Frequently Asked Questions

Can I bring my own food and beverage into the David L. Lawrence Convention Center?
Levy is the exclusive provider of all food and beverage for the David L. Lawrence Convention Center. All food and beverage items on-site must be purchased through Levy.

How do I place my order for food and beverage and know that my order is confirmed?
All food and beverage orders may be placed by email with your Catering Sales Manager. Your order is confirmed when you receive your Catering Agreement and Banquet Event Orders (BEOs), signing and returning these documents to Levy with full payment before services are performed. If you do not receive your Catering Agreement or your BEOs within 14 days of your event, please contact your Catering Sales Manager.

Orders received within 14 days of the event will be subject to a limited menu offering.

Are prices quoted in US dollars? Are there any additional charges/fees?
Prices are quoted in US Dollars. All services are subject to a one-time setup/delivery fee of $100.00, 22% service charge and 7% sales tax. The service charge is taxable. Prices are subject to change without notice.

Additional Surcharges for orders received within:
- 29 - 14 days of event start: $100.00
- 13 - 7 days of the event start: $150.00
- 7 - 2 days for the event: $200.00
- Onsite orders (based on availability): $250.00

Can I increase or decrease my order on-site?
Increases may be made on-site, based on availability of product and additional fees/upcharges may apply. Please allow up to (2) hours once a call is made for any onsite changes or additions to your order. Unfortunately, decreases are not allowed within 7 business days of the event.

What if I have to cancel my order? Will I still be charged?
Full cancellation of an order must be made 14 business days prior to the delivery date or full charges will incur. Cancellation of special-order items is not permitted once the order has been placed.

Can I serve alcohol at my booth? Do I need a bartender?
Show management must permit alcohol to be served during your event. Please check your Exhibitor Kit for any restrictions. For all events with alcohol service, a Levy Bartender is required. Alcohol cannot be removed from the David L. Lawrence Convention Center. We reserve the right to refuse service to intoxicated or underage persons. Proper proof of age will be required for service of alcoholic beverages. Minimum charges may apply to your service. Please contact your Catering Sales Manager for details.

Will you provide plates, cups, napkins, etc.? What about tables, trash cans and other set up needs?
All exhibitor booth services include disposable ware (plates, cups, etc.), napkins and appropriate condiments. Exhibitors must provide adequate space, all electrical needs, tables, chairs and trash removal for booth services.

What time will you deliver my items to me? Do I have to be at my booth?
We will drop off your service at your booth at the date and time you request. Please note that you may receive your service up to 30 minutes early based on the current number of delivery requests. We recommend that a representative is present for the delivery/setup in case there are specific instructions or set up location within the booth that need to communicated. Please allow up to 2 hours if any set-up changes are needed after delivery.

Are there other food & beverage policies?
Please see the last page of this menu for more general information not covered in the FAQs.

Meet the Catering Sales Department:

Caroline Mays
Director of Catering Sales
(412) 325-6162 | cmays@levyrestaurants.com

Hannah Bortmas
Catering Sales Manager
(412) 325-6121 | hbortmas@levyrestaurants.com

Cailin Calub
Catering Sales Manager
(412) 325-6194 | cailin.calub@levyrestaurants.com

Danielle Williams
Catering Sales Coordinator
(412) 325-6173 | danielle.williams@levyrestaurants.com

David L. Lawrence Convention Center
1000 Ft. Duquesne Boulevard
Pittsburgh, Pennsylvania 15222
(412) 325 – 6120

Levy Convention Centers
TRAFFIC PROMOTERS

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

LA PRIMA ESPRESSO BAR
Enjoy freshly roasted coffee, professionally prepared by a skilled barista creating an excellent espresso and cappuccino. Your Catering Sales contact can provide additional information and pricing for this unique beverage experience.
3-week lead time required.

