



 **COMPLEX**

Booth Catering Menu



Index	Page
SNACKS/BREAKS.....	3
BAKERY OPTIONS	4
COLD HORS D'OEUVRE.....	5
DISPLAYS	6
NON-ALCOHOLIC BEVERAGES.....	7
BAR SERVICE - PREMIUM PACKAGE.....	8
CRAFT COCKTAILS	9
FINE PRINT	10

Service Directory

CATERING GENERAL MANAGER James Jenkins	919.996.8675 James.Jenkins@sodexo.com
SENIOR CATERING SALES MANAGER Samantha Amodio	919.815.1316 Samantha.Amodio@sodexo.com
DIRECTOR OF OPERATIONS, FOOD & BEVERAGE Brad Clinton	919.710.5148 Brad.Clinton@sodexo.com



Locally-sourced North Carolina Items

Use these icons to discern what recipes have dietary restrictions. We do not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, may come into contact with products containing gluten and common allergens such as nuts.

Gluten Free 

Vegetarian 

Vegan 








Snack Options

BREAKS

SNACK ATTACK BREAK

Serves 25 guests | 450








Serves 50 guests | 890

- Signature trail mix (contains nuts) (dried fruit, nuts, granola, and RCC M&M's® candy)
- Assorted bagged chips 
- Pretzel twists 
- Freshly baked cookies 
- Rice Krispies treats  

FARM STAND FRUIT & VEGGIE BREAK

Serves 25 guests | 750





Serves 50 guests | 1,500

- Fresh vegetable crudité display  
- Herb ranch dip 
- Sliced seasonal fresh fruits  
- Imported and local NC cheese  
(served with sliced baguettes and assorted crackers)

EYE OPENER ENERGY BREAK

Serves 25 guests | 350

Serves 50 guests | 700

- Whole fresh fruit  
- Individual fruit yogurts 
- Dried fruit snack mix 
- Signature trail mix (contains nuts) (dried fruit, nuts, granola, and RCC M&M's® candy)

FRESH POPPED POPCORN

Approximately 200, 2 oz. servings | 500

Includes fresh popcorn, popcorn machine, seasoning, popcorn scoop, napkins, and bags

Fee per attendant (per machine) | +100**
(4 hrs minimum)



Bakery Options

Prices listed are per dozen, unless otherwise noted.

BY THE DOZEN

FRESHLY BAKED BREAKFAST PASTRIES | 47

(2 dozen minimum)

- Assorted freshly baked muffins
- Assorted Danish
- Assorted mini breakfast breads

MOORE SQUARE FRUIT & NUT BARS | 40

(2 dozen minimum, contains nuts)

With fresh granola, oats, dried cranberries and bonded with honey

FRESHLY BAKED COOKIES | 41

(2 dozen minimum, contains nuts)

- Chocolate chip
- Oatmeal raisin
- White chocolate macadamia nut
- Red velvet

SWEET BITES

CAKE POPS (each) | 5

(minimum order of 50 pieces)

Chef's selection of flavors

CHEESECAKE LOLLIPOPS* (each) | 5

(minimum order of 50 pieces)

Chef's selection of flavors



A 23% service charge and applicable sales taxes will be added to all food and beverage orders.



Cold Hors d'Oeuvres

Prices listed are per piece. Minimum order of 50 pieces.

SOUTHERN CHICKEN SALAD | 5

Cheddar-chive biscuit

SOUTHERN DEVILED EGG PARFAIT 🌱 | 5

Creamy egg mousse and crispy pancetta

PEPPER SEARED FILET 🌱 | 6

Caesar aioli, baby romaine,
Parmesan crisp

NC SHRIMP SHOOTER 🌱 LOCAL | 6

Local Hail Mary cocktail sauce

ROASTED RED PEPPER AND GARLIC HUMMUS 🌱 VG | 5

Cucumber cup and radish salad

A 23% service charge and applicable sales taxes will be added to all food and beverage orders.

