ONLINE ORDERING – EXHIBITOR FOOD AND BEVERAGE

1. Go to www.boothcatering.com
   - Select “NRG Park”
   - Enter User ID and Password
   - New Users please email Surette-Renee@aramark.com. Include: Company Name, Booth Number and Contact Details

2. Click on “place an order”

3. Choose the event on the calendar for which you would like to place your order.
   - Create orders by date and time of delivery
   - Early dry stock beverage and equipment setup deliveries are 10am to 3pm on Friday, 3 May and Saturday, 4 May 2019
   - You will see a pop up asking for
     - Onsite Contact – person authorized to order event day items
     - Booth Number Drop Box – select TBD if booth number is not listed
     - Booth Number to confirm correct booth location
     - Click Submit

4. Browse the menu and select items
   - Arranged by Package and A la Carte items
   - Select menu item, quantity and time
   - Click on “add to cart”
   - Attendant and Supply Charge is required for orders with Hot Food, Beer/Wine or large events
   - Bartender and Supply Charge is required for service of any Liquor
   - Allow for 1-Hour Setup time prior to event start time. Aramark does NOT provide tables, bars or trash/porter service.

5. Once you have completed your order click on “continue to checkout”
   - Make any adjustments to your order – add, delete or adjust quantities
   - Include any requests in the “comments/special instructions”
   - If everything looks correct, click on “continue to check out”

6. Default payment check box – this box will be checked
   - The default payment is Advance Deposit
   - Leave the Advance Deposit as payment, we will send a payment agreement for the credit card information with the contracts.
   - Credit Cards are not charged until final signed contracts are submitted
   - Contact Aramark Sales for information on additional payment methods

7. To finalize the order click on “submit order”
   - You will receive an email confirmation upon placing your order
   - Aramark Sales will review order and return contracts for review and signature confirmation
   - NOTE: Signed Contracts must be accompanied by a Payment Agreement

To adjust an order placed online – please call 832-667-2420 or email OTCBoothService@aramark.com
After each event you will receive the final bill via email. This will have any additional purchases and gratuity added during the event.

Any Questions?
OTCBoothService@aramark.com

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