

# IMPORTANT EXHIBITOR INFORMATION

*Please take a moment to read our policies*

1. All food and beverages must be ordered through Well Bread Restaurant Services Group, the exclusive caterer at the Reno-Sparks Convention Center.
2. No food or beverages will be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting company without prior approval and written authorization by Well Bread Restaurant Services Group. Only exhibitors with booths in the trades show exhibit hall may give away sample portions of the product they manufacture, produce or distribute, and must be show related. Sample sizes must be limited to 2 ounces of beverage and 1 ounce of food unless otherwise approved by Well Bread Restaurant Services. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Convention Center.
3. Orders submitted less than two (2) weeks in advance may be subject to a 10% increase in pricing.
4. All food service ordered must be **paid in full** prior to any service commencing. We will accept company checks, Visa, Master Card, or American Express only, and a credit card is required to be on file for any additional services ordered during the show.
5. Please allow a minimum of 45 minutes to one hour for all replenishment requests during the show.
6. There will be a \$75.00 per day charge for all booths selling their food or beverage items.
7. The exhibitor is responsible for supplying any electricity required for food service equipment, trash removal from booth, floor protection, and table needs for food service.
8. All service delivered on disposable ware, unless special arrangements are made otherwise.
9. To all food and beverage prices add 19% Taxable Service Charge plus applicable Sales Tax.
10. A wide variety of additional menu items are available upon request.
11. Cancellation on all perishable goods must be made in 48 hours in advance.

Name of Convention _____			
Company Name _____	Telephone _____	Booth# _____	
Address _____	City _____	State _____	Zip _____
Contact _____	Title _____	Date _____	
Product(s) you wish to distribute: _____			
Size of portion to be distributed: _____			
Proposed method of distribution: _____			
Please explain purpose of offering samples: _____			

CONTACT:

## WELL BREAD RESTAURANT SERVICES GROUP

at the

Reno-Sparks Convention Center

Phone (775) 827-7729 Fax: (775) 335-8885