



---

# 2025 EXHIBITOR BOOTH SERVICES MENU

---



## **PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.**

As the Colorado Convention Center's exclusive caterer, Sodexo Live! is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Sodexo Live!'s expert culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals.

## **EXCLUSIVITY**

Sodexo Live! is the exclusive caterer for the Colorado Convention Center and the preferred caterer for the Denver Performing Arts Complex, Sodexo Live! holds the liquor license to the Colorado Convention Center and Denver Performing Arts Complex. All alcoholic beverages must be purchased through Sodexo Live! and served by Sodexo Live! staff. Please note that no food or beverages (including alcoholic beverages) of any kind may be brought into or out of the Colorado Convention Center.

## **FOOD AND BEVERAGE PRICING**

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. Pricing for banquet meals are based on round tables of 10. Any change in the standard guest seating may result in additional labor charges.

## **ADMINISTRATIVE CHARGES AND TAX**

A service charge shall apply to all food and beverage charges. Current 4% State of Colorado Sales Tax and 4% City and County of Denver Sales Tax apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations. The Service Charge is added to your bill for this catered event/function (or comparable service). A portion of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. *It is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests.*

## **TAX EXEMPTION POLICY**

Sodexo Live! requires any entity claiming exemption from any form of taxation, provide satisfactory evidence of such exemption from such sales tax a minimum of (30) days prior to the Event in order to be relived of its obligation to pay such sales tax. Please see your Catering Sales Salesperson for additional information.

## **PAYMENT POLICY**

A 90% deposit and signed Food and Beverage contract is due 30 days prior to your event, or upon receipt of the preliminary invoice. Sodexo Live! requires full payment (100%) of the total estimated charges 14 days in advance of the first scheduled service. A company check, ACH and credit card are all acceptable forms of payment. If paying by check or ACH, a credit card must be provided to make any changes on site. Any additional amounts due to Sodexo Live! will be based on the actual number of persons/items served and any on site servers requested and approved during the event. Onsite charges will be reconciled daily. You have withing (10) business days from the invoice date to advise Sodexo Live! in writing of any discrepancies in the invoice so that Sodexo Live! may review and, if necessary, make any proper adjustments.

## **CANCELATION POLICY**

Cancelation by customer shall be in writing. If customer cancels five (5) or fewer days prior to the event, customer shall be responsible for 100% of the payment due hereunder. If customer cancels between six (6) days and thirty (30) days prior to the event, customer shall be responsible for fifty percent (50%) of the payment due hereunder and all amounts over and above this amount, if any, shall be refunded to customer. If customer cancels the Event outside of thirty (30) days, Customer shall be responsible for (i) any specialty items or perishable items that have been purchased or ordered by Sodexo Live! for the Event; (ii) any services that have been purchased or ordered by Sodexo Live! for the Event; (iii) any equipment that has been rented by Sodexo Live! for the event; and/or; (iv) a reasonable administrative fee calculated to compensate Sodexo Live! for its expense leading up to the event.

### **More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
Rev 9.16.24*

## **DEADLINES AND GUARANTEES**

The customer shall provide Sodexo Live! with initial catering orders and specifications thirty (30) days prior to your event, in writing. Catering orders should be as detailed as possible and include: date, time, location of service, initial guest count and menu item(s).

The customer shall notify Sodexo Live!, no less than ten (10) business days (excluding holidays and weekends) for minimum number of persons the customer guarantees. Additionally, the customer shall notify Sodexo Live! no less than five (5) business days (excluding holidays and weekends) prior to the event, the final number of persons the customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

- If customer fails to notify Sodexo Live! of the "Guaranteed Attendance" within the time required, (a) Sodexo Live! shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the "Guaranteed Attendance".
- Sodexo Live! will be prepared to serve three percent (3%) above the "Guaranteed Attendance", up to a maximum of 30 meals (the overage). If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the "Guaranteed Attendance" plus the overage, Sodexo Live! will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the "Guaranteed Attendance" increase or decrease by twenty (20%) or more from the original contracted number of guests, an additional charge of twenty (20%) per guaranteed guest may apply, at Sodexo Live!'s discretion.
- The "Guaranteed Attendance" shall not exceed the maximum capacity of the areas within the facility in which the event will be held. Please see your Event Manager for maximum capacities within the Colorado Convention Center.

