



Exhibitor and ICW FAQs - Frequently Asked Questions

Current Service Charge and Sales Tax

Please note, our current Service Charge is 22%, and Sales Tax is 8.25%. When calculating, the Service Charge is taxed. If you are tax exempt in the State of Texas, we must receive a completed Tax Exemption Certificate, which we will supply to you. Alcoholic beverages are taxed regardless of tax exemption status.

China Service

All plated/banquet meal functions that are in carpeted areas are served with china and glassware, unless otherwise specified. Continental Breakfasts, coffee services, buffets, and exhibitor services are routinely accompanied by biodegradable disposable service ware. Exhibit Hall or Grotto is served on biodegradable disposable service-ware.

Linen Service

Convention Center rounds are a silver brushed aluminum finish and do not require linens. Linens needed for Meeting Services are not included on round table set. Please discuss options and costs with your Account Executive.

Tables

Standard Tables at the Convention Center are rectangular 6' X 30" and 8' X 30" classroom 8' X 15" (classroom), and round tables which are 66" fit up to 10 ppl. Round tables have a brushed deco silver finish. Tables for Food and Beverage will be provided by Caterer if needed. Additional Tables can be rented from your decorator.

Water Service

Should you need attendee waters service in any specific meeting room, ballroom and exhibit hall, please contact The RK Group; we can provide Water Chilling Units \$85 per unit/per day, \$32.00 for each 5 gallon of water or Bottled Water \$4.00 each. Attendant and/or delivery fees may apply.

Electricity

Please Note that when you have services that require electricity, you may receive an invoice from the electrical company you selected to work with. This cost is not included with any RK Culinary Group Quotes or Invoicing.

Specialty Orders

Please note that when you select specialty items such as logo items, upgraded linens, wines, floral, food, beverage, décor, or other services – these services must be guaranteed and pre-purchased. These services cannot be 'Billed on Consumption'.

Bar/Liquor Services

Bartender fee in the Exhibit Hall is \$150 per bartender. \$300 Minimum Required for a (1) Man Bar & \$500 Minimum for a (2) Man Bar per (4) hour period in either billing or cash intake. If the bar does not meet the minimum guarantee, the client will be billed for the remaining amount. The RK Culinary Group, LLC recommends (1)-(2) Man Bar per (100) people for Hosted Bards and (1)-(2) Man Bar per (150) people for Cash Bars.



The RK Culinary Group

Deadlines & Due Dates

Please Note the following Deadlines & Due Dates. We ask that you meet these deadlines so that we can ensure the best possible service to you and allow us to purchase all the items for your convention at the prices quoted.

- 45 Days in Advance
 - Submit Order Request via Exhibitor Order Form or Send Specifications for ICWs.
- 30 Days in Advance
 - Finalized and Signed Banquet Event Orders due
- 3 Days in Advance
 - Payment is Due. A \$200 deposit is required on all ICWs and Exhibitor Orders to cover any onsite addons. If no additional services are required onsite the deposit will be refunded 3-5 business days after your event.
 - Attendance Guarantees for all Functions due

The RK Culinary Group

Exclusive Caterer to the Henry B. Gonzalez Convention Center

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