

# SAVOR...Chicago

## at McCormick Place

Catering • Concessions • Special Events

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

**Pricing** - Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

**Contracts** - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum and specific function sheets constitute the entire agreement between the client and SAVOR. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

**Cancellations** - in the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event. Cancellations made less than 21 days (under \$2,000.00) or 30 days (\$2,000.00 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

**Payment/Deposit** - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to all credit card payments over \$1,000.00. A major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

- **Exhibit Floor Catering is a drop off service only and is not responsible for trash removal.**
- **Orders are served on disposableware. China service is available for an additional cost.**
- **Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). On-site POP UP orders have a 2 hour delivery window.**
- **SAVOR...Chicago is NOT responsible for supplying tables on the show floor for catering services and/or bar set-up. The client needs to provide a table whether it is existing counter space in their booth or rented from the show decorator. For electric needs contact your show decorator as well.**
- **Staffing and upgrades are available. Consult your catering team for details.**

