

**Augusta Civic Center** 76 Community Drive, Augusta, Maine 04330 Administrative Offices: (207) 626-2405 | Box Office: (207) 626-2400 www.augustaciviccenter.org



# **EVENT POLICIES & GUIDELINES**

To ensure the success of your event, we have listed our policies below. If you have any questions, please contact the Administrative Office at (207) 626-2405. It is our sincerest wish that your event here will be a pleasant one.

### **MENU SELECTIONS**

Meal selection, estimated attendance and room setup requirements must be provided ten (10) days prior to the event. Final meal guarantees are due five (5) business days prior to the start of the event. Any meals that are added to the final guarantee less than five (5) days prior to the start of the event are subject to a \$3.00 per person additional meal charge. Changes to the final meal counts are *not* permitted on the event date. Prices do not include 8% Maine State Meals Tax (if applicable) and 20% service charge. Invoicing will be based on the final meal guarantee or the actual number of meals served, whichever is greater.

# **SPECIAL DIETS**

The Augusta Civic Center works with our clients to prepare meals for guests with special dietary considerations. While we can usually accommodate and modify existing meal selections, our kitchen does not have separate preparation spaces or utensils for highly sensitive diets, such as gluten free, Kosher, and Halal. Please ask your Event Coordinator for more information. See pages 6-7 for vegan, vegetarian, and gluten-free entrée options. Additional charge of \$2 per plate applies.

### **ALCOHOL SERVICES**

The Augusta Civic Center abides by all State of Maine Liquor Laws and City ordinances. Bartenders use tip dishes on all bars, unless otherwise specified by client. If the sales from a bar are less than \$375.00 (excluding tax and service charge), the client is responsible for the difference. Open bars and pre-set bottles are subject to a 20% service charge. Invoicing for an open bar is calculated on the total amount of beverages consumed plus applicable tax and 20% service charge. The Augusta Civic Center reserves the right to close any bar due to lack of business or excessive drinking. For everyone's safety and security, the Augusta Civic Center reserves the right to refuse service to any patron it deems necessary. Unconsumed alcoholic beverages may not leave the facility.

# FOOD AND BEVERAGE EXCLUSIVITY

The Augusta Civic Center takes great pride in serving the finest food and beverages. No food or beverage will be permitted into the facility with the exception of specialty cakes with advanced notice and permission. Fees apply for cake cutting and plating service. Due to health and safety standards, no food or beverage is allowed to leave the facility, even if the event's attendance does not reach the guaranteed number.

### **EVENT CANCELLATION**

The client must notify the Administrative Office of the Augusta Civic Center of any meal cancellations at least ten (10) business days prior to a scheduled event to avoid being charged for previously arranged meals and meal services. In the event of inclement weather, client must give a forty-eight (48) hour notice for cancellation to avoid charges for previously arranged meals and meal services. Please refer to your rental agreement for other cancellation information.

### SECURITY COVERAGE

The Augusta Civic Center requires staff security to be present at all events scheduled after 5:00 p.m., Monday through Friday, or all weekend or holiday hours, as well as any event that includes alcoholic beverages. This is a fee-based service that will be invoiced to the client.

# PAYMENT

A deposit may be required to confirm your booking. Invoices will be prepared at the completion of the event according to the specifics of the signed rental agreement. Payments are due thirty (30) days from the final invoice date, unless otherwise specified on the rental agreement. Please see your rental agreement for payment details. Accepted forms of payment are cash, check, bank check, or money order. Credit cards are not accepted for deposits or payments at this time.

If you have something custom in mind, please ask your Event Coordinator. We love to use our creativity!

# **BREAKFAST & BRUNCH**

BAGEL BAR ...... \$5.95 pp A variety of fresh bagels accompanied by various spreads, including butter, peanut butter, cream cheese, and variety of jams/jellies, and coffee and tea service.

