

## CLASSIC FARE CATERING – GENERAL POLICIES AND PROCEDURES

As the exclusive onsite catering service at AmericasMart■Atlanta, Classic Fare Catering is committed to the highest standards of quality and service. The following information will assist in the planning of your event.

### Service Charges and Taxes

All food and beverage will be subject to a 19% Service Charge. All charges are subject to an 8% Sales Tax. Sponsored liquor will incur an additional 3% City Liquor Tax. If your organization is tax exempt, a current copy of your Certificate of Sales Tax Exemption must be provided.

### Food and Beverage Regulations

All food and beverage items served within AmericasMart's public space must be prepared and presented by Classic Fare Catering.

Any food or beverage remaining from your event cannot be removed from the function room or building. Whenever possible, excess unprepared food will be donated to a local charitable organization.

Classic Fare Catering, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in all public spaces in accordance with the laws and regulations of the State of Georgia. This includes the right to refuse service to anyone based on their behavior, lack of proper identification, or level of intoxication.

### Payment Terms

Payment in full is required prior to the event. Payment may be made either by company check with a credit card on file, or by full payment with Credit Card (American Express, Visa and MasterCard).

### Guarantees and Overages

For parties of 1,000 or less, confirmation of attendance of each meal function must be received by 12:00 noon, three (3) business days prior to the event. The submitted number will be considered the final count. For parties greater than 1,000 a guarantee will be due one (1) week prior to the event.

For seated functions, 5% above the guaranteed number (not to exceed 50 meals) will be prepared. This overage will be vegetarian entrees. Any increase to the final guarantee within 48 hours of the event will be handled to the best of our ability, and will be subject to a surcharge of \$2.00 per person. If we do not receive a confirmed guarantee as stated above, the "expected attendance" specified in the original order will be considered your guarantee. Charges will be based upon the guaranteed attendance or the actual number served, whichever is greater.

### Signed Event Orders/Contracts

In order to confirm the event, a signed copy of the event order/contract must be returned to Classic Fare Catering twenty-one (21) days prior to the event date.

### Cancellations

Cancellations received less than 10 days but more than 72 hours are subject to 25% charge. Cancellations received between 72 and 36 hours are subject to 50% charge. Cancellations received within 36 hours are subject to 100% charge.

### Service for Trade Shows and Markets

For Exhibit Hall/Trade Show and Market events all disposable serviceware (plates, cups, utensils, platters, etc.) will be used. China and glassware service is available for an additional charge of \$1.50 per person, per service.

### Labor Charges

Any unusual service requirements, minimal revenue events, late night or holiday events may incur additional charges as determined on a case by case basis by Classic Fare Catering.

To offer the very finest presentation, all meals must be served within 30 minutes of the agreed time. If your serving time is later than specified, an additional charge of \$20 per waiter will be levied for each additional hour.

### Bartending Charges

A bartender fee of \$100.00 (4-hour minimum) per bartender will apply to all bar functions. Labor fees are taxable, but are not subject to service charge.

### Special Services

Our menu features a variety of items to suit most needs; however we would be pleased to provide a custom menu to fit your event's requirements. Please contact your Catering Representative should you require Entertainment, Floral Arrangements, Ice Carvings, or any other Special Services.

### Public Food Operations

Classic Fare Catering public sales operations may open additional locations or close existing ones as business conditions warrant. The facility requires a food and beverage minimum guarantee per day, per concession location for all public food operations based on hours of operation. Classic Fare Catering will use only disposable serviceware at all concession locations. Clients may be required to arrange for additional decorator items (i.e. pipe and drape, draped tables, etc.) needed to provide food service.

### Sampling (Exhibitors and Tradeshow Vendors)

Sales of any food or beverage products are not allowed within the AmericasMart facility; however, complimentary samples may be distributed by exhibitors from their tradeshow booths with advanced approval of Classic Fare Catering. Sample sizes must be limited to 1 oz of beverage product or 3 oz of food product. Products are limited to those manufactured, processed or distributed by exhibiting companies.