENCH MACARONS CN

### SABROSA \$64.00

#### CHOPPED ROMAINE VG | GF

Pickled Onions, Tomatoes, Bell Peppers, Corn Tortilla Strips, Avocado Ranch Dressing

#### CHIPOTLE BRAISED BEEF GF

#### CHICKEN ROJA GF

#### CORIANDER CAULIFLOWER VG | GF

Chunky Charred Salsa Roja

#### SPANISH RICE & BEANS VG | GF

#### SIDES

#### Corn Taco Shells GF

Flour Tortilla, Queso Fresco, Shaved Pickled Radish, Pico de Gallo Salsa, Guacamole, Wedged Limes, Cilantro Cream

#### CINNAMON SUGAR CHURROS

Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN

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# PLATED ENTRÉES

## LUNCH + DINNER

All prices are per person unless otherwise noted.

All orders for less than 15 guests will be subject to a \$200 service fee.

All plated meal functions include china. If event is held in the Exhibit Hall or Grand Hall, please contact your sales representative for additional charges.

**ENTRÉE PRICE INCLUDES SALAD, DESSERT, ROLLS AND BUTTER, FRESHLY BREWED COFFEE, DECAF, HOT TEA AND WATER.**

Pre-set iced tea glasses, additional \$2.75 per person

» **CHOOSE ONE OF THE FOLLOWING OPTIONS FOR YOUR PLATED ENTRÉE**

### SALAD

#### GREEN OAK V | GF

Little Gem, Yellow and Red Grape Tomatoes, Shredded Rainbow Carrots, Roasted Pearl Onions, Buttermilk-Parmesan Dressing

#### FARM GREEN V | GF

Honey Roasted Apples, Parmesan, Cranberries, Citrus Vinaigrette

#### BABY ARUGULA GF

Burrata, Pancetta Crisps, Smoked Cured Tomatoes, Basil Oil, Balsamic Reduction

#### BABY KALE GF | CN

Pickled Baby Beets, Shaved Radishes, Toasted Pistachios, Goat Cheese Snow, Sherry-Bacon Vinaigrette

#### ROASTED RAINBOW CARROTS VG | GF | CN

Arugula, Chickpea Purée, Charred Scallion, Mint, Toasted Sliced Almonds, Honey Lemon Tahini

### ENTRÉE SELECTION

#### HERB CRUSTED CHICKEN BREAST GF

Wild Rice, Rapini, Baby Carrots, Spring Garlic Jus

#### WHITE SOY SEARED COD

Purple Potato Purée, Ginger Carrots, Sweet Tamari Reduction

#### SMOKED AIRLINE CHICKEN BREAST GF

Prima Donna Risotto, Roasted Brussel Sprouts, Garlic Thyme Jus

#### MAPLE MUSTARD CRUSTED FILET GF

Duck Fat Pee Wee Potatoes, Wax Bean Duet, Natural Jus

#### SEARED SALMON

Saffron Couscous, Spaghetti Vegetables, Red Pepper Gastrique

#### SMOKY BARREL CUT STRIPLOIN GF

Potato Gratin, Roasted Mushrooms, Black Garlic Demi

#### BRAISED SHORT RIB GF

Chive Potato Purée, Roasted Broccolini, Farm Mushrooms, Honey Bourbon Reduction

LUNCH | DINNER

\$58.00 | \$61.00

\$68.25 | \$71.00

\$58.00 | \$62.00

\$73.00 | \$76.00

\$66.50 | \$68.50

\$68.50 | \$71.00

\$68.00 | \$70.00

### DESSERT SELECTION

CAMELIZED APPLE TARTLET

CHOCOLATE MOUSSE DOME

PALERMO CITRUS DOME

SEA SALTED CAMEL MOUSSE DELIGHT

SLICED FRUIT & BERRIES VG | GF

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# HORS D'OEUVRES

Butlers are available to pass items for \$225 for two hours and \$65 per hour each thereafter.

All services are provided on disposable ware.

ALL HORS D'OEUVRES ARE PRICED FOR ORDERS OF 50 PIECES.