# HOT OATMEAL BAR ...... \$7.95 pp

Fresh, hot oatmeal served with a variety of toppings, including dried fruit, brown sugar, blueberries, strawberries, honey, nuts, small cartons of milk, and coffee and tea service.

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Sliced fresh fruit, assorted yogurts, coffee and tea service, and assorted bottled juices.

# THE CONTINENTAL ...... \$10.95 pp

A classic assortment of breakfast pastries (danish, muffins, coffee cake, cinnamon buns, scones, donuts, breakfast breads, or strudels), sliced fresh fruit, coffee and tea, and assorted bottled juices.

**THE EYE OPENER** ...... \$14.95 pp

Scrambled eggs, home fries, your choice of bacon or sausage, breakfast pastries, coffee and tea service, assorted bottled juices, and sliced fresh fruit.

# **POWER MEETING** ...... \$16.95 pp

Hearty breakfast of scrambled eggs, home fries, bacon and sausage, your choice of pancakes or waffles, sliced fresh fruit, coffee and tea service, and assorted bottled juices.



\*Does not include coffee refreshes

# Don't miss our À La Carte Options and Meal Enhancers on Page 9

# **HOT APPETIZERS**

Potato Kegs ...... \$90 per 50

Buffalo Chicken Rangoon ...... \$105 per 50

A twist on the classic crab rangoon — Buffalo sauce, shredded chicken, and cream cheese, fried to golden perfection in a delicate wonton. •

Soft Pretzel Bites with Beer Cheese ........ \$120 per 50

Soft and salty bite-sized pretzels paired with a warm beer cheese dip.

- **Breaded Chicken Wings** ...... \$125 per 50 Served with a variety of dipping sauces.
- **Spanakopita** ...... \$140 per 50

A classic combination of spinach, zesty feta cheese, herbs, and spices.  $\bigcirc$ 

Spinach or Buffalo Dip with Pita Bread ..... \$150 per 50

Your choice of our warm, creamy spinach and artichoke dip or our mild cheesy buffalo dip, served with seasoned pita bread triangles.

- **Candied Bacon** ...... \$175 per 50

Skewered bacon seasoned for the perfect sweet and salty combination.  $\ensuremath{\mathfrak{O}}$ 

# **COLD APPETIZERS**

- **Deviled Eggs**...... \$150 per 100 Classic deviled eggs topped with paprika.
- Bunless Cheeseburger Bites ...... \$185 per 50 Beef meatballs, skewered with tomato, pickle, lettuce, bacon, and cheddar cheese. ♀

- BLT Bites ...... \$125 per 50 Bite-sized bacon, lettuce and tomato sandwiches. 😋
- Shrimp Cocktail...... Mkt Price per 100 A classic pairing of chilled shrimp and cocktail sauce.

| Mac and Cheese Bites \$185 per 50  |
|--|
| Panko-breaded bites of creamy macaroni and cheese. O   |
| Beef Wellington \$215 per 50   |
| Juicy chunks of beef, combined with red wine reduction and mushroom gravy, baked in a puff pastry. O |
| Seasoned Meatballs \$225 per 150   |
| Italian (red sauce), Sweet and Sour, or Swedish (brown gravy sauce).                                 |
| Crab Cakes \$250 per 50  |
| A delightful blend of crabmeat, bread crumbs, and spices shaped into quarter-sized cakes. O          |
| Bacon Wrapped ScallopsMarket price per 100   |
| Scallops wrapped in bacon and accented with a bit of parmesan cheese. $oldsymbol{\Theta}$            |

- Flatbreads...... \$3.50 per person Pick two toppings: BBQ Chicken with cheddar cheese and red onion; Margherita; or, Steak and Cheese with green peppers.
- Mashed or Baked Potato Bar..... \$5.95 per person

Your choice of baked potato or mashed potato, with a variety of toppings, such as shredded cheddar cheese, scallions, bacon bits, brown gravy, sour cream, chopped broccoli, and butter.

