## APRIL 2024

## 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 $\$ 100.00,23 \%$ 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 IINCREASE 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:

## LINDSEY CUSTOZZO

Director of Catering Sales
(412) 325 -6162 | lindsey.custozzo@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) $325-6120$


## 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.

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
ESPRESSO Co
Flavors include Traditional, Strawberry, Watermelon, Mango
KEURIG MACHINE | 150.00 daily machine rental + 4.00 per k-cup
ncludes 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 | 9 each

alted bavarian with brown mustard

cinnamon sugar with vanilla bean sauce
*requires a booth attendant or bartender
booth attendants are 195.00 for (4) hours and 30.00 for each additional
bartenders are 195.00 for (3) hours and 30.00 for each additional


## NON - ALCOHOLIC BEVERAGES

## INDIVIDUAL COLD BEVERAGES

BOTTLED WATER (160Z) | 5.75 each
SOFT DRINKS | 4.75 each
SPARKLING SPRING WATERS \| 5.50 each INDIVIDUAL BOTTLED JUICE | 5 each
orange, cranberry, apple
ASSORTED BUBLY FLAVORED WATERS | 4.75 each BOTTLED ICED TEA (200Z) | 5.75 each BOTTLED LEMONADE (200Z) | 5.75 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 | 78 per gallon ASSORTED HOT TEAS | 78 per gallon
Coffee \& Hot Tea Services include Half \& Half, 2\% Milk and Soy Milk
*One Gallon is approximately 16 servings*
GOURMET HOT CHOCOLATE | 68 per gallon
SPECIALTY MILK UPGRADE | 5 per highest gallon of hot beverage ordered

## KEURIG MACHINE

INCLUDES WATER SOURCE, ELECTRIC AND


We proudly serve PEPS PRODUCTS


## Our bottled water is <br> served in $160 z$ aluminum bottles. Aluminum reduces our carbon footprint as this material can be recycled over and over into other aluminum cans

Assorted K-Cups | 48 per dozen
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 $23 \%$ administrative charge plus $7 \%$ sales tax.


## BEER BYY THE GASE

a bartender is required for all alcohol services. bartenders are 195.00 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- $6^{\prime} \times 8^{\prime}$ area is recommended. Beer \& Wine Only Bar Setup- $6^{\prime} \times 8^{\prime}$ 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 195.00 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

Specialty cocktails can be tailored to your event!

## ALMOST ARNIE | 12 per drink

Lemonade, Iced Tea \& Tito's Vodka
The alcohol version of an Arnold Palmer, who is a native Pittsburgher.

## Space Requirements:

Full Bar Setup- 6' x 8' area is recommended. Beer \& Wine Only Bar Setup- $6^{\prime} \times 8^{\prime}$ existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions


## hOSTED BAR SELECTIONS

beverages are billed on consumption unless otherwise noted
a bartender is required for all alcohol services. bartenders are 195.00 per (3) hours, each additional hour is 30.00

## HOSTED PLATINUM BAR PACKAGE

PLATINUM COCKTAILS | 10.50 each
Tito's Handmade Vodka, Botanist Gin, Hornitos Tequila, Bacardi Superior, Maker's Mark, Monkey Shoulder Scotch Whiskey, Jameson, Uncle Nearest Whiskey, American Harvest Vodka, Amaro Nonino

## PLATINUM WINES BY THE GLASS| 10 each

Josh Cabernet
Mark West Pinot Noir Ecco Domani Pinot Grigio Kendall Jackson Chardonnay

ROOF TOP HOPS | 9.50 each $\uparrow$ IMPORTED BEER | 8 each DOMESTIC BEER | 7.50 each BOTTLED WATER | 5.75 each SOFT DRINKS | 4.75 each

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

## HOSTED GOLD BAR PACKAGE

## GOLD COCKTAILS | 10 each

Svedka Vodka, Bombay Dry, Jose Cuervo, Bacardi Superior, Jim Beam, Dewar's

GOLD WINES BY THE GLASS | 9.50 each
House Wines
Chardonnay
Cabernet Sauvignon
Pinot Noir
Pinot Grigio

ROOF TOP HOPS | 9.50 each $\uparrow$ IMPORTED BEER 18 each
DOMESTIC BEER $\mid 7.50$ each
BOTTLED WATER | 5.75 each
SOFT DRINKS | 4.75 each

## CASH-LESS BAR SEVICES

750 dollar sales minimum per bar cashiers are required for 10 or more cash bars in addition to bartenders. cashiers are 195 per (4) hours, each additional hour is \$30 each.

