



### New Users

Please email [Surette-Renee@aramark.com](mailto:Surette-Renee@aramark.com)

Include: Company Name, Booth Number,  
Contact Details

## ONLINE ORDERING – EXHIBITOR FOOD AND BEVERAGE

### 1. Go to [www.boothcatering.com](http://www.boothcatering.com)

- ♦ Select “NRG Park”
- ♦ Enter User ID and Password
- ♦ **New Users please email [Surette-Renee@aramark.com](mailto: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, 28 April and Saturday, 29 April 2017
- ♦ 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

- ♦ Uncheck the box and enter credit card details
- ♦ If payment agreement on file, the info will be listed.
- ♦ **To change the payment method simply uncheck the box.** A drop down will appear to provide alternate payment information for your order
- ♦ 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](mailto: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](mailto:OTCBoothService@aramark.com)

Renee Surette, Catering Sales Manager 832-667-2420 [Surette-Renee@aramark.com](mailto:Surette-Renee@aramark.com)  
Selina Tan, Director of Sales (832)-667-2426 [Tan-Selina@aramark.com](mailto:Tan-Selina@aramark.com)