

EDspaces

Designing the Future of Education
Pittsburgh, PA | November 3-5, 2021

EXHIBITOR HAPPY HOUR MENU

DAVID L. LAWRENCE CONVENTION CENTER

RECEPTION

booth required to provide area/table for set-up of items

ARTISANAL CHEESE AND FRUIT BOARD | 12 per person

finest selection of local and international cheeses
served with dried fruit, wildflower honey, apricots, assorted crackers, and gourmet flatbread

SEASONAL FRUIT DISPLAY | 9 per person

assortment of sliced fruits and berries

HUMMUS TRIO | 9 per person

traditional lemon and garlic, white bean and basil, and edamame and mint hummus
served with fresh cut vegetables and pita chips

GARDEN FRESH CRUDITÉ | 8 per person

fresh cut vegetables with sundried tomato mascarpone and buttermilk ranch dip

HORS D'OEUVRES

minimum of 25 pieces per item

garlic parmesan, classic buffalo, or honey BBQ wings served with blue cheese and ranch | 4 each

chicken and smoked gouda croquette with roasted garlic aioli | 4 each

coconut curry chicken skewers with mango chutney | 3 each

gourmet burger with truffle aioli | 5 each

beef wellington with horseradish cream | 5 each

crab cake with lemon aioli | 5 each

bloody mary shrimp shot | 5 each

vegetable samosa with raita | 3.50 each

tomato basil crostini | 3 each

whipped ricotta with olive tapenade crostini | 2.50 each



Menu details and offerings subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.



BAR SELECTIONS

alcohol service must be approved by show management prior to ordering.

beverages are billed on consumption unless otherwise noted

a bartender is required for all alcohol services; bartenders are 150.00 per (3) hours, each additional hour is 30.00

HOSTED PLATINUM BAR PACKAGE

PLATINUM COCKTAILS | 8 each

Tito's Handmade Vodka, Bombay Sapphire,
Hornitos Tequila, Bacardi 8, Maker's Mark,
Monkey Shoulder Scotch Whiskey, Jameson,
Jack Daniels, Grand Marnier, Fireball

PLATINUM WINES BY THE GLASS | 8 each

Sonoma-Cutrer Chardonnay
Louis Martini Cabernet Sauvignon
Meomi Pinot Noir
Santa Margherita Pinot Grigio

ROOF TOP HOPS | 7.50 each

CRAFT BEER | 8 each

IMPORTED BEER | 6.50 each

DOMESTIC BEER | 6 each

HARD SELTZER | 6.50 each

BOTTLED WATER | 3.50 each

SOFT DRINKS | 3.50 each

JUICES | 3.75 each

HOSTED GOLD BAR PACKAGE

GOLD COCKTAILS | 7.50 each

Svedka Vodka, Bombay Dry, Jose Cuervo,
Bacardi Superior, Jim Beam, Dewar's,
Hennessy, Grand Marnier, Fireball

GOLD WINES BY THE GLASS | 7.50 each

House Wines by Proverb

Chardonnay

Cabernet Sauvignon

Pinot Noir

Pinot Grigio

ROOF TOP HOPS | 7.50 each

IMPORTED BEER | 6.50 each

DOMESTIC BEER | 6 each

HARD SELTZER 6.50 each

BOTTLED WATER | 3.50 each

SOFT DRINKS | 3.50 each

JUICES | 3.75 each

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CASH BAR

500.00 dollar minimum per bar

cashiers are required for cash bars in addition to bartenders

cashiers are 150.00 per (4) hours, each additional hour is 30.00 each

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NON - ALCOHOLIC BEVERAGES

beverage stations include compostable cups and appropriate accompaniments

12OZ BOTTLED WATER | 3.50 each

20OZ BOTTLED WATER | 4.50 each

SOFT DRINKS | 3.50 each

SPARKLING SPRING WATERS | 3.75 each

ASSORTED BUBLY FLAVORED WATERS | 3.75 each

COFFEE AND DECAFFEINATED COFFEE | 70 per gallon

ASSORTED HOT TEAS | 70 per gallon

DESSERTS

ASSORTED COOKIES | 35 per dozen

BROWNIES AND BLONDIES | 35 per dozen

HOUSE-MADE BISCOTTI | 28 per dozen

CINNAMON SUGAR CHURROS | 24 per dozen

CUPCAKES | 5 each

BLACK AND GOLD WHOOPIE PIES | 5 each

ASSORTED AND SEASONAL MOUSSE SHOOTERS | 4 each

Menu details and offerings subject to change based on availability/sourcing.