# **TRAYS AND BOARDS**

### FRUIT TRAY OR VEGGIE TRAY

A delicious display of fresh seasonal fruit or vegetables. XS (serves 25): \$60 | SM (serves 50): \$115 MD (serves 75): \$170 | LG (serves 100): \$225

### **CHEESE AND CRACKER TRAY**

An attractive arrangement of sliced cheeses and premium crackers. XS (serves 25): \$75 | SM (serves 50): \$130 MD (serves 75): \$185 | LG (serves 100): \$240

### **CHARCUTERIE BOARDS**

An impressive and diverse offering of cheeses, meats, crackers, pickles, olives, nuts, fruits and vegetables. SM (serves 50): \$225 | LG (serves 100): \$450

Indicates passable hors d'oeuvres

KEY: V: Vegan | Veg: Vegetarian, not Vegan | GF: Gluten Free | DF: Dairy Free | NF: Nut Free

- ★ **PRE-MADE SANDWICH OPTIONS:** (choose up to three) Ham & Swiss, Turkey & Provolone, Roast Beef & Cheddar, Tuna Salad, Chicken Salad, or Egg Salad, served on white bread, wheat bread, or a wrap. Gluten-free bread or wraps available.
- ★ SOUP SELECTIONS: Broccoli Cheddar (Veg, GF); Tomato Vegetable (V, Veg, GF, DF); Chicken Noodle (DF); Beef Stew (GF, DF); Chicken and Rice (GF, DF); Three Bean Chili (V, Veg, GF, DF); Tomato Basil (V, Veg, GF, DF); Chicken Tortilla Soup (GF, DF); Beef and Barley; or Meat Chili. Upgrade to Haddock Chowder or Seafood Chowder for an additional \$2 per person.
- ★ PREMIUM SANDWICHES/WRAPS AND SALADS: Additional costs for premium options apply. See page 10 for descriptions. Chicken Caesar Wrap; Three Meat Italian; BLAT; Rosemary Focaccia Caprese; Roast Beef Royale; and Chef Salad; Strawberry Spinach Salad; and Chicken Caesar Salad.

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The Deluxe Salad Bar includes fresh crisp lettuce, grape tomatoes, sliced cucumber, red onion rings, shredded carrot, sliced pickled beet, black olives, shredded cheese, bacon bits, hard boiled eggs, and your choice of two proteins: tofu, diced chicken, diced ham, or diced turkey. Served with large cookies, assorted dressings, coffee and tea service, and assorted bottled beverages.

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There's no business like dough business! Create your favorite hand-tossed pizza (up to 2 toppings per pizza; priced as 2 slices per person), accompanied with a tossed or Caesar salad, individual bags of chips, freshly baked assorted cookies, and assorted bottled beverages. Gluten-free crust is available upon request for an added \$1.95 per person; additional toppings are \$1.50 per topping per pizza.

- **PROTEINS:** Pepperoni, Hamburg, Ham, Grilled Chicken, Bacon, Meatball, or Sweet or Hot Italian Sausage
- ★ FRUITS & VEGGIES: Mushroom, Red Onion, Garlic, Tomato, Black Olive, Greek Olive, Jalapeno, Spinach, Green or Red Bell Pepper, Artichoke, Broccoli, Zucchini, or Pineapple
- \* CHEESES: Mozzarella, Asiago, Parmigiano-Reggiano, Feta, or Provolone
- ★ HERBS: Basil, Oregano, or Crushed Red Pepper
- \* SAUCES: Marinara, Pesto, Alfredo, or Garlic/Olive Oil (white pizza)

### COLD DELI BUFFET ......\$16.95 pp

Our "Build Your Own" sandwich buffet is always a people-pleaser! Choose up to three proteins (Roast Beef, Ham, Turkey, Tuna Salad, Chicken Salad, Ham Salad or Egg Salad) and two sides (Potato Salad, Pasta Salad, Garden Salad, Caesar Salad, or Coleslaw). Served with assorted breads and cheeses, a deluxe pickle tray, a tray of garnishes (lettuce, tomato and onion), assorted condiments, individual bags of chips, large cookies, assorted bottled beverages, and coffee and tea service.