Displays

ANTIPASTO DISPLAY

Serves 25 guests | 275

Serves 50 guests | 550

Grilled vegetables, olives, artichokes, marinated tomatoes and grilled vegetables, Italian sliced meats, cheeses and an olive tapenade. Served with lavosh

CROSTINI & FLAT BREADS

Serves 25 guests | 225

Serves 50 guests | 450

- Pimento cheese, white bean and mustard greens hummus
- Marinated tomato-basil bruschetta
- Whipped fig and goat cheese with caramelized onions
- Served with a variety of toasted flat breads and artisan crackers

IMPORTED & LOCAL NC CHEESE

Serves 25 guests | 350

Serves 50 guests | 700

Served with sliced baguettes and assorted crackers

DISPLAY OF SLICED SEASONAL FRUIT & BERRIES

Serves 25 guests | 225

Serves 50 guests | 450

Farm fresh, local and seasonal fruit and berries

FRESH VEGETABLE CRUDITÉ

Serves 25 guests | 225

Serves 50 guests | 450

Green Goddess and Gorgonzola-buttermilk dressing





Non-Alcoholic Beverages

PACKAGES

NESPRESSO® MACHINE PACKAGE | 450

100 Nespresso Pods total

Includes each of the following roasts:
Light, Medium, Dark, and Decaf with
sweeteners, creamers, bio-degradable
cups, lids, sleeves, and napkins

ADDITIONAL NESPRESSO® PODS (per case) | 125

Minimum of 1 case per selection
(100 ct per case)

HERBAL TEA PACKAGE | 400

Served with pitcher of water, honey and
lemon wedges

Includes: 100 tea bags and tea pot

BY THE GALLON

FRESHLY BREWED ICED TEA (gallon) | 45

FRESHLY BREWED SWEET TEA (gallon) | 45

ICE WATER (gallon) | 22

SPA INFUSED WATER OR HYDRATION STATION (gallon) | 35

Fresh sliced, fruit enhanced

Please select from the following:

- Orange, cranberry, and thyme
- Cucumber, lemon, mint
- Pineapple, ginger, cilantro
- Tangerine, blackberry, basil

REFRESHMENTS (2 dozen minimum)

AQUAFINA® BOTTLED WATER (each) | 4

ASSORTED BUBLY® SPARKLING WATER (each) | 4

SPARKLING MINERAL WATER (each) | 6

ASSORTED PEPSI® CANNED SODAS (each) | 4

ASSORTED POPPI® CANNED SODAS (each) | 4

ASSORTED BOTTLED FRUIT JUICE (each) | 5

A 23% service charge and applicable sales taxes will be added to all food and beverage orders.

Bar Service - Premium Package*

HOSTED SERVICE

Prices listed are per drink. A \$175++ fee per bartender, per four-hour period, is required for alcohol service. Fee will be waived if a pre-tax minimum of \$600 in sales per bar, per four-hour period, is met.

*Beverage selections subject to availability.

DOMESTIC BEER

(by the can, pick 2 from below)

HOSTED: 7

- Miller Lite
- Coors Light
- Michelob Ultra

IMPORTED & CRAFT BEER

(by the can, pick 2 from below)

HOSTED: 8

- Corona Extra
- Pernicious IPA
- Trophy Mort's Lager
- Local Seasonal Offering
- Mango Cart
- White Claw Hard Seltzer
- Best Day West Coast IPA *MA*
- Best Day Kolsch *MA*

PREMIUM SPIRITS

HOSTED: 10

- Tito's Handmade Vodka
- Tanqueray Gin
- Bacardi Silver Rum
- Jose Cuervo Tradicional Tequila
- Bulleit Bourbon
- Jack Daniel's Whiskey
- Dewar's Scotch

NON-ALCOHOLIC BEER & WINE

(pick 1 NA Beer and 1 NA Wine)

HOSTED: 8

PREMIUM WINE

(pick 2 from below)

HOSTED: 9

- Kendall-Jackson Vintner's Reserve Chardonnay
- Kim Crawford Sauvignon Blanc
- Franciscan Estate Cabernet Sauvignon
- La Crema Monterey Pinot Noir
- La Jolie Fleur Rosé
- Ruffino Prosecco
- Luminara Chardonnay *MA*
- Luminara Cabernet Sauv. *MA*

A full-service bar requires a 8x6 footprint.

Beer & wine requires a 8x4 footprint.

Beer, Wine, Spirits, Soda & Water are based on consumption.

Booth catering bars must be fully hosted.

A 23% service charge and applicable sales taxes will be added to all food and beverage orders.





Craft Cocktails

Prices listed are per drink. Hosted only, 50 drink minimum. \$175 Fee per Bartender.