POPCORN MACHINE RENTAL* | 900.00 per day
show management approval required; based on availability
600 individual servings; bags included

RITA’S ITALIAN ICE* | 1,500.00 per day | additional servings 5.00 each
show management approval required
250 (5) ounce servings of assorted flavors

FRESH SQUEEZED LEMONADE STATION* | $500.00 | additional servings 10.00 each
50 (10) ounce servings
Flavors include Traditional, Strawberry, Watermelon, Mango

KEURIG MACHINE | 150.00 daily machine rental + 4.00 per k-cup
includes electric to booth and water source
compostable cups, stirrers, napkins, milk, and sugar

MARGARITA BAR* | 1,000.00 per day | additional servings 9.00 each
100 (10) ounce servings on the rocks

ICE CREAM & FROZEN NOVELTIES | 500.00 per day + 150.00 daily freezer rental fee
125 assorted ice cream novelties

COOKIES & MILK | 9 per person
assorted cookies
chocolate, 2% and skim milks

ARTISANAL BAVARIAN PRETZELS | 8 each
minimum of 25 per flavor, maximum of 200 per order
salted bavarian with brown mustard
cinnamon sugar with vanilla bean sauce

*requires a booth attendant or bartender
booth attendants are 175.00 for (4) hours and 30.00 for each additional
bartenders are 175.00 for (3) hours and 30.00 for each additional

Menu details, offerings and pricing subject to change based on availability/sourcing.
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NON-ALCOHOLIC BEVERAGES

INDIVIDUAL COLD BEVERAGES
BOTTLED WATER (16OZ) | 5.50 each
SOFT DRINKS | 4.50 each
SPARKLING SPRING WATERS | 5 each
INDIVIDUAL BOTTLED JUICE | 5 each
orange, cranberry, apple
ASSORTED BUBLY FLAVORED WATERS | 4.50 each
BOTTLED ICED TEA (20OZ) | 5.50 each
BOTTLED LEMONADE (20OZ) | 5.50 each

WATER COOLER SERVICE
INCLUDES WATER COOLER, ELECTRIC & ONE 5-GALLON WATER JUG | 155 each
additional water jugs | 55 per each

HOT BEVERAGES BY THE GALLON
COFFEE AND DECAFFEINATED COFFEE | 75 per gallon
ASSORTED HOT TEAS | 75 per gallon
Coffee & Hot Tea Services include Half & Half, 2% Milk and Soy Milk
*One Gallon is approximately 16 servings*

GOURMET HOT CHOCOLATE | 65 per gallon
SPECIALTY MILK UPGRADE | 5 per highest gallon of hot beverage ordered

KEURIG MACHINE
INCLUDES WATER SOURCE, ELECTRIC AND ACCOUTREMENTS | 150 each
Assorted K-Cups | 48 per dozen

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BEER BY THE CASE

Menu details, offerings and pricing 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.

a bartender is required for all alcohol services. bartenders are 175.00 per (3) hours, each additional hour is 30.00

BEER BY THE CASE
24 cans or bottles in each case consumption is billed by the case

DOMESTIC 155 per case
IMPORT 175 per case
CRAFT 205 per case

BEER OFFERINGS
based on availability

DOMESTIC
Budweiser
Bud Light
Miller Lite
Michelob Ultra
Yuengling
Coors Lite
Iron City (Local)
IC Light (Local)

IMPORT
Corona
Corona Light
Stella Artois

CRAFT BEER
Rooftop Hops – DLCC IPA (Local)
North Country Firehouse Irish Red Ale (Local)
North Country Jagoff Light Lager (Local)
Founders All Day IPA
Blue Moon
Hazy Little Thing – Sierra Nevada
Fat Tire

Rooftop Hops is the DLCC’s own signature craft beer made with hops grown on the convention center roof.

Space Requirements:
Full Bar Setup- 6’ x 8’ area is recommended. Beer & Wine Only Bar Setup- 6’ x 8’ existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions.
WINE AND SPECIALTY COCKTAILS

beverages are billed on consumption unless otherwise noted
a bartender is required for all alcohol services. bartenders are 175.00 per (3) hours, each additional hour is 30.00

WINE BY THE BOTTLE

Wine can be ordered by the bottle or by the case.

Please contact your Catering Sales Manager for suggested wine pairings and a full list of wines.