The customer shall review all final Banquet Event Orders (BEOs), final guarantees, and any other necessary changes or arrangements no later than (5) business days before the start of the event. All changes shall be provided to Sodexo Live! in writing.

## **GENERAL SERVICES**

### **LABOR FEES**

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, providing the guaranteed minimum sales requirements are met. For plated lunches and dinners, the provision of this labor at no added cost is based on a 1 to 30 staff to patron ratio and 10 persons per table. Please note any additional tables will require additional labor. When you request additional staffing—over and above what are normally provided—the following hourly rates will apply.

Please note that a four (4) hour minimum per staff member applies.

- Chef - \$40 per hour
- Carver - \$40 per hour
- Bartender - \$40 per hour
- Server - \$40 per hour

### **CATERING SERVICES SALES MINIMUM**

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

### **BEVERAGE (BAR) SERVICES SALES MINIMUM**

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per four (4) hour period. A \$160 fee will be applied to each bar failing to meet the \$500 minimum sales figure for the 4-hour period.

Drink tickets must at least be the size of a business card (3.5 inches by 2 inches). A copy of the drink tickets must be submitted to your Sodexo Live! Catering Salesperson for approval before mass producing.

### **More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
Rev 9.16.24*

### **EXHIBITOR BOOTH CATERING**

Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Should a "Drop Off" only service be requested, the fee will be \$50 per delivery.

### **ALLERGIES & DIETARY RESTRICTIONS**

**Sodexo Live! at the Colorado Convention Center does not operate as a dedicated allergens-free preparation or service space.**

Please notify us if you or your guests have food allergies or dietary restrictions. Dishes made on-site are prepared on shared equipment and may come into contact with other products containing allergens.

### **HOLIDAY SERVICE**

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King, Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

### **DELAYED OR EXTENDED SERVICE**

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge may apply. Should your event require extended pre or post service or stand by time, often necessitated by high-security functions, an additional labor charge may apply.

### **More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.*

*Rev 9.16.24*

# EXHIBITOR BOOTH SERVICES MENU 2025

Welcome to the Colorado Convention Center and Sodexo Live!  
On this menu you'll find just a sampling of some of our most popular items,  
available at your booth or for your hospitality suite.

**Deadline for Ordering is 2 Weeks Prior to the Start of the Event**

Please contact **Jeanette Finley** at [Jeanette.Finley@Sodexo.com](mailto:Jeanette.Finley@Sodexo.com) or 303.228.88198

## BEVERAGES

Freshly Brewed Starbucks Coffee	\$89.50 per gallon
Freshly Brewed House Blend Coffee,	\$77.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$100.00 per gallon
<i>Starbucks Coffee featuring these specialty items: Three Varieties of Flavored Syrups, Sugar Cubes, Orange &amp; Lemon Slices, Whipped Cream, Cinnamon Sticks and Chocolate Shavings</i>	
Lemonade or Iced tea	\$52.50 per gallon
Orange, Cranberry, & Grapefruit Juice	\$59.50 per gallon
Bottled Water	\$6.00 each
Assorted Soft Drinks	\$5.00 each
Water Cooler (Cold)*	\$125.00 each
<i>*120 volt, 10 amps required</i>	
Water Replenishments	\$35.00 each
Infused Water	\$55.00 per gallon

*Assorted Flavors to Include: Strawberry, Mint and Dragon Fruit, Mango and Orange,  
Lemon and Pineapple Hibiscus, Orange and Black Berry Fruit Punch  
(2 gallon minimum order per flavor, includes disposable cups)*