MARTINI TRADITIONS | 15 per drink

- Classic Martinis
- Strawberry Basil Martinis
- Cosmopolitans

Featuring Tito's Handmade Vodka and Tanqueray Gin

UPGRADE to Grey Goose Vodka & Bombay Gin | 18 per drink

MIMOSA BAR | 12 per drink

- Strawberry Puree
- Peach
- Mixed Berry
- Orange Juice

BUILD YOUR OWN OLD FASHIONED BAR | 20 per drink

Choose your own bourbon:

Larceny, Bulleit, Bulleit Rye, or Knobb Creek

Served with assorted bitters and assorted cherries

BUILD YOUR OWN BLOODY MARY BAR | 12 per drink

Choose your own liquor:

Tito's Handmade Vodka or Jose Cuervo Tradicional Tequila

Garnish Add Ons: ex. Pickled okra, pearl onions, celery, olives, banana peppers, etc

A 23% service charge and applicable sales taxes will be added to all food and beverage orders.

Fine Print

POLICIES AND PROCEDURES

EXCLUSIVITY

As the food and beverage provider to Raleigh Convention Center & Performing Arts Complex, we strive to deliver quality and exceptional service throughout your event, and we are delighted to handle all water, food, and beverage service for you and your guests. Contact your catering sales manager with your requirements, location, and start / end times for your functions, and we'll handle the rest. Exhibitors are reminded that outside food and beverage may not be brought into the venue, and any requests for specific products can be directed to our professional catering sales managers. We appreciate your business, and look forward to working with you to make your event a success.

MENU SELECTION

Our knowledgeable Catering Sales Team is eager to assist you with your event planning, menu selection and to answer any questions or concerns. Even though our menus offer a wide variety from which to choose, your Catering Sales Manager — together with our Executive Chef — will be happy to design menus to suit your special occasion.

CONTRACTS

In order to execute your event, a signed copy of the Banquet Contract and Banquet Event Orders (BEOs) must be returned to your catering representative prior to any services being provided. The signed contract, with its stated terms, constitutes the entire agreement between the client and catering. In addition, full payment for all services must be received in advance of your first event.

EXHIBIT BOOTH CATERING SERVICES

Our catering services are provided on high-quality disposable catering ware and are drop-off services (unless otherwise noted). We will be glad to coordinate specialty equipment* or linens* to optimize services in your booth (*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).

Client is responsible for arranging the following:

- I. Electrical power directly with the Raleigh Convention Center & Performing Arts Complex for related food and beverage services
- II. Supplying adequate space within their contracted exhibition space, for bar, work/counter space and/or storage needed to provide contracted service(s).
- III. Trash cans, garbage removal, tables and other equipment are to be arranged through your show's event manager and/or decorator
- IV. It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations

FOOD AND BEVERAGE PRICING

Customer acknowledges that Caterer has provided a good faith estimate of its food and beverage prices for the Event. Caterer reserves the right to make reasonable product substitutions or adjustments to pricing after reasonable consultation with Customer due to fluctuations in market prices and product availability. Caterer further reserves the right to make reasonable menu substitutions and revise the style of service due to supply interruptions and/or health and safety regulations.

PAYMENT POLICY

Customer hereby agrees that one hundred percent (100%) of the projected payment for the event shall be paid at least thirty (30) days prior to the event. Any deposit shall be credited toward the total payment for the event; deposits may be presented as checks, wire transfers, or money orders. The deposit will not bear interest.

Customer shall provide a company credit card through Caterer's payment portal to guarantee any additional charges that would exceed the deposit. 100% prepayment is required for all events to occur.

Catering shall not be required to provide any services hereunder, nor will catering be required to commence planning for the event unless and until customer has returned a signed agreement to us and has complied with the payment requirements.

ADDITIONAL SERVICES AND CORRESPONDING FEES

A twenty-three percent (23%) service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor, service charges, and equipment rentals in accordance with applicable tax laws and regulations. If the Customer is an entity claiming exemption from taxation in the state where the facility is located. Please provide us with satisfactory evidence of such exemption thirty (30) days prior to the event in order to be considered for relief of obligation to pay state and local sales taxes.

GUARANTEES/ATTENDANCE

Customer represents that it has provided Caterer with a good faith estimate of the number of people that will attend the Events so that Caterer can effectively and efficiently plan accordingly (the "Estimated Attendance"). Not less than ten (10) days prior to the Event, Customer shall notify Caterer of the final number of persons that Customer guarantees will attend the Event (the "Guaranteed Attendance"). Thereafter, Customer agrees that increases in the Guaranteed Attendance of greater than ten percent (10%) may be subject to an additional twenty percent 20% surcharge, in Caterer's sole discretion.

