

# FOOD & BEVERAGE EXHIBITOR PACKET

## Gainsight Pulse 2024 May 13-16, 2024

Please return required materials to:  
Jenn Morrison, Director of Catering Sales  
[jmorrison@levyrestaurants.com](mailto:jmorrison@levyrestaurants.com)  
314-342-5243

**All documents due no later than April 11, 2024**

# In-House Booth Catering



## St. Louis Toasted Ravioli

*Fried to golden perfection & served with basil marinara*  
\$4.50++ per piece

**Classic Goopy Butter Cake**  
*Rich in St. Louis history and sweetness*  
62.00++ per dozen



## Fresh Popped Popcorn

*Popped fresh and hot in-booth*

Ordered per case + Attendant Fee required (~288 servings per case; bags and salt included)

\$125++ per case + \$150+ Attendant Fee  
**\*Limited Availability\***



## Cookie Sampler

*An assortment of fresh baked cookies*  
\$55.00++ per dozen



## Jumbo Pretzels

*Served warm with chipotle, spicy, and yellow mustards*  
\$7.00++ per piece



## Homemade Granola Bars

*The perfect morning or afternoon treat*  
\$63.00++ per dozen



## Pre-Packaged Snacks

*Assorted Chips, Pretzels, Trail Mix, or Cookies*  
\$42++ per dozen



# In-House Booth Catering



## Regular or Decaf Coffee

*Served with cream, sugar, and accompaniments*  
\$59.00++ per gallon

## Hot Tea

*Served with honey, lemon, and accompaniments*  
\$46.00++ per gallon



## Lemonade or Iced Tea

*Served with Sweeteners Selections*  
\$46.00++ per gallon

## Assorted Soft Drinks

*Mix of RC Cola, Diet Rite, Dr. Pepper, Diet Dr. Pepper, & 7UP*  
\$51.00++ per dozen



## Bottled Water

*20 Oz. Bottles*  
\$51.00++ per dozen

## Bar Options

*\$150+ Bartender Fee Required, 4 hour minimum billable shift*

Cocktails (Tito's, Bombay Sapphire, Jose Cuervo, Captain Morgan, Jack Daniels, & Jim Beam)  
\$9++ each

Wine (Proverb Pinot Noir, Cabernet, Chardonnay, Sauvignon Blanc, & Moscato)  
\$8++ each

Local Brews (Michelob Ultra, City Wide APA, & High Noon Seltzers)  
\$8++ each

Domestic Beer (Budweiser, Bud Light, & Wellbeing Light NA Beer)  
\$7++ each

*Please inquire with Levy for specialty items*

All prices above are exclusive of 22% taxable service charge and 11.179% tax.

# BOOTH ORDERING POLICIES

Absolutely no outside food or beverage is permitted to be brought into the America's Center and Dome by exhibitors or their affiliates.

-All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center

-All food and beverage selections must be placed **30 Days** prior to the event. Orders that are submitted less than 30 Days in advance will be subject to a 10% increase.

-Payment in-full must occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided, and a secure link will be emailed directly to process order payment.

-Please note that all food and beverage items are subject to a 22% taxable service charge plus applicable 11.179% sales tax.

-Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.

-All exhibitor orders less than \$150, exclusive, will be subject to a \$50 delivery fee.

-A bartender is required to service all alcohol orders at a rate of \$150 plus tax per four hours. Any additional request for service attendants are a rate of \$150 plus tax per four hours.

-Exhibitors are responsible for supplying any tables or counters needed for food service, trash removal from booth, as well as electrical requirements for catering equipment. Levy is not responsible for any of these items inside the booth, and will not place food and beverage without the required items at time of function start.

-Orders are only accepted via email.

-In order to ensure PCI-DSS compliance, we cannot accept credit card details through email for payment or refund processing. Please do not email your credit card information.