SPECIALTY COCKTAILS

*minimum order of 50 drinks*

BLOODY MARY AND MIMOSA BAR | 10 per drink
vodka and zesty bloody mary mix
champagne and assorted juices
garnishes including lemons, limes, green olives, celery, pickles, and cucumbers

PITTSBURGH MULE | 12 per drink
Local Boyd & Blair Vodka, Ginger Beer and Lime
*COPPER MUGS NOT INCLUDED*

ALMOST ARNIE | 12 per drink
Lemonade, Iced Tea & Tito’s Vodka
The alcohol version of an Arnold Palmer, who is a native Pittsbourger.

Space Requirements:
Full Bar Setup- 6’ x 8’ area is recommended. Beer & Wine Only Bar Setup- 6’ x 8’ existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions.

Specialty cocktails can be tailored to your event!
HOSTED BAR SELECTIONS

beverages are billed on consumption unless otherwise noted
a bartender is required for all alcohol services. bartenders are 175.00 per (3) hours, each additional hour is 30.00

HOSTED PLATINUM BAR PACKAGE

PLATINUM COCKTAILS | 9.50 each
Tito’s Handmade Vodka, Bombay Sapphire, Hornitos Tequila, Bacardi Superior, Maker’s Mark, Monkey Shoulder Scotch Whiskey, Jameson, Jack Daniels

PLATINUM WINES BY THE GLASS| 9.50 each
House of Brown Chardonnay
Da Vinci Pinot Grigio
Avalon Cabernet
Mark West Pinot Noir

ROOF TOP HOPS | 9 each ★

IMPORTED BEER | 7.50 each
DOMESTIC BEER | 7 each
BOTTLED WATER | 5.50 each
SOFT DRINKS | 4.50 each

HOSTED GOLD BAR PACKAGE

GOLD COCKTAILS | 9 each
Svedka Vodka, Bombay Dry, Jose Cuervo, Bacardi Superior, Jim Beam, Dewar’s

GOLD WINES BY THE GLASS | 9 each
House Wines by Proverb
Chardonnay
Cabernet Sauvignon
Pinot Noir
Pinot Grigio

ROOF TOP HOPS | 9 each ★

IMPORTED BEER | 7.50 each
DOMESTIC BEER | 7 each
BOTTLED WATER | 5.50 each
SOFT DRINKS | 4.50 each

CASH-LESS BAR SERVICES
750 dollar sales minimum per bar
cashiers are required for 10 or more cash bars in addition to bartenders. cashiers are 175 per (4) hours, each additional hour is $30 each.

Rooftop Hops is the DLCC’s own signature craft beer made with hops grown on the rooftop.

Space Requirements:
Full Bar Setup- 6’ x 8’ area is recommended. Beer & Wine Only Bar Setup- 6’ x 8’ existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions.

Menu details, offerings and pricing 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.
A LA CARTE BREAKFAST

ASSORTED MUFFINS | 42 per dozen

ASSORTED BAGLES | 42 per dozen
fruit preserves, whipped butter, and cream cheese

PLAIN MINI BAGELS | 21 per dozen
fruit preserves, whipped butter, and cream cheese

ASSORTED DANISH &
BREAKFAST BREADS | 42 per dozen

ASSORTED DONUTS | 42 per dozen

ASSORTED DONUT HOLE CUPS | 5 each

SEASONAL FRUIT CUP | 7 each

SEASONAL BERRY CUP | 5 each


BREAKFAST SANDWICHES | 9 EACH
12 order minimum per each type, choose up to 3 varieties

HAM, EGG, AND CHEESE ON ENGLISH MUFFIN
SMOKED HAM, EGG, AND SWISS CHEESE ON A PRETZEL ROLL
SAUSAGE AND EGG CROISSANT
Egg white, spinach, and tomato jam bagel
SPICY SAUSAGE, EGG, AND CHEESE BURRITO
APPLEWOOD BACON, EGG, AND AMERICAN CHEESE ON BISCUIT