Fine Print

POLICIES AND PROCEDURES

In no event shall the Guaranteed Attendance exceed the maximum capacity of the areas within the Facility in which the Event will be held.

If Customer fails to notify Caterer of the Guaranteed Attendance within the time period set forth above, Caterer shall prepare for and provide services to persons attending the Event on the basis of the Estimated Attendance, and such Estimated Attendance shall be deemed to be the Guaranteed Attendance. In the event additional persons attend the Event in excess of the total of the Guaranteed Attendance, Caterer will make reasonable efforts to accommodate such additional persons subject to product and staffing availability, and Customer shall be subject to the additional charges per person.

PER PERSON CHARGES/PER ITEMS

If the BEOs provided for reflect per person charges, customer shall pay catering for every person served at each event at the per person charge specified on the BEOs provided. However, if the number of persons served at the event is less than the guaranteed attendance, the customer shall pay the per person charges on the basis of the guaranteed attendance. We reserve the right to count guests using a mutually agreed upon counting method for an event which is billed on a per person basis. Should this guest count be less than the guaranteed attendance, the customer shall pay the guaranteed attendance. If the BEOs reflect per item charges, customer shall pay catering for every item served at each event at the per item charge specified on the BEOs provided.

CANCELLATION POLICY

In the event the Customer wishes to cancel the Event, Customer shall provide written notice to Caterer as soon as practicable and Customer shall be required to pay a "Cancellation Fee" as follows:

- If Customer cancels ten (10) days or fewer prior to the Event, the Cancellation Fee shall be one hundred percent (100%) of the Deposit.
- If Customer cancels between eleven (11) days and thirty (30) days prior to the Event, the Cancellation Fee shall be fifty percent (50%) of the Deposit, the remainder of which shall be refunded to Customer.
- If Customer cancels between thirty-one (31) and sixty (60) days, the Cancellation Fee shall be twenty-five percent (25%) of the Deposit, the remainder of which shall be refunded to Customer.
- If Customer cancels the Event outside of sixty (60) days, Caterer shall refund the Deposit to Customer less the cost of:

- i. any specialty items or perishable items that have been purchased or ordered by Caterer for the Event and cannot be returned
- ii. any services that have been purchased or ordered by Caterer for the Event and cannot be cancelled
- iii. any equipment that has been rented by Caterer for the Event in a contract that cannot be cancelled; and/or
- iv. a reasonable fee to compensate Caterer for expenses leading up to the Event.

ECO-FRIENDLY SERVICES

A complete line of "green" products and services are available. Your assigned Catering Sales Manager will be glad to discuss "green" options available for your events.

FORCE MAJEURE

Upon any Force Majeure Event (as defined below), either party may terminate this Agreement without liability to the other party, by providing written notice to the other party as soon as reasonably practical (but in no event longer than five (5) days) after learning of such Force Majeure Event, which notice shall set forth the basis for such termination. "Force Majeure Event" means any unforeseen event or circumstance beyond the parties' reasonable control (including, but not limited to, acts of God, labor disputes, governmental regulations, declared war in the Continental United States, terrorist attacks in the city in which the Facility is located, or civil disorder within a five (5) mile radius of the Facility) that makes it illegal or impossible to provide Services or use the Facility for the Event. In the case of termination pursuant to this provision, Caterer shall refund to Customer any Deposit held less its actual out-of-pocket expenses for specialty products and/or equipment acquired for the Event plus any associated labor costs actually incurred and documented.

ALCOHOLIC BEVERAGE GUIDELINES

Caterer and Customer shall comply with all applicable local and state liquor laws. We are the sole holder of liquor licenses for the Raleigh Convention Center Performing Arts Complex. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and to refuse service to attendees who do not have proper identification or appear to be intoxicated. Alcoholic beverages are not permitted to be removed from the facility.

Fine Print

POLICIES AND PROCEDURES

SAMPLING GUIDELINES

If exhibitors are providing samples they will need to fill out a sampling form which must be emailed over to your catering sales manager, no later than two weeks prior to the event start date. All samplings must also have a COI made out to Sodexo Live! for \$1 million. Sodexo Live! 500 South Salisbury Street Raleigh, NC 27601 The COI can be emailed with the sampling form.