## Space Requirements:

Full Bar Setup- $6^{\prime} \times 8^{\prime}$ area is recommended. Beer \& Wine Only Bar Setup- $6^{\prime} \times 8^{\prime}$ existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions.


## 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
HUMMUS \& VEGGIES | 10 per person
lemon garlic hummus \& fresh cut veggies

HUMMUS \& CHIPS | 10 per person
lemon garlic hummus \& pita chips


## 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

## BEVERAGES

160Z BOTTLED WATER | 5.75 each BUBLY FLAVORED WATERS | 4.75 each SOFT DRINKS | 4.75 each

## 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



## RECEPTION

25-person minimum order
ARTISANAL CHARCUTERIE | 18 per person
to include four selections of assorted imported cured meats;
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 | 14 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 | 12 per person

fresh cut vegetables with brie and spinach dip, and buttermilk ranch dip

## HORS D'OEUVRES

*chef attendant(s) required. 195.00 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 16 each VEGETABLE SAMOSA raita | 4.50 each SPINACH AND PARMESAN ARANCINI | 4.50 each SWEET POTATO AND QUINOA CAKE $\mid 5$ each tomato jam
TOMATO BASIL CROSTINI | 4.50 each
balsamic and parmesan
WHIPPED RICOTTA WITH OLIVE TAPENADE CROSTINI | 4.50 each CRISPY AVOCADO BITE | 4.50 each
chipotle aioli
SPANAKOPITA | 4.50 each


## DESSERTS

BANANA SPLIT BAR| 12 per person $\uparrow$
vanilla bean, chocolate and strawberry ice cream
fresh bananas
chocolate and caramel sauce
sprinkles, crushed peanuts, cherries and whipped cream
chef attendant(s) required. 195.00 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. 195.00 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

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

available flavors: almond, chocolate chip or chocolate cherry CINNAMON SUGAR CHURROS | 30 per dozen
CUPCAKES | 5 each
ASSORTED AND SEASONAL MOUSSE SHOOTERS | 5 each ASSORTED DESSERT BARS | 35 per dozen

## ORDERING INFORMATION

| EXHIBITOR COMPANY INFORMATION |  |
| ---: | ---: |
| Event Name: |  |
| Company Name: <br> (include booth name if diferent) |  |
| Billing Address: |  |
| City, State, Zip Code: |  |
| Main Contact: |  |
| Main Telephone Number: |  |
| Email Address: |  |
| Booth Number: |  |
| On-Site Contact Name: |  |
| On-Site Contact Number: |  |
| On-Site Contact Cell |  |
| Number: |  |
| On-Site Contact Email: |  |

## ORDERING INFORMATION

| DELIVERY DATE | DELIVERY <br> TIME | CLEAN UP TIME | ITEM DESCRIPTION | QTY | TOTAL PRICE |
| :---: | :---: | :---: | :---: | :---: | :---: |
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|  |  |  | One-Time Set-Up/Delivery Fee |  | \$100.00 |
|  |  |  | Surcharge Fee (see page 2) |  |  |
|  |  |  | ESTIMATED TOTAL |  |  |
|  |  |  | + 23\% 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 an $23 \%$ 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. Additiona 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 195.00 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

 SERVICECompostable/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

## MEET THE CATERING SALES DEPARTMENT:

## LINDSEY CUSTOZZO

Director of Catering Sales
(412) 325-6162 | lindsey.custozzo@levyrestaurants.com

## HANNAH BORTMAS

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