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A convenient, portable choice! A choice of sandwiches or salads (Ham & Swiss, Turkey & Provolone, Roast Beef & Cheddar, Tuna Salad, Chicken Salad, or Egg Salad on fresh white or wheat bread; or a Veggie Wrap on a whole wheat wrap, or a traditional Garden Salad or Chicken Caesar Salad), served with plain chips, seasonal whole fruit, a large chocolate chunk cookie, and assorted bottled beverages. Upgrade to our Premium Boxed Lunches, details on page 10.

# **PLATED MEAL SERVICE**

Your selection of a maximum of three Plated Meal Service entrées include coffee and tea service, choice of either tossed or Caesar salad, one starch, one vegetable, and dinner rolls with butter. Choose two salad dressings: Ranch, Caesar, French, Italian, Raspberry Vinaigrette, or Balsamic Vinaigrette. Additional charge for other beverages and desserts.

### **BEEF AND PORK**

| Baked Virginia Ham: A traditional glaze of honey with a touch of clove              | . \$17.95 pp |
|---|--------------|
| Apricot Glazed Pork: Seasoned with garlic and rosemary and roasted in apricot glaze | . \$17.95 pp |
| BBQ Rubbed Pork: Rubbed with 14 secret spices and slow-cooked                       | . \$18.95 pp |
| Smothered Beef Tips: Beef tips smothered in brown gravy                             | . \$23.95 pp |
| Beef Burgundy: Braised beef cuts simmered in a seasoned red wine sauce              | . \$24.95 pp |

### POULTRY

| Baked Stuffed Chicken: Lightly seasoned chicken breast stuffed with a cornbread stuffing                                 | \$17.95 pp |
|--|------------|
| Chicken Bruschetta<br>Seasoned chicken topped with mozzarella, marinated diced tomatoes, and a balsamic glaze            | \$17.95 pp |
| Chicken Cacciatore: Tender cuts of chicken and fresh veggies, slow-cooked in a marinara sauce                            | \$17.95 pp |
| Teriyaki Chicken<br>Seasoned chicken breast with traditional teriyaki glaze and topped with sesame seeds and green onion | \$16.95 pp |
| Roasted Turkey: Roasted to golden brown and sliced just before service   | \$17.95 pp |
| Chicken Parmesan: Baked in a marinara sauce and served with melted mozzarella cheese                                     | \$18.25 pp |
| Cranberry Brie Chicken: Seasoned chicken breast with a cranberry stuffing and dollop of brie                             | \$18.95 pp |

### PASTA AND SEAFOOD

| Stuffed Shells: Stuffed with ricotta cheese and baked in a marinara sauce                        | \$16.95 pp   |
|--|--------------|
| Vegetable Lasagna  | \$17.95 pp   |
| Layers of vegetables and lasagna noodles in a creamy white sauce, served with garlic breadsticks |              |
| Baked Meat Lasagna: Traditional beef lasagna in an Italian sauce, served with garlic breadsticks | \$18.95 pp   |
| Baked Stuffed Haddock : Creamy, buttery haddock topped with a seafood stuffing                   | Market Price |

### VEGAN

| Ratatouille: Layers of squash, zucchini, and eggplant over a lentil marinara sauce       | \$16.95 pp |
|--|------------|
| Tofu Stir-Fry: Sautéed vegetables and tofu   | \$17.95 pp |
| Ravioli Primavera  | \$17.95 pp |
| Vegan ravioli tossed with seasonal veggies in a red sauce or a vegan garlic butter sauce |            |

# **BUFFET MEAL SERVICE**

Additional charge for other beverages and dessert. A minimum of 20 guests required for all buffets.