## HOT

<b>PRETZEL FRANKS</b> DF	\$225.00
Victory Beer Mustard	
<b>CHEESESTEAK SPRING ROLL</b>	\$265.00
Sriracha Ketchup	
<b>MEDITERRANEAN RATATOUILLE TART</b> V	\$310.00
Curry Aioli	
<b>PEKING STYLE CHICKEN POT STICKERS</b> DF	\$330.00
Shanghai Black Vinegar	
<b>PAN SEARED MINI CRAB CAKES</b> DF	\$395.00
Citrus Caper Aioli	
<b>EDAMAME DUMPLINGS</b> VG	\$195.00
Sweet Chili Sauce	
<b>ROASTED PORK BELLY SKEWER</b> DF   GF	\$325.00
Tomato Jalapeño Jam	
<b>SHRIMP TOAST</b> DF	\$300.00
Sesame Seeds, Scallions, Sweet Soy	
<b>ROASTED VEGETABLE CAPONATA</b> V	\$290.00
Goat Cheese, Phyllo Cup	
<b>SMOKED BRISKET</b>	\$310.00
Steak House BBQ, Crispy Onion, Brioche Crostini	

## COLD

<b>TOMATO BASIL BRUSCHETTA</b> V	\$200.00
Garlic Baguette	
<b>HOUSE SMOKED CHICKEN SALAD</b>	\$290.00
Pumpnickel Crostini	
<b>SHRIMP COCKTAIL</b> DF	\$375.00
Sriracha Cocktail Sauce	
<b>SUSHI</b>	\$390.00
Spicy Tuna, California Roll, Eel Roll, Philly Roll, Soy Sauce, Wasabi, Pickled Ginger	
<b>WALDORF CROSTINI</b> CN   VG	\$210.00
Apples, Yogurt, Walnuts, Grapes, Celery, Brioche Crostini	
<b>PONZU TUNA TATAKI SPOON</b> DF	\$370.00
Edamame, Togarashi Crust, Crispy Rice Noodle	
<b>ROASTED BEET HUMMUS</b> CN   V	\$200.00
Mandarin Chutney, Goat Cheese, Toasted Almonds, Pumpnickel Crostini	
<b>SHAVED NY STRIP</b> DF	\$290.00
Plum Sauce Glazed Onion, Sesame Seeds, Sour Dough Crostini	
<b>HOUSE SMOKED SALMON</b> DF	\$300.00
Turmeric, Ginger, Mint Coriander Chutney	
<b>ANTIPASTO KABOB</b> GF   V	\$390.00
Balsamic Reduction	

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## RECEPTION STATIONS

### FARM TABLE \$31.00

#### HUMMUS DUO **VG**

Roasted Garlic, Roasted Red Pepper, Pita Points

#### FARMERS CRUDITÉ **V**

Rainbow Carrots, Broccoli, Bell Peppers, Cucumbers, Radishes, Cauliflower, Celery, Grape Tomatoes, Buttermilk Ranch Dressing

#### HOMESTEAD CHEESE BOARD **CN | V**

Humboldt Goat, Cheddar, Fontina, Smoked Gouda, Brie, Boursin, Fig Jam, Grapes, Pecans, Crostini, Flat Breads

### TACO TRIO \$38.25

Adobo Smoked Brisket, Chicken Rojo, Harissa Roasted Cauliflower  
Queso Fresco, Pico de Gallo Salsa, Pickled Radish, Jalapeño Lime Crema  
Flour Tortilla

### MAC N 'CHEESE DUO \$28.50

#### CHOOSE 2 OPTIONS

##### » CAVATAPPI

Spanish Chorizo, Smoky Manchego Cream Sauce, Pancetta Crisps

##### » CLASSIC ELBOWS

Aged NY Yellow Cheddar, Gruyere

##### » GLUTEN FREE PENNE **GF**

Garlic Roasted Vegetables, Grilled Chicken, Three Cheese Sauce

*All prices are per person unless otherwise noted.*

*All orders for less than 15 guests will be subject to a \$200 service fee.*

*All services are provided on disposable ware.*

### SOUTH PHILLY \$34.50

Beef & Chicken Cheesesteak Meat, Caramelized Onions, Cheese Sauce, Hot Peppers, Sweet Peppers, Ketchup, Club Rolls, Miniature Philly Soft Pretzels, Spicy Mustard