*If ordering booth catering, please sign to acknowledge Levy policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# BOOTH CATERING ORDER FORM

SHOW: GAINSIGHT PULSE 2024 DATES: MAY 13-16, 2024

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Date(s)	Start Time	End Time	Item	Quantity

Please note that due to supply chain limitations, items are subject to availability and price changes  
*If ordering, please sign before submitting form*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# EXHIBITOR POLICIES

Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. **All food items must be provided by Levy Restaurants.** Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may be brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function

## NON-ALCOHOLIC F&B SAMPLING

There is no charge for sampling of food or non-alcoholic beverage provided:

- (1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- (2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- (3) The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

## ALCOHOLIC PRODUCTS

- (1) All alcoholic products must be approved prior to show, and must be delivered to the America's Center dock (off Cole Street) via a Levy-approved distributor. **Absolutely no product may be brought into the facility by the client, exhibitor, or any affiliates of the the client or exhibitor.** Deliveries to be coordinated with Levy's Purchasing team.
- (2) For specialty-ordered product, the exhibitor is to pay Levy no later than two weeks prior the event for product that Levy is ordering. These items are not billed on consumption, and the exhibitor will pay Levy for all product that is ordered.
- (3) With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a \$0 invoice with receipt of payment 2 weeks prior to the event. A corkage fee will be assessed and paid by the exhibitor for all donated or sponsored product. In some cases, A Certificate of Insurance will also need to be provided and an Alcohol Release and Indemnity Contract signed. Please inquire with your Catering Sales Manager for further details.
- (4) Alcohol pouring and sampling requires service from union bartenders through Levy Restaurants at \$150.00+ rate per 4 hours with a 4 hour minimum billable shift. If service times are not consecutive, fees cannot be split and will be considered different shift times.

## SELLING

Requests for the right to sell food must be submitted prior to an event by both the sponsoring event management and the requesting vendor. Upon approval, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. Outside food and beverage is not permitted in the America's Center/The Dome and MUST be approved before the show.

All approved vendors selling products must submit pricing and specifications to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services. Vendors must also have \$1,000,000.00 Liability Insurance naming Levy Restaurants as additional insured, and are responsible for all local and state laws. A Certificate of Insurance must be provided. NO EXCEPTIONS.

## STORAGE/HANDLING

Refrigerated, frozen, and dry storage is available at a rate of \$50.00+ per pallet. There is a onetime handling fee of \$50.00+ and a \$25.00+ charge per delivery. Use of the kitchen facility is available for a fee with prior approval of the Executive Chef. Storage may not always be available; it is the responsibility of the exhibitor/vendor to supply adequate storage in this case. Levy Restaurants is not responsible for any loss of product.

*If sampling, selling, or utilizing storage please sign to acknowledge policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# BOOTH-PROVIDED F&B POLICIES

All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.

Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the BoothForm. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.

The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.

The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.

The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.

Food temperatures must be 140 degrees or above (hot), 45 degrees or below (cold).

Metal-stemmed thermometers must be provided at booth to monitor product temperature.

Each booth must have adequate refrigeration (mechanical or dry ice).

Ice must come from a licensed commercial source (not made at home).

Wet ice can be used for canned or bottled soda in cold storage.

Wet ice used for drinks must be kept in separate containers with an ice scoop provided.

Ice cream dipping- see Event manager for special instructions.

Food containers (transportation and storage) must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam).

Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor.

Tongs, plastic gloves or other appropriate utensils are required in the handling of food products and provided by the exhibitor.

Eating or smoking in the booth is prohibited.

Proper hand wash facilities must be provided at booth (sanitary towelettes are acceptable).

Persons with any type of infection are prohibited from handling food and from working in a food preparation area.

Sufficient clothing must be worn while working in booth (no tank tops or similar attire).

At least a five (5) gallon container of water with approved sanitizing such as 1 tsp. Bleach for each 2 gallons of water must be available to clean and sanitize utensils or pans that may have been dropped or need cleaning

*If providing F&B, please sign to acknowledge Health Department policies*

COMPANY: \_\_\_\_\_ NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# BOOTH SAMPLING FORM

SHOW: GAINSIGHT PULSE 2024 DATES: MAY 13-16, 2024

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Item	Prep Location	Storage Location

*If providing F&B samples, please sign before submitting form*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_