

Catering and Food and Beverage Concessions within the McAllen Convention Center facilities are under exclusive contract. All details and payments relative to food and beverage must be coordinated through the exclusive caterer, Centerplate.

CATERING:

No food, beverage or alcohol may be brought on to the property except by Centerplate. Furthermore, no alcohol or food may be removed from inside the facility at any given time.

- ◆ For Social Events: A 25% deposit is required upon signing of the contract. An additional deposit of 50% of the total estimated food and beverage is required 30 days prior. The balance of payment is required 5 days prior to the event by cashier's check or credit card. Any additional charges incurred during the function will be due on the completion of the event.
- ◆ Guarantees: Seven (7) business days prior to your function (Monday through Friday), please advise the Catering Office of the exact number of guests attending. This number will constitute the guarantee, not subject to reduction, and charges will be made accordingly. The seating for the room will match the food guarantee. The Food and Beverage Department can provide meals for 5% over the guarantee, up to a maximum of 30 meals (client to be charged for any overage required).
- ◆ Prices: Prices will be guaranteed three (3) months prior to the event.
- ◆ Specialty Events: Mean functions of 1,000 and above are considered "Specialty Events" and may require customized menus not in our guide. Your Catering Sales Manager will work with you to design menus that are creatively and logistically appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to orchestrate such events.
- ◆ Cancellation Policy: In the event the function is cancelled within 30 days of the event, the deposit will not be returned. Full charges will be applied to cancellation of meals within 72 hours prior to function.
- ◆ Taxes and Service Charges: The applicable Texas sales tax (8.25%) will be applied to all food, beverage, labor, equipment rentals, and service charges. A 20% service charge will apply to all food, beverage, and labor charges.
- ◆ Holidays: There will be an automatic additional labor fee for food and beverage service or preparatory days on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- ◆ Delayed Service: On the day of the event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply.

CONCESSION POLICIES:

Centerplate, the exclusive caterer and concessionaire, must provide catering services for all events in the Convention Center. Call (956) 681-3863 for more information.

- ◆ Centerplate will open concessions for four hours during shows. Hours of operations will be decided between Centerplate's representative and show organizer, (i.e. if there is a low attendance or insufficient revenue being generated within the four hours, Centerplate reserves the right to close concessions at any time.
- ◆ Move in – and move – out days: Outside food and beverage is not allowed in the facility. We can provide boxed lunches or meals for exhibitors by order and payment guarantee of event organizer.
- ◆ ABSOLUTELY NO OUTSIDE FOOD OR BEVERAGE WILL BE ALLOWED INTO THE BUILDING.
- ◆ Centerplate, the exclusive caterer and concessionaire, must provide the service and sale (concession) of food and beverage, including alcohol, for all events in the convention center. Contact a Centerplate representative for more information at 956/681/3863.
- ◆ MCC clients are responsible for security comprised of off –duty McAllen police department officers at any event in which alcohol is being served or sold. The final number of officers is determined

solely by the McAllen PD based on events requirements. MCC clients can contact the McAllen PD directly at 956/972/7471 for more information or to make arrangements.

- ◆ BYOB (BRING YOUR OWN BOTTLE) functions are strictly prohibited.

ALCOHOL:

- ◆ Alcoholic beverages may be served within the facilities during certain events (i.e. dances, receptions).
- ◆ Centerplate, the exclusive caterer and concessionaire, must provide the service and sale (concession) of food and beverage, including alcohol, for all events in the Convention Center. Contact a Centerplate representative for more information at 956-681-3863.
- ◆ MCC clients are responsible for security comprised of off-duty McAllen Police Department officers at any event in which alcohol is being served or sold. The final number of officers is determined solely by the McAllen PD based on event requirements. MCC clients can contact the McAllen PD directly at (956) 972-7471 for more information or to make arrangements.
- ◆ BYOB (Bring You Own Bottle) functions are strictly prohibited.

* *FOR ADDITIONAL INFORMATION PLEASE CONSULT THE MCALLEN CONVENTION CENTER'S "OPERATIONAL POLICIES" WHICH CAN BE FOUND ONLINE AT WWW.MCALLENCONVENTIONCENTER.NET, OR CONTACT CENTERPLATE AT 956-681-3863.*