### PASSYUNK AVENUE \$32.75

#### CHARCUTERIE BOARD

Prosciutto, Salami, Capicola, Humboldt Goat, Manchego, Fontina, Mustard, Olives, Crostini, Flat Breads

#### MEZZ

Zucchini, Yellow Squash, Asparagus, Peppers, Carrots, Broccolini, Toasted Saffron Farro Salad

### CHINA TOWN \$39.00

Pork Pot Stickers, Shrimp Spring Rolls, Edamame Dumplings, Sweet Chili Sauce, Chicken Teriyaki Fried Rice, Assorted Sushi, Fortune Cookies

*Gluten Friendly GF | Vegetarian Friendly V | Vegan Friendly VG | Dairy Free Friendly DF | Contains Nuts CN*

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## ACTION STATIONS

All prices are per person unless otherwise noted.  
All orders for less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware.  
Chef attendants are required for these stations.  
They are charged at \$225.00 for two hours of service.  
Any station requiring electric will be charged to the client.

<b>SEARED LUMP CRAB CAKE</b> Micro Greens, Sriracha Aioli, Pickled Vegetables	<b>\$32.00</b>
<b>CARVED SMOKED BRISKET</b> Steak House BBQ, Crispy Onions, Mini Brioche Rolls	<b>\$29.50</b>
<b>CHARRED KOREAN CHICKEN THIGH SKEWERS</b> DF Gochujang, Soy Sauce, Sesame Seeds, Scallions	<b>\$26.00</b>
<b>CRISPY SMOKED PORK BELLY</b> DF   GF Kimchee Slaw, Black Sesame Seeds, Brown Rice, Pomegranate Glaze	<b>\$27.50</b>
<b>CARVED SMOKED BOURBON GLAZED TURKEY</b> Orange Maple Mustard, Honey Jalapeño Corn Bread	<b>\$28.00</b>
<b>PENNE PASTA</b> DF   GF Sweet Peas, Shrimp, Diced Tomatoes, Garlic, Oil, White Wine, Herbs	<b>\$25.50</b>
<b>CARVED SMOKED WATERMELON</b> VG   DF Roasted Broccolini Salad	<b>\$23.00</b>

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# DESSERT STATIONS

All prices are per person unless otherwise noted.  
All orders for less than 15 guests will be subject to a \$200 service fee.  
All services are provided on disposable ware.

**ASSORTED SHOOTERS** *per dozen* **\$92.50**  
Tiramisu, Chocolate Ganache, Raspberry, Lemon

**MINI CHOCOLATE COVERED PHILLY CHEESECAKE BITES** *per dozen* **\$46.95**

**ASSORTED MINI DESSERTS** *per dozen* **\$68.00**  
Caramel Choux Pastry, Chocolate Praline, Tatin Tart, Raspberry Vanilla Swirl, Strawberry Coconut Biscuit, Chocolate Triangle

**FRENCH CLASSIC MACARON ASSORTMENT** **CN** *per dozen* **\$60.00**

**CINNAMON SUGAR CHURRO WITH CHOCOLATE SAUCE** *per dozen* **\$55.00**

**BUILD YOUR OWN ICE CREAM SUNDAE STATION** *per person* **\$17.50**  
Chocolate and Vanilla Ice Cream

**CHOOSE ONE DAIRY FREE FLAVOR**  
Mango Sorbet **OR** Raspberry **DF**

**TOPPINGS**  
Chocolate Syrup, Caramel Sauce, Sliced Strawberry Topping, Walnuts, Oreo Crumbs, Whipped Cream, Maraschino Cherries, Rainbow Jimmies, M & M's

Freezer rental required, number to be determined upon quantity requested.  
Freezer rental charges are \$100.00 each/per day.  
Attendants are required. Each attendant is charged at \$225.00 for two hours of service.  
Client is responsible for the electrical connection charges for the freezer(s).

**PHILADELPHIA WATER ICE STATION** **VG** *per person* **\$15.50**  
Cherry, Lemon, Mango

Freezer rental required, number to be determined upon quantity requested.  
Freezer rental charges are \$100.00 each/per day.  
Attendants are required. Each attendant is charged at \$225.00 for two hours of service.  
Client is responsible for the electrical connection charges for the freezer(s).