INDIVIDUAL BOTTLED JUICE | ORANGE, CRANBERRY, APPLE | 5 each
BREAKS AND SNACKS

ASSORTED WHOLE FRUIT | 4 each

INDIVIDUAL BAGS OF TRAIL MIX | 4 each

INDIVIDUAL YOGURTS | 5 each

INDIVIDUAL BAGGED CHIPS, PRETZELS, POPCORN | 4 each

GRANNY'S PENNY CANDY | 12 per person

SOFT PRETZEL STICKS WITH MUSTARD & CHEESE SAUCE| 6 each

GIANT COOKIES | 50 per dozen
oatmeal raisin or chocolate chip

PITTSBURGH POPCORN | 9 per bag
movie theatre, caramel, Wisconsin cheddar

HUMMUS & VEGGIES | 9 per person
lemon garlic hummus & fresh cut veggies

HUMMUS & CHIPS | 8 per person
lemon garlic hummus & pita chips

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BOXED LUNCHES

includes one piece of whole fruit, kettle style chips, and chocolate chip cookie
vegan boxes receive vegan dessert option

34 PER BOX

SMOKED TURKEY
on whole wheat kaiser with lettuce, tomato, provolone, and sun-dried tomato aioli

ROASTED BEEF AND CHEDDAR
on italian roll with arugula, tomato, and onion jam aioli

SMOKED HAM
on pretzel bread with lettuce, tomato, swiss, and honey mustard

FRESH-MADE PESTO CHICKEN SALAD WRAP
on garlic herb tortilla with roasted red peppers, lettuce, tomato, and nut-free pesto aioli

VEGAN WRAP
white bean and basil spread with fresh veggies

ROASTED BEET & QUINOA WRAP
kale, carrots, balsamic glaze, goat cheese

BLACK BEAN, ROASTED CAULIFLOWER AND CARROT WRAP
lettuce, tomato, pickled onion and avocado ranch

CHICKEN BLT SALAD
baby greens, grilled chicken tender, bacon, tomato, cucumber, pickled onion, ranch dressing

VEGETARIAN GREEK SALAD
chopped romaine, feta, kalamata olives, pickled red onions, cucumber, and house-made Greek dressing

VEGETARIAN ANTIPASTI SALAD
grilled zucchini, olives, tomatoes, roasted peppers, artichokes, shaved parmesan, and house-made red wine vinaigrette

VEGAN HARVEST GRAIN SALAD
roasted vegetables, dried fruit, quinoa, baby greens, and house-made white balsamic dressing

ADDITIONS
ADD GRILLED CHICKEN TO ANY SALAD | 3 each
ADD TOFU OR FALAFEL TO ANY SALAD | 3 each

BEVERAGES

160Z BOTTLED WATER | 5.50 each
BUBLY FLAVORED WATERS | 4.50 each
SOFT DRINKS | 4.50 each

Our pesto is nut-free!
Made with basil, cheese, olive oil & garlic.

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RECEPTION
25-person minimum order

ARTISANAL CHARCUTERIE | 18 per person
imported prosciutto, salami, mortadella, coppa and imported cheeses
served with pickled vegetables, local breads and crackers

CHEESE DISPLAY | 14 per person
chef’s selection of local and international cheeses
served with fresh seasonal berries, dried fruit garnish, crackers, and flatbreads

HUMMUS TRIO | 11 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 | 10 per person
fresh cut vegetables with brie and spinach dip, and buttermilk ranch dip

HORS D’ŒUVRES
*chef attendant(s) required. 175.00 per attendant for (4) hours, each additional hour is 30.00.
25-person minimum order

CHICKEN AND SMOKED GOUDA CROQUETTE | 5 each
roasted garlic aioli

COCONUT CURRY CHICKEN | 4.50 each
mango chutney

PESTO CHICKEN ASIAGO BITE | 6 each
marinara sauce

SWEET & SASSY PORK BAO BUN | 6 each
pickled vegetables

FENNEL SAUSAGE STUFFED MUSHROOM | 4.50 each

GOURMET BURGER | 6 each
swiss and truffle aioli

BEEF WELLINGTON | 6 each
horseradish cream

CRAB CAKE | 6 each
lemon aioli

BLOODY MARY SHIRMP SHOT | 6 each

VEGETABLE SAMOSA | 4.50 each
raita

SPINACH AND PARMESAN ARANCINI | 4.50 each
mango chutney

SWEET POTATO AND QUINOA CAKE | 5 each
tomato jam

TOMATO BASIL CROSTINI | 4.50 each
balsamic and parmesan

WHIPPED RICOTTA WITH OLIVE TAPENADE CROSTINI | 4.50 each
chipotle aioli

SPANAKOPITA | 4.50 each

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DESSERTS

BANANA SPLIT BAR | 12 per person ✫
vanilla bean, chocolate and strawberry ice cream
fresh bananas
chocolate and caramel sauce
sprinkles, crushed peanuts, cherries and whipped cream

