

Well Bread

Booth Catering

Important Exhibitor Information

Please take a moment to read our policies & release of liability

1. All food & beverage must be ordered through Well Bread, the exclusive Food & Beverage provider at the Reno-Sparks Convention Center - **this includes bottled water & snacks.**
2. Outside food & beverages will not be permitted into the Convention Center by any exhibitor, Installation Company, or other groups or entities hired by exhibiting company, without prior approval & written authorization by Well Bread. If authorized, Well Bread will be released from all liability regarding the sale or consumption of any & all food & beverage products.
3. Well Bread has exclusive rights to dispense alcoholic beverages in the RSCC. Well Bread holds the applicable exclusive alcohol liquor license from the State of Nevada. For more information, please contact your Catering Sales Manager at (775) 827-7795.
4. All food service ordered must be paid in full prior to any service commencing. We gladly accept company checks, Visa, Mastercard, or American Express. Please note that a credit card is required to be on file for any additional services ordered during the show.
5. Orders submitted less than two (2) weeks in advance of first day of requested service may be subject to a 10% increase in pricing.
6. Cancellation on any Food & Beverage service must be made 72 business hours (3 business days) in advance or full charges will be applied.
7. Please allow a minimum of 45 minutes for serve time on catering contract for all replenishment requests during the show.
8. The Exhibitor is responsible for contacting the show decorator to supply any electricity needs required to operate catering service equipment, trash removal from booth, as well as table, pipe, & drape needs for catering service.
9. All services are delivered on disposable ware, unless special arrangements are made.
10. All catering orders are subject to a 19% service charge as well as a 7.375% State of Nevada Sales Tax.
11. Menu items, prices, state tax, & service charges are subject to change without notice.
12. Exhibitors will incur a \$75.00 delivery fee if booth catering is less than \$100.00 before Tax & Service Charge.

Name of Event: _____ Event Date(s): _____

Organization Name: _____ Telephone Number: _____

Address: _____ City: _____

State: _____ Zip: _____ Cell Number: _____

Contact Name: _____ Email: _____

Authorized Exhibitor Signature _____ Date: _____



Well Bread Restaurant Services - Catering Office (775) 827-7795 - Fax (775) 335-8885