Gluten Friendly **GF** | Vegetarian Friendly **V** | Vegan Friendly **VG** | Dairy Free Friendly **DF** | Contains Nuts **CN**

Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.  
Prices subject to a 23% administration fee and 8% sales tax. Prices are subjected to change.





# HOSTED CONSUMPTION BAR

## HOSTED CONSUMPTION BAR

### SPIRITS

Standard Spirits	\$13.00
Premium Spirits	\$14.00
Super Premium Spirits	\$15.00

### BEER

Domestic Beer	\$8.50
Imported Beer	\$9.50
Craft Beer	\$10.50
Non-Alcoholic Beer	\$8.50

### WINE BY THE GLASS

Standard Wine	\$13.00
Premium Wine	\$14.00
Super Premium Wine	\$15.00

### NON-ALCHOLIC

Assorted Soft Drinks	\$6.50
Bottled Water/Mineral Water	\$5.00
Assorted Fruit Juices	\$6.50

## OPEN BAR PACKAGES

### STANDARD OPEN BAR

	PER PERSON
One Hour	\$29.00
Two Hours	\$57.00
Three Hours	\$63.00

### OPEN BAR UPGRADES

	PER PERSON
Premium	add \$3.00
Super Premium	add \$6.00

Prices are subject to a 23% admin fee and a 10% alcohol tax.

Our on-site personnel must dispense all beverages.

Bartenders are staffed one (1) per 250 guests for cash bars and one (1) per 100 guests for hosted/ticket bars.

Bartenders are charged at \$225.00 for two hours of service and \$65.00 per hour/per bartender will apply thereafter.

All services are provided on disposable ware.

All local taxes and fees apply. Pricing is subject to change.

## CASH BAR

Cash Bars are subject to minimum sales of \$750.00 per bar. Should cash bar sales not reach the sales minimum, client will be responsible for the difference. All cash bars will require electric and will be charged to the client

### SPIRITS

Standard Spirits	\$14.00
Premium Spirits	\$15.00
Super Premium Spirits	\$16.00

### BEER

Domestic Beer	\$9.00
Imported Beer	\$10.00
Craft Beer	\$11.00
Non-Alcoholic Beer	\$9.00

### WINE BY THE GLASS

Standard Wine	\$13.00
Premium Wine	\$14.00
Super Premium Wine	\$15.00

### NON-ALCHOLIC

Assorted Soft Drinks	\$7.00
Bottled Water/Mineral Water	\$5.00
Assorted Fruit Juices	\$7.00



Prices subject to a 23% administration fee and 8% sales tax. Prices are subject to change.



# EVENT PLANNING

## FOOD & BEVERAGE ORDER SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 45 days prior to the date of your first scheduled service.

## CONFIRMATION OF ORDERS

Upon receipt of all written food and beverage specifications, your sales professional will review them and, in turn, provide you with written confirmation of the services you have ordered. The confirmation will be in the form of separate event orders for each individual service. Signed event orders must be received by our team no less than 30 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event's start date) must review, sign, and return event orders upon their receipt.

The Catering Agreement (contract) outlines specific agreements between the customer and the caterer. The signed Catering Agreement, along with the required deposits, must be received by Aramark no less than 60 days in advance of the first scheduled event. A 10% deposit is required at the time the contract is returned. An additional 65% is due 30 days prior and the balance is due no less than three days prior to the first event. If the signed Catering Agreement is not received at least 60 days prior to the first scheduled event, menu prices are subject to change. The Event Orders, when completed, will form part of your contract.

## SPECIAL EVENTS

There are several "special events" that require attention to complex details. These include, but are not limited to, events for more than 1,000 people, weddings, and VIP functions. These functions typically require customized menus. In addition to logistical planning, specialty equipment and additional labor may be needed to successfully orchestrate such events.

Due to these requirements, special events may be subject to earlier guarantee dates and deposits. Events requiring extraordinary use of equipment and china may incur rental charges. Please discuss this with your sales professional.

Specifications for these events are to be received no less than 45 days prior to the event unless otherwise negotiated between the customer and the caterer.