chef attendant(s) required. 175.00 per attendant for (4) hours, each additional hour is 30.00.

DONUT SUNDAE BAR | 12 per person
warm glazed donuts
vanilla bean ice cream
strawberry, chocolate and caramel sauce
seasonal berries
bananas
sprinkles, cookie crumbs and crushed peanuts
cherries and whipped cream

chef attendant(s) required. 175.00 per attendant for (4) hours, each additional hour is 30.00.

BOX OF CHOCOLATES | 15 per person
assortment of chocolate bark
dipped strawberries, pineapple, marshmallows, pretzels, chips and bacon

CINNAMON SUGAR CHURROS | 30 per dozen
available flavors: almond, chocolate chip or chocolate cherry

MINIATURE DESSERT TRAY | 17 per person
chocolate truffles & pralines, panna cotta, lemon curd dessert

A LA CARTE DESSERTS

ASSORTED COOKIES | 35 per dozen
BROWNIES AND BLONDIES | 35 per dozen
HOUSE-MADE BISCOTTI | 42 per dozen
CUPCAKES | 5 each
CINNAMON SUGAR CHURROS | 30 per dozen
ASSORTED AND SEASONAL MOUSSE SHOOTERS | 5 each
ASSORTED DESSERT BARS | 35 per dozen

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One-Time Set-Up/Delivery Fee $100.00

Surcharge Fee (see page 2)

ESTIMATED TOTAL

+ 22% Administrative Charge + 7% Sales Tax

Your order is confirmed when you receive your Catering Agreement & Banquet Event Orders (BEOs), signing & returning these documents to Levy with full prepayment.

**PAYMENT**

- CREDIT CARD VIA SECURE ONLINE LINK
  - email address: ____________________________

- CREDIT CARD OVER THE PHONE
  - phone number: ____________________________
GENERAL INFORMATION

EXCLUSIVITY
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 by Levy.

MENU
Menu selections and other details must be submitted to the Catering Sales Department at least (30) days prior to the function date. Your Catering Sales contact will assist you in selecting the menu items to ensure a successful event. Events over 2,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

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.

GUARANTEES
A guaranteed number of attendees and quantities of food is required 7 business days, prior to the event date for functions of 1,000 guests or less. 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.

Minimum Guarantee - A 100.00 service fee will be charged per function for any guarantees under 25 guests.

Please refer to your catering agreement for more details.

CHINA/GLASSWARE VS COMPOSTABLE/DISPOSABLE SERVICE
Compostable/disposable service ware is used exclusively for booth catering. Additional fees will apply for china/glassware service.

BEVERAGE SERVICES
We offer a complete selection of beverages to compliment your event. 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.

SPECIAL DIETARY/ALLERGY REQUESTS
The DLCC is not an allergen free facility. All special dietary requests and needs are the client’s responsibility to collect from their guests and attendees/invites. These needs must be submitted in advance to your Catering Sales contact with your final guest counts and appropriate additional fees will be noted. The clients are responsible for providing the place - cards/notations to assist with service for these guests. Any special dietary requests and needs that are served at the event without prior knowledge will be charged additional fees as late accommodations and are not included in the final guest counts.

PAYMENT & CANCELLATION POLICY
Please refer to your catering agreement for complete details on payment terms and cancellation policy.

CASHLESS FOOD & BEVERAGE EXPERIENCE BY LEVY
All food & beverage for purchase at Restaurant Services locations provided through Levy is now a cashless experience. Accepted forms of payment are Visa, Mastercard, Discover, American Express and Apple Pay – cash will no longer be accepted.