### **CLIENT'S CHOICE BUFFET**

**Pick 2 Entrées:** \$19.95pp | **Pick 3 Entrées:** \$23.95pp Select 2 or 3 entrées of your choice from the plated service entrées, as well as one starch and one vegetable from the list below, either a tossed salad with assorted dressings or a Caesar salad, rolls with butter, and coffee and tea service are included. Additional charge for other beverages and dessert.

- ★ Additional Entrées: In addition to the list of plated meal options, you may also select one of these special buffet offerings: BBQ Chicken, Orange Chicken, or Homemade Macaroni and Cheese
- ★ Starch Options: Rice Pilaf, Baked Potato with Sour Cream, Mashed Potato, Oven Roasted Red Bliss Potato, Mashed Sweet Potato, White Rice, Fingerling Potatoes, Linguini, Fettucine, Scalloped Potatoes, Roasted Butternut Squash, Roasted Root Vegetables (potato, sweet potato, onions, turnips, and carrots)
- ★ Vegetables: Green Beans, Green Beans (plain or almondine), Carrots, Peas, Broccoli, Corn, Seasonal Veggie Blend

### **CHEF'S CHOICE BUFFET**

#### 2 Entrées: \$16.95 pp | 3 Entrées: \$21.95 pp

Includes the Chef's Choice of entrées (one will be vegetarian), starch, and vegetable, as well as the Chef's Choice of either a Caesar salad or a Tossed Salad with assorted dressings, rolls with butter, coffee and tea service, and the Chef's Choice of dessert. Additional charge for other beverages.

### **DIETARY DELIGHT**

Choose one of our special diets entrées to accommodate the special various dietary needs of your guests. This option also includes salad bar with sliced chicken, gluten-free rolls and butter, and a prepackaged gluten-free cookie.

- Ratatouille (V, GF) ...... \$18.95 pp
  Zucchini, yellow squash, and eggplant simmered in a lentil marinara sauce, seasoned with garlic and herbs, and served with white rice.

- ★ Asian Noodle Stir-Fry (V, GF) ...... \$18.95 pp Rice noodles and vegetable stir-fry, sautéed in your choice of glutenfree soy sauce or sesame oil and topped with sesame seeds.
- ★ Chorizo Chop Suey (V, GF) ...... \$20.95 pp Gluten-free penne pasta in a vegan chorizo meat sauce with peppers, onions, and celery.



# The Finishing Touch



TALK TO YOUR EVENT COORDINATOR ABOUT OUR HOMEMADE CUSTOM CUPCAKES, DECORATED TO MATCH YOUR THEME!

# À LA CARTE OPTIONS & ENHANCERS

# 😳 WE PROUDLY SERVE PEPSI® PRODUCTS! 😳

| Cartons of Milk (whole, skim, 2%, chocolate)              | \$1.50 pp                                    |
|---|--|
| Coffee and Tea Service                                    | \$1.95/Cup   Refills: \$1.45/Cup             |
| Assorted Bottled Juices                                   |  |
| Assorted Bottled Beverages (Sodas, Iced Tea, and Water)   | \$3.00 each                                  |
| Citrus Water (free refills)                               |  |
| Freshly Brewed Iced Tea or Fruit Punch                    | \$10.00/pitcher   \$30.00/cambro (3 gallons) |
| Celebration Toast: Champagne, Sparkling Juice, Ginger Ale | Ask your coordinator for market pricing      |
|   |  |