## MENU PROPOSALS

In addition to designing menus for "special events", our sales professionals are often asked to design menu proposals to meet additional customer requirements. Included in the menu planning and pricing evaluations which accompany these proposals are considerations given to the expected attendance at these events. Should an event's attendance decrease significantly below the original number expected, the proposed menu price may be subject to change.

## FLOOR PLANS FOR CATERING FUNCTIONS

Your sales professional will review both the guest seating arrangements (floor plan) and the "behind the scenes" logistics to ensure ample space has been considered, making appropriate recommendations for both areas to create the best possible guest experience. Often, large events require catering (dishing, serving, clearing) to take place in areas that are not commonly dedicated to that purpose. In these instances, the customer and the Aramark sales professional will discuss effective solutions (such as pipe and drape) to mask food service staging areas from the guest's view. The costs for additional equipment such as this, which should be provided by the customer's decorating company, will be the responsibility of the Customer.

Additionally, as safety is always important, Aramark reserves the right to specify floor plans and layouts of all setups, seating tables, serving stations and like items to enable safe and efficient service to your event. This includes reserving necessary space dedicated to both back of house and front of house areas. This also includes service areas, breakdown areas and front of house service aisle ways. These details will be reviewed with our facility and customers prior to developing final floor plans.

# PAYMENT AND CREDIT

## ACCEPTABLE FORMS OF PAYMENT

Aramark accepts certified or cashier's checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment, ACH or a wire transfer will be required. If the customer prefers to pay by company check, ACH or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges. All wire transfers must include a \$35.00 bank processing fee in addition to the total amount.

## PAYMENT POLICY

Aramark's policy requires full 100% payment in advance based on the initial contracts. Any remaining balance after the event is to be paid within 30 days of receipt of final invoice.





# TAXES & FEES

## ADMINISTRATIVE FEE AND TAX

All food and beverage items are subject to a 23% administration fee and applicable sales tax, currently at 8%. All alcoholic beverages are subject to a 10% state liquor tax. In some areas, the administrative fee may be subject to applicable sales tax. The administrative charge is not intended to be tip, gratuity or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

Labor fees are subject to applicable sales tax, currently at 8%.

## ELECTRIC NEEDS

For any food and beverages services ordered which require electric, the client will be responsible for any necessary charges associated with the electrical needs of catering services. These charges will appear on the individual Aramark catering event contracts associated with the services

## TABLE STANDARDS AND LABOR CHARGES

The Aramark/SFS banquet minimum standard for a plated/seated meal is for service at tables of ten guests with (1) server per (25) guests. Any tables set in anything other than rounds of 10 will be subject to additional labor charges.

For buffet meals, the Aramark/SFS minimum standard is (1) server per 100 guests for a disposable event and (1) server per (22) guests for a china event. An additional labor fee will be applied for any set that requires tables that seat less than ten (10) guests. The fee will be assessed according to the additional wait staff required to service the event at \$65 per hour plus applicable Sales Tax with a four (4) hour minimum. Events whose total time extends past the combined required set-up and standard event time, or events with less than the required set up time, will be assessed and charged additional labor charges accordingly. Our menus are designed to provide seamless event execution, any deviations from the menu and its intended presentation will result in additional labor charges to successfully run your event. Please discuss your options and preferences further with your Catering Sales Manager. Adherence to our service guidelines will ensure the smooth and successful execution of your food and beverage event.

## STAFFING RATIOS CHART

EVENT TYPE	RATIO (staff per guests)	EVENT RATIO	FOR EACH ADDED HOUR	REQUIRED SET UP TIME	STANDARD EVENT TIME
<b>DISPOSABLE BUFFET</b> Any Meal	1 per 100	\$225.00	\$65.00	2 hours	2 hours
<b>DISPOSABLE RECEPTION</b>	1 per 100	\$225.00	\$65.00	2 hours	2 hours
<b>CHINA RECEPTION</b>	1 per 40	\$225.00	\$65.00	2 hours	2 hours
<b>CHINA BUFFET</b> Breakfast & Lunch	1 per 22	\$225.00	\$65.00	2 hours	2 hours
<b>CHINA BUFFET</b> Dinner	1 per 22	\$275.00	\$65.00	2.5 hours	2.5 hours
<b>CHINA SIT DOWN</b> Breakfast & Lunch	1 per 25	\$225.00	\$65.00	2 hours	2 hours
<b>CHINA SIT DOWN</b> Dinner	1 per 25	\$275.00	\$65.00	2.5 hours	2.5 hours

This chart shows our standard staffing ratios in the first column. In the second and third column you will see the cost to staff above the standard ratios. The standard event column will show you the time frame overtime would start to be applicable.

