



New Users

Please email Surette-Renee@aramark.com

Include: Company Name, Booth Number,
Contact Details

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, 27 April and Saturday, 28 April 2018
- ♦ 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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