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ORDERING INFORMATION

As we are following all state and local guidance, some menu items may not be available to serve from your booth.

CONTACT INFORMATION

COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE: _____
CELL PHONE: _____
EMAIL: _____

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FOOD & BEVERAGE ORDER

PERSON ORDERING: _____
ONSITE CONTACT: _____
ONSITE CONTACT PHONE NUMBER: _____
ADDITIONAL AUTHORIZED SIGNATURES: _____
DAY OF WEEK: _____
DATE OF EVENT: _____
BOOTH NUMBER: _____
NUMBER OF GUESTS: _____
DELIVERY TIME: _____
CLEAN-UP TIME: _____

ORDERING INFORMATION

As we are following all state and local guidance, some menu items may not be available to serve from your booth.

QUANTITY	ITEM DESCRIPTION	UNIT COST	TOTAL

Delivery & Set Up.....22% administrative charge plus 7% tax

SUBTOTAL: _____

TOTAL: _____

PAYMENT

CREDIT CARD OVER THE PHONE

phone number : _____

CREDIT CARD VIA SECURE ONLINE LINK

email address: _____

OUTSIDE FOOD AND BEVERAGE

No food or beverage of any kind may be brought into or removed from the location by either client or client's guests without prior written approval.

EVENT TIMELINE

Prices are based on two-hour breakfast service or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than thirty minutes from contracted times may be charged additional labor fees. In order to provide the freshest food, we must limit buffet service to two hours.

OVERSET POLICY

Levy Convention Centers will provide a 5% oversight up to 1,000 guests (maximum over-set of 30 guests). There will be an additional \$150.00 charge for each over-set of 20 guests. This oversight does not include food preparation but simply the additional staff to set and service additional place settings.

SERVICE STAFF

Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a four-hour minimum of \$150.00 per four-hour shift. Additional labor charges may apply for holiday events.

PRICING

Please note that all food, beverage and related items are subject to a 22% administrative charge plus 7% sales tax unless otherwise noted. This service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion. Prices are subject to change without notice. Guaranteed prices will be confirmed 60 days prior to the event. Orders placed or counts increased within 72 hours (3 business days) of service will be charged 10% higher pricing than published menu prices. Events over 2,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

CANCELLATIONS

Any event cancelled within 30 days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

CONTRACTS AND CATERING AGREEMENT

A signed copy of the contract outlining all catering services will be provided along with a Catering Agreement. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and Levy Convention Centers. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract on their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

PAYMENT

We will not commence service without the receipt a NONREFUNDABLE DEPOSIT in the amount of seventy-five percent (75%) of the estimated event price at least sixty (60) full calendar days prior to the event, and the remaining twenty-five percent (25%) of the estimated event price at least fourteen (14) full calendar days prior to the event (collectively, the "Deposit"). Outstanding event price balances shall be paid within thirty (30) full calendar days of the event provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the event. Accordingly, the deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation.

GUARANTEES

A guaranteed number of attendees/quantities of food is required 7 business days, prior to the event date for functions of 1,000 guests or less (a business day is defined as Monday through Friday and Holidays and Weekends are excluded from receiving guarantees). This guarantee must be submitted by noon. If the guarantee is not received, Levy Convention

Centers reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Convention Centers will neither be responsible nor liable for serving these additional numbers but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase. All groups over 1,000 guests require an initial guarantee 30 days prior to the event and final guarantees must be received 7 business days prior to the event. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed attend the event. Minimum Guarantee - A 100.00 service fee will be charged per function for any guarantees under 25 guests.

MENU

Menu selections and other details pertinent to your functions must be submitted to the Catering and Sales Department at least (30) days prior to the function date. Your Catering Manager will assist you in selecting the menu items and making arrangements to ensure a successful event.

BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage services are regulated by the Pennsylvania Liquor Control Board. Levy Convention Centers, as licensee, is responsible for the administration of these regulations: No alcoholic beverages may be brought onto the premise from outside sources; we reserve the right to refuse alcohol service to intoxicated or underage persons. No alcoholic beverage can be removed from the premises.

DAVID L. LAWRENCE CONVENTION CENTER

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