## CHINA SERVICE

All plated meal functions (breakfast, lunch, and dinner) are served with china and glassware, unless otherwise specified by the Customer. Any plated meal functions in the Grand Hall or Exhibit Halls will be subject to a \$5.00 per person china charge. All other events and exhibitor hospitality catering are accompanied by high-grade disposable ware. If a client would like to upgrade any of those services previously mentioned, a china charge of \$5.00 per person applies in addition to applicable labor charges to meet the staffing ratio requirements. For any china bar services that are not accompanied by food, the client must hire wait staff to bus glass ware. Staffing requirements for china bars are one (1) wait staff per 200 guests in addition to the required bartenders.

## TABLECLOTHS

All rounds for meal functions are dressed with standard non-floor length house linen. Your sales professional will be able to assist with any custom linen and décor details at additional charges. Events that require tablecloths in a roundtable setting for non-food functions may be clothed for \$15.00+ per standard house tablecloth. Specialty linens, including floor length, will be priced at the current market values. Aramark/SFS is not responsible for any receiving, placing or collecting non-Aramark linen.





# COAT CHECK AND FEES

## HOSTED COAT & BAGGAGE CHECK

Hosted coat and baggage checks are \$3.00 per person. The estimates are charged based on the guaranteed attendance provided to Aramark/SFS for the accompanying food and beverage function. In the event that the total actual number of attendees or items checked exceeds the guarantee by more than 10%, a \$5.00 per item charge will be added to the final event order. For events less than 200 attendees, the minimum charge of \$600.00 will be applied to the event (to a maximum of 6 hours).

## CASH COAT & BAGGAGE CHECK

NUMBER OF ATTENDEES	PRICE (up to 6 hours)	ADDITIONAL HOUR	NUMBER OF STAFF
Up to 500 guests	\$500.00	\$75.00	2
Up to 1000 guests	\$1000.00	\$150.00	4
Up to 1500 guests	\$1500.00	\$225.00	6
Up to 2000 guests	\$2000.00	\$300.00	8
Up to 2500 guests	\$2500.00	\$375.00	10
Up to 3000 guests	\$3000.00	\$450.00	12

*\*\*Ratios are 1 staff per 250 guests, with a minimum of 2 staff per event\*\**

Items will be checked and securely stored in a designated area for a charge of \$3.00 per checked item.

For every \$1000.00 in daily revenue generated from checked items, there will be a \$500.00 credit to the event order.

When the number of hosted checked items exceeds the guarantee provided, additional items will be charged at \$5.00 per item.

If additional attendants are called in on a show day due to demand, client will be charged a fee of \$300.00 per attendant for an 6-hour shift in conjunction with client approval.

If the event is a Public Show that chooses not to pay the attendant fees, the guest will pay \$4.00 per checked item.

## COAT & BAGGAGE CHECK STAFFING VARIABLES

The following variables are taken into consideration when staffing for coat & baggage check for your event.

Such variables may affect standard pricing as listed above.

- Demographics of your group
- The season of the year in which the event is being held
- Heavy arrival and departure days
- Guest arrival, all at once or staggered throughout the event
- Type of event

# CONVENTION CAFES & RESTAURANTS

## OVERVIEW

Great culinary concepts extend beyond the boundaries of imaginative banquet fare. Your Aramark/SFS sales professional will discuss how best to use our convention cafes and restaurants to serve event exhibitors and attendees. Please review all exhibit floor plans with your Aramark/SFS sales professional to ensure adequate food service areas.

## CONVENTION CAFES AND RESTAURANTS

### PERMANENT & TEMPORARY FOOD AND BEVERAGE LOCATIONS

Aramark/SFS reserves the right to open and close convention cafes & restaurants based on sales history, show demand and in consultation with show management. Each location sales must meet a minimum of \$3,000.00 in total cash sales per four-hour period. Each additional hour beyond the four-hour period must meet a total of \$750.00 in sales. If sales total less than the applicable sales minimums, the client will be responsible for the difference.