## BOX LUNCH SELECTIONS

Boxed Sandwich	\$29.00 each
<i>Served with Individual Bag of Potato Chips and a Gourmet Chocolate Chip Cookie. Beverages sold separately Choice of the following:</i>	
~Turkey & Swiss	
~Roast Beef & Cheddar	
~Ham & Cheddar	
~Garden Grilled Vegetable Wrap	

**(Minimum of 6 per type)**

Boxed Salad	\$32.50 each
<i>Served with a freshly baked roll, gourmet chocolate chip cookie, whole fruit, Andes mint, PC mustard, mayonnaise, salt and pepper - beverage not included Choice of the following:</i>	
~Chicken Caesar Salad	
~Greek Chicken Salad	
~Quinoa Salad (GF, Vegan, DF)	

**(Minimum of 6 per type)**

## BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 48.00 per dozen
<i>Served with Mustard and Hot Cheese Dip</i>	
Assorted Bagels with Cream Cheese	\$ 53.00 per dozen
<i>Accompanied by a Toaster – 120 volt, 10 amps required</i>	
Assorted Local Freshly Baked Danish	\$ 60.00 per dozen
Assorted Local Freshly Made Donuts	\$ 62.00 per dozen
Local Freshly Baked Muffins	\$ 63.00 per dozen
Homemade Brownies or Blondies	\$ 48.00 per dozen
Assorted Freshly Baked Cookies	\$ 56.50 per dozen
<i>Chocolate Chip, Oatmeal Raisin, and Sugar</i>	
Assorted Homemade Cupcakes	\$ 59.00 per dozen
<i>Red Velvet, Oreo, Vanilla, and Lemon</i>	

## SNACKS

Whole Fresh Fruit	\$ 5.50 each
Nature Valley Granola Bar	\$ 6.50 each
Assorted Candy Bars	\$ 4.50 each
Assorted Lays Potato Chips	\$ 4.50 each
Snack Mix	\$ 21.50 pound
Mixed Nuts with Peanuts	\$ 35.50 pound
Potato Chips & French Onion Dip	\$ 7.50 per person
Pretzel Twists	\$ 10.50 pound
Sliced Seasonal Fresh Fruit Platter	\$ 8.50 per person
Imported and Domestic Cheese Display	\$10.50 per person
Signature Homemade Granola Bar	\$ 53.00 per dozen

### **More Menu Items to Choose From!**

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.  
Rev 9.16.24

## **TEMPTING TREATS THAT DRAW ATTENDEES TO YOUR BOOTH!**

### **KEURIG MACHINE COFFEE KIT**

**\$ 195.00**

- One time set up fee of \$195.00 includes 27 K-Cups (Assorted regular, decaf and hot tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged \$3.25++ per K-Cup (*Please contact Catering Sales for additional flavors*)

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 120 volt, 20amps
- *Approximate cost for power will be an additional \$ 155.00*

### **ANTIQUE POPCORN CART**

**\$ 450.00**

- Include (250) Individual Servings
- Additional Servings @ \$240.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- *Direct power source required (no extension cords or power strips allowed)*
- *Approximate cost for power will be an additional \$ 155.00*

### **HOT PRETZEL WARMER**

**\$ 430.00**

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 53.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 40.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20 amps
- *Approximate cost for power will be an additional \$ 155.00*

### **ICE CREAM NOVELTIES**

**\$ 950.00**

- Includes (100) Ice Cream Bars and Freezer:  
Varieties to include: Haagen Dazs, Cookiewich, Drumstick , Strawberry Shortcake and Chocolate Éclair Bars
- Additional Servings @ \$ 9.50++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$ 40.00++ per hour/(4) hour minimum per attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 120 volt, 10 amps
- *Approximate cost for power will be an additional \$ 115.00*

