

SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

PRICING

Published pricing does not include administrative fee (currently 21.50%) or applicable taxes. Pricing is subject to change without notice and will be guaranteed when contracted.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday – Friday) prior to the event for functions up to 1,000 guests. Function of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within seventy-two business hours of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

OVERSET

SAVOR...Chicago will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served or the final guarantee amount. SAVOR...Chicago reserve the right to make reasonable menu substitutions as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one server per twenty guests for plated meal functions and one server per forty guests for buffet functions. This is for service at rounds of ten. If there are rounds of less than ten guests, additional staffing requests or guarantees for less than twenty-five guests for plated or buffet functions labor fees will be applied. Holiday labor rates may apply.

EVENT TIMELINE

Breakfast and lunch is based on up to a three hour service and dinner is based on up to four hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty minutes from the time indicated on the banquet event order will have additional labor fees per hour, per server scheduled.

BEVERAGES

SAVOR...Chicago offers a complete selection of beverages to complement each function. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR...Chicago, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACT

An initial deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five days in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first function. Payment can be made via credit card (for contracts less than \$20,000), ACH wire or company check. Credit card payments greater than \$20,000 will incur an additional fee of 2.9%.

CANCELLATION

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the catering contract for specific details. In the event that an individual function should cancel after the guarantee date, the group shall pay liquidated damages determined by food cost and labor.