In some cases, a Temporary Dining Unit (portable food and beverage outlet) rather than one of our permanent café or restaurant locations will be requested or deemed necessary. Client is responsible for paying for the electrical set up fees for all portable concession stands. Aramark will include these charges on the individual event contracts based on the electrical requirements for the portable stand concept.

## VOUCHERS

Concessions Vouchers are available upon client request. Value of voucher will be determined by the client. If you are looking for total meal coverage, with voucher amount, please contact your sales manager for more information. Concessions vouchers follow the same guarantees as catering functions. Vouchers can be charged on consumption for any voucher turned in above the guarantee. Vouchers are to be charged for full face value amount. There is no returned cash value to clients or guests.

Vouchers are not to be used as a replacement for a catering event. If the intention is to use the vouchers to feed the attendees within a specific timeframe, please contact your Aramark/SFS sales manager to discuss the appropriate catering options available for the success of your event.





# CATERING GUIDELINES

## GUARANTEES

To ensure the success of your event(s), it is necessary we receive your “final guarantee” (confirmed attendance) for each meal function by the following schedule:

- **Events up to 500 people** require the final guarantee three (3) business days prior to the first event.
- **Events between 501-1500 people** require the final guarantee five (5) business days prior to the first event.
- **Events over 1501 people** require the final guarantee seven (7) business days prior to the first event.

Please note the above schedule excludes weekends and holidays.

Once the final guarantee is due, the count may not be decreased. For plated meal functions, the caterer shall be prepared to serve 5% over the final guarantee, up to 50 meals. Caterer will be prepared to serve the guarantee for all other meal functions. The customer will be billed based on the final guarantee or the actual number of meals served whichever is greater. We will make every attempt to accommodate increases in your count after the final guarantee is due, however; any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the final guarantee timeline, the 5% overage will no longer apply.

## CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your sales professional. Any cancellation received less than 60 days of the first scheduled event will result in a fee to Aramark equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the first scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

## MINIMUM REQUIREMENT FOR MEAL FUNCTIONS

There is a minimum guarantee of 15 people for all meal functions (seated or buffet) and break services. If the guarantee is less than 15 people, a \$200 fee plus tax will apply.

# EXHIBITOR FOOD & BEVERAGE POLICY

The caterer is the exclusive provider of all food and beverage. As such, any requests to bring in outside food and beverage will be at Aramark’s discretion and will be considered on a case by case basis. Please inquire with your sales professional. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, and sample products.

Exhibitor Forms are available on request. Exhibitors are required to place their order 20 business days in advance of the show to avoid a 10% late fee. Orders placed on-site are subject to a 20% late fee.





**Aramark/SFS**

1101 Arch Street, Philadelphia PA 19107

Pennsylvania Convention Center Exhibitor Menu

**SPECIALTY SERVICES**

**Old City Coffee Service**

Espresso Service, Specialty Coffee & Tea Service  
Contact an Aramark/SFS Sales Manager for additional information

**Electric Water Cooler\*\***

Electric Water Cooler, \$100 each  
Includes cooler, 5-gallon water tank and flat bottom cups **Additional 5-gallon water**, \$45.00 each

**Keurig Machine\*\***

Keurig Machine, \$200 per day  
Includes Keurig Machine, initial 5-gallon water tank, PC condiments, cups, stirrers, beverage napkins

**Box of 24 K-Cups**, \$95 each

Includes four varieties

**Additional 5-gallon water**, \$45 each

**Soft Pretzel Warmer\*\***

Pretzel Warmer, \$150 daily rental  
Super Pretzels, \$225 per case of 50  
Served with Spicy Mustard  
\$225 attendant fee for a minimum of 4 hours of service

**Hosted Consumption Bar**

Requires an Aramark bartender, \$225 for 2 hours of service Contact an Aramark/SFS Sales Manager for additional information

*\*\*Requires a dedicated 2000 watt service, client is responsible for ordering electric*