#### **More Menu Items to Choose From!**

*A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.*

*Rev 9.16.24*

## HOST ONE OF OUR SPECIALTY SUBCONTRACTORS AT YOUR BOOTH...

### **EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE**

**\$1,795.00**

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Cappuccino, Café Latte, Café Mocha
  - Includes 4 hours of service with 1 trained/professional barista
  - Includes (300) 8oz beverages
  - Includes Regular and Decaf Espresso
  - Includes Whole, Skim, Almond, Oat & Soy Milk
  - Additional Beverages @ \$4.95++ea
  - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table/counter from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

### **EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE**

**\$2,895.00**

- Full-Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
  - Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
  - Includes Regular and Decaf Espresso
  - Includes Whole, Skim, Almond, Oat & Soy Milk
  - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
  - Includes custom logo/branded coffee sleeves (logo is required 14 business days prior to service; rush orders are subject to a \$125 fee)
  - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following Power Needs:
- 110v-20 AMP

### **EXPRESS KAFEH COLD BREW STATION**

**\$1,795.00**

- Includes (250) 10oz Cold Brew servings
  - Includes Whole, Skim, Almond & Soy Milk
  - Includes: Vanilla, Caramel, Hazelnut and Sugar Free Syrups
  - Includes 4 hours of service with 1 trained/professional server
  - Additional Beverages @ \$4.95++ea
  - Dimensions: 6'x4' Area required
- Please note that you will need to order a table from your Decorator.
- No Power required

### **EXPRESS KAFEH COFFEE BAR ADD-ONS**

- Cold Brew\* (in combo with espresso bar) **\$995.00**
- Nitro Bar\* (250 cups) **\$1,995.00**  
\*Includes barista attendant for 4 hours
- Branded Cup Sleeves **\$250.00/day**
- Branded Beverage Toppers **\$250.00/day**
- Branded Bar **\$500.00/day**
- Ripple Maker (Custom Foam Branding) **\$500/day**

#### **More Menu Items to Choose From!**

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24



## “MAD BERRY’S” SMOOTHIES TIKI BAR

**\$700.00**

- “Tiki” Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
  - Includes (100) 12oz Tropical Fruit Smoothies
  - Additional 12oz Smoothies @ \$7.00++ each
  - Dimensions: 2’x2’ cart or 4’x8’ full size smoothie cart
  - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (2) 110 volt, 10amps
  - Approximate cost for power will be an additional \$155.00

## SIMPLY NUTS

**\$750.00**

- Gourmet Flavored Nut Machine creating on site the following treats:  
Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
  - Includes (100) 1/2 lb Individual Bags
  - Additional Servings @ \$7.50++ each
  - (2) Booth Attendants required at \$40.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 20amps
  - Approximate cost for power will be an additional \$155.00

## SIMPLY NUTS ADD-ONS

- Frozen Chocolate Dipped Cheesecake (Minimum Order of 100 each) **\$7.00 each**
- Frozen Cheesecake Bites on a stick (Minimum Order of 200 each) **\$7.00 each**

### More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24



## HOSTED BAR SERVICES

### DELUXE LIQUORS:

Jim Beam Bourbon, New Amsterdam Vodka, Bacardi Rum,  
Dewar's White Label Scotch, New Amsterdam Gin, Cuervo Blanco Tequila

**\$10.50 PER DRINK**

### PREMIUM LIQUORS:

Bulleit Bourbon, Absolute Vodka, Captain Morgan Rum,  
Glenlivet 12yr Scotch, Bombay Sapphire Gin, Familia Camarena Tequila

**\$11.50 PER DRINK**

### ULTRA-PREMIUM LIQUORS:

Crown Royal Whiskey, Grey Goose Vodka, Bacardi 8 Rum,  
Hendrick's Gin, Johnnie Walker Black, Altos Anejo Tequila