- A company or organization may not bring on to the premises food or beverages for use in the hospitality lounge, staff offices, or backstage areas.
- A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or organization produces or sells in its normal day-to-day operations granted items are not temperature sensitive.
- A company or organization must provide a Certificate of Liability Insurance in the name Sodexo Live! Or Sodexo Live! At the Raleigh Convention Performing Arts Complex as the certificate holder.
- Food samples are limited to (2) ounce portions and must be non-perishable.
- Non-alcoholic beverage samples are limited to (2) ounce portions.
- A written description that outlines the product and portion size to be sampled shall be submitted in advance to Sodexo Live! Please use the sampling form.
- Approval of sampling arrangements will be provided to the company or organization in writing from Sodexo Live!

LIABILITY

The sampling company/organization will be fully responsible for any and all liabilities that may result from the consumption of their products and shall waive any and all liability against Sodexo Live! and the Raleigh Convention Performing Arts Complex.

ALCOHOLIC BEVERAGE SAMPLING GUIDELINES

Beer and wine sampling only permitted. No sampling/tasting of spirituous liquors is permitted. Sampling and/or tasting is only permitted by licensed breweries and/or wineries, if the following requirements are upheld. All other groups are prohibited from all alcohol beverage sampling; these services can be ordered through Sodexo Live.

- Sampling/tasting request must comply with the following guidelines:
- NC ABC Board Wine-Tasting Permit and/or Malt Beverage Tasting Permit must be on-site throughout sampling event.
- Winery and/or brewery representative(s) must be on-site overseeing sampling.

- A Sodexo Live! bartender is required to facilitate all alcoholic beverage sampling. Sodexo Live! Bartender fee is \$175.
- Wine and/or malt beverage (beer) sampling/tasting event shall not exceed four hours.
- Sampling/tasting size may not exceed: 2 ounces for wines, 2 ounces for malt beverages (beers)
- At any one tasting area, there may not be more than (6) wine sampled and/or more than (4) malt beverages (beers) sampled.
- No sale of alcoholic beverages is permitted, including sale of packaged items.
- There can be no Sodexo Live! bar service (cashless nor hosted) in operation during sampling/tasting event. • Brewery and/or winery display can be set up next to bar to showcase product.

CHANGES IN SERVICE

The dates and times of service, specified on the BEOs and the other terms and conditions of this agreement, may be changed only by a written addendum signed by both the customer and catering. Any additional expenses, arising from changes made at the customer's request, will be paid by the customer.

FOOD STORAGE, DELIVERY AND PRODUCTION SERVICES

If an organization requires food preparation, heating, cold and dry storage, or other kitchen services, arrangements must be made at least four (4) weeks in advance of the start of the event. Charges for these services will be based on the requirements of the arrangements. Please contact your catering sales manager for more information. Failure to comply with any portion of these requirements may result in the immediate termination of sampling activity by the offending party for the remaining duration of the show.



Sample Food / Beverage Distribution Authorization Request Form

Sodexo Live! retains the exclusive right to provide, control and maintain all food and beverage services throughout the facilities.

All food and non-alcoholic beverage samples brought into the facilities require approval from Sodexo Live! in writing prior to the event and must comply with the following guidelines:

- A company or organization may not bring on to the premises food or beverage for use in the hospitality lounge, staff offices or backstage areas.
- A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Foodsamples are limited to (2) ounce portions of non-perishable food items.
 - Non-alcoholic beverage samples are limited to (2) ounce portions.

Event Name _____ Event Date(s) _____

Requesting Organization Name: _____ Booth Number _____

Telephone Number: _____ Email Address _____

Address _____ City _____ State _____ Zip _____

Requester Name: _____ Signature _____ Date _____

Product(s) to be sampled _____

Portion Size _____ Proposed Method of Distribution _____

Expected Arrival Date _____ Method of Delivery _____

Return this form via email to Samantha.Amodio@Sodexo.com, two weeks prior to start of show for review.
Any request received within the two-week period prior to the event will be assessed a \$50.00 processing fee. NOTE: Applicable sales taxes apply to all charges.

Sodexo Live! Catering ONLY to complete this space:

APPROVED _____

NOT APPROVED REASON: _____





THE COMPLEX

THANK YOU

Samantha Amodio
Senior Catering Sales Manager
(919) 815-1316
Samantha.Amodio@sodexo.com