**A LA CARTE ITEMS**

**Beverages**

Coffee, Decaf, Hot Tea \$75 per gallon,  
*Serves approx. 14- 8 oz. cups*  
Unsweetened Iced Tea \$45 per gallon  
Lemonade, \$50 per gallon  
Herb Infused Waters, \$50 per gallon  
Bottled Fruit Juice, \$6.50 each  
Assorted Soft Drinks, \$6.50 each  
Bottled Water, \$5 each  
Mineral Water, \$5 each  
Gatorade, \$8 each  
Energy Drinks, \$8 each  
  
7 lb. ice, \$10 per bag

**Bakeries**

Bagels, \$65 per dozen  
Mini Danish, \$52 per dozen  
Muffins, \$55 per dozen  
Donuts, \$68 per dozen  
Breakfast Breads, \$65.25 per dozen  
Fresh Baked Cookies and Brownies, \$38 per dozen

**Boxed Lunches- \$35 each**

Roasted Turkey & Asiago  
Italian Combo  
Grilled Chicken Salad  
The Cuban: Roasted Pork & Swiss  
Vegan Smashed Chickpea Salad  
Grilled Vegetables on GF Wrap

**Boxed Lunch- continued**

Garden Salad  
Add Chicken to Salad-\$3 more  
*Includes Chips, Cookie, Bottled Water*

**Snacks**

Individual Bags of Snacks (Potato chips, Pretzels, Popcorn), \$31.50 per dozen  
Philadelphia Tastykakes, \$75 per dozen  
Assorted Granola Bars, \$30 per dozen  
Philly Soft Pretzels, \$41 per dozen  
Miniature Soft Pretzels, \$33 per dozen  
Seasonal Whole Fruit, \$35 per dozen  
Mini Cupcakes, \$50 per dozen  
Full Sized Cupcakes, \$85 per dozen  
Assorted Hershey Kisses, \$29 per pound

**ORDERING INFORMATION****Ordering**

Our 20-day deadline allows sufficient time to order, plan and prepare all your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day, or a 10% late charge will be applied. Changes and/or cancellations must be received **3 business days** prior to the first show day. **No** cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

**Payment Policy**

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

**Delivery Charge**

A \$45 delivery charge will apply to all original orders subtotaling less than \$100.

**Tax and Service Fee**

All food and beverage pricing are subject to a 23% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

**Pricing**

All prices are subject to change without prior notification.

**Special Orders**

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

**Service Personnel**

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

**Service Ware**

All booth services include the appropriate variety of high-grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

**Beverage Service**

Initial beverage delivery includes- bowl of ice, ice scoop, cups, and napkins.

**Tables and Electric**

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

**Unauthorized Food and Beverage**

Aramark/SFS is the exclusive catering for the Pennsylvania Convention Center. ***Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees.*** Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.





March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Meeting Space Request Form

Please complete the exhibitor meeting room request form and submit to Claire Morrell, [cmorrell@pmmi.org](mailto:cmorrell@pmmi.org).  
The last day to request a meeting room is **February 12, 2024**. Space is filled on a first-come, first-served basis.

Meeting rooms are only available to contracted exhibitors with a minimum of 400 square feet of exhibit space. If an exhibitor cancels their booth space, the meeting room request will be automatically canceled.

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Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Function Day(s)/Date(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Hall Preference:  North  South

\*PMMI will try to accommodate hall preference, but placement is not guaranteed

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**Set Up:** (Please check one style)

Schoolroom  U-Shaped  Banquet rounds  Hollow Square  Other \_\_\_\_\_

\*For setup requests beyond the standard options available, an additional labor charge may apply

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**Food & Beverage (Please check all that you are interested in):**

Breakfast  Lunch  AM/PM Break  In-Booth Reception

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**Telecommunications (may require electrical):** (Please check all that apply)

Wired Internet Connection  Polycom Speakerphone (toll-free access only)

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**Audio Visual Equipment (may require electrical):** (Please check all that apply)

LCD Projector and Screen  Podium/Lectern  Microphones  Flipchart w/Markers

Other

After receipt of this form, PMMI will assign you a meeting room and send a confirmation email. Your meeting room is not confirmed until you receive the confirmation email. Upon confirmation, you will receive contacts for PACK EXPO Services and Centerplate catering to order any services indicated above for your meeting. **Final catering, telecommunications, and AV orders are at an additional charge and will be confirmed directly with each vendor. Services are not guaranteed by filling out this request form.**