**\$12.50 PER DRINK**

### DELUXE WINE:

14 Hands: Chardonnay, Cabernet Sauvignon, Merlot and Pinot Grigio

**\$10.50 PER GLASS**

### PREMIUM WINE:

14 Hands Sauvignon Blanc, Mimi St Michelle Chardonnay,  
Chateau St Michelle Cabernet Sauvignon, Alamos Malbec

**\$11.50 PER GLASS**

### ULTRA-PREMIUM WINE:

Napa Cellars Chardonnay, Whitehaven Sauvignon Blanc,  
Erath Resplendent Pinot Noir, Unshackled by Prisoner (Red Blend)  
Lunetta Prosecco and Mumm Napa Brut

**\$12.50 PER GLASS**

### \*DOMESTIC BEER (16 oz)

Coors Banquet, Coors Light, Heineken 0.0 N/A and Topo Chico  
*\*Please select (2) for your service*

**\$9.50 PER BOTTLE**

### \*IMPORTED/CRAFT BEER (12 oz)

Sam Adam's, Voodoo Ranger IPA, Blue Moon and Modelo  
*\*Please select (2) for your service*

**\$9.50 PER BOTTLE**

### HOUSE COCKTAILS:

**House Mimosa**  
\$ 13.00 CASH  
\$ 12.50 HOSTED

**House Bloody Mary**  
*Celery Stick, Lime and Olive*  
\$ 12.00 CASH  
\$ 11.00 HOSTED

**House Margarita**  
\$ 12.00 CASH  
\$ 11.00 HOSTED

**Moscow Mule**  
*(minimum order of 50)*  
\$ 12.00 CASH  
\$ 11.50 HOSTED

### DRAFT BEER – KEG

**DOMESTIC** Coors Banquet, Coors Light and Miller Light

**\$680.00 PER KEG**

**LOCAL CRAFT** Colorado Native, Titan IPA, Blue Moon, Fat Tire and Voodoo Ranger IPA

**\$780.00 PER KEG**

**IMPORT/PREMIUM** Corona, Heineken, Paulaner, Prost Brewery: Pilsner, Dunkel, Weissbier and Kolsch

**\$1,020.00 PER KEG**

*Customization of all liquor, beer, and wine available upon request.*

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per 4-hour period. A \$160.00 Bartender Labor Fee will be applied to each bar failing to meet the \$500 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$40 per bartender, per hour, applies regardless of the sales achieved. **Sodexo Live! recommends and requires one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

### More Menu Items to Choose From!

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24



## Ordering is Simple...

Fill Out the Order Form Below and Email to [Jeanette.Finley@Sodexo.com](mailto:Jeanette.Finley@Sodexo.com)

**Deadline for Ordering is 2 Weeks Prior to Start of the Event**

Event Name: _____	Booth Number: _____
Organization (Bill To): _____	Booth Name: _____
Contact Name: _____	Contact Phone Number: _____
On-site Contact Name: _____	On-site Contact Cell Number: _____
Street Address: _____	Fax Number: _____
City, State, Zip: _____	Email Address: _____

Would you like Sodexo Live! to provide a table your catering services?     YES     NO

*Minimum labor charges associated with booth delivery or catering services apply.  
++ All items subject to a 24% service charge and 8% tax.*

Date of Service	Start Time	End Time	Quantity	Item

**Full payment is required in advance of any service rendered. In order to ensure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.**

**Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 (exclusive of tax and service charge) per four (4) hour period. If a catered function does not equal or exceed \$300 (exclusive of tax and service charge) within a four (4) hour period, a labor fee up to \$160.00 will be applied. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.**

**Thank you for selecting Centerplate Catering. It is our pleasure to serve you!**

Colorado Convention Center • 700 14<sup>th</sup> St. Denver, CO. 80202 • 303-228-8050 (phone)

**More Menu Items to Choose From!**

A 24% service charge, 4% State of Colorado Sales Tax & 4% City and Country of Denver Sales Tax will be added to all food and beverages.

Rev 9.16.24