### **SNACKS BREAKS**

**BEVERAGES** 

| Chocolate Brownies  |           |
|---|-----------|
| Mini Whoopie Pie  |           |
| Individual Bags of Chips, Popcorn, Pretzels, Chex Mix, or Trail Mix (choose 3 max.)         |           |
| Large Cookies (Chocolate Chunk, M&M, Oatmeal Raisin, Lemon Blueberry, or Peanut Butter Cup) | \$2.95 pp |
| Protein Packs (Cubed Ham or Turkey, sliced cheese, and almonds)                             | \$4.00 pp |
| Snack Packs: Cheese, Crackers, and Pepperoni  | \$4.00 pp |
| Snack Packs: Vegetables and Ranch Dip   | \$5.00 pp |
| Fruit Cups  | \$5.00 pp |
| Jar-cuteries  | \$5.95 pp |
| Fresh Fruit and Vanilla Yogurt Cup  | \$6.25 pp |
| Bowls of Chips, Pretzels, or Popcorn (free refills) \$1                                     | • •       |

### **BREAKFAST ENHANCERS**

Breakfast Pastries: Assortment of danish, muffins, coffee cake, cinnamon buns, scones, donuts,

| breakfast breads, or strudels              |               |   | \$3.25 each           |
|--|---------------|---|-----------------------|
| Breakfast Sandwiches: Your choice of baco  | n, sausage, o | <sup>r</sup> ham on a bagel or English muffin | \$5.00 pp             |
| Breakfast Pizzas: Cheese, Vegetable, Bacor | , or Sausage. |   | 00 per 12-slice pizza |
| Hard Boiled Eggs                           | \$1.25 pp     | Hash Browns                                   | \$1.25 pp             |
| Whole Fruit                                | \$1.75 pp     | Granola Bar                                   | \$2.75 pp             |
| Scrambled Eggs                             | \$2.75 pp     | Assorted Yogurts                              | \$2.95 pp             |
| Waffles or Pancakes                        | \$2.95 pp     | Assorted Dry Cereal                           | \$3.00 pp             |
| Quiche or Frittata                         | \$3.25 pp     | Additional Meat (Ham, Sausage, Bac            | on) \$3.25 pp         |
| Corned Beef Hash                           | \$3.50 pp     | Sausage Gravy and Biscuits                    | \$3.50 pp             |
| Fruit Kebabs with Yogurt Dipping Sauce     | \$4.25 pp     |   |                       |

### LUNCH AND DINNER ENHANCERS

| Additional Sandwich Filling             | \$3.25 pp  |
|---|------------|
| Additional Pizza Topping                | \$1.50 pp  |
| Cucumber Caprese Salad                  | .\$3.95 pp |
| Kale, Feta, Sundried Tomato Pasta Salad | .\$3.95 pp |
|   |            |

| Additional Soup / Chowder              | \$5.00 / \$7.00 pp |
|--|--------------------|
| Addition Starch or Vegetable           | \$2.95 pp          |
| Coleslaw, Pasta Salad, or Potato Salad | \$2.95 pp          |
| Upgrade to a Salad Bar                 | \$4.50 pp          |

### **CHEF-ATTENDED CARVING STATION**

#### Select from Prime Rib, Top Round, Ham, or Roast Pork: \$125.00 per station, plus \$4.95 per person

Add a touch of class to your event! When you offer a carving station as one of the entrées on your Client's Choice Buffet (not available for plated meals, lighter side lunches, or chef's choice buffets), our professional chefs will slice and serve your selection for each of your guests.

# **PREMIUM BOXED LUNCH**

- ★ Chicken Caesar Wrap: Romaine lettuce, grilled chicken strips, and parmesan cheese, served on a wrap.
- ★ Three Meat Italian: Ham, turkey, genoa salami, provolone, onions, peppers, tomatoes, pickles, olives, oil on the side, served on a sub roll.
- ★ BLAT: Bacon, lettuce, tomato, and avocado on your choice of bread.
- ★ Rosemary Focaccia Caprese: Mozzarella, sliced tomatoes, basil, and arugula, drizzled with balsamic vinaigrette, served on focaccia bread.
- ★ Roast Beef Royale: Premium roast beef, cheddar cheese, scallion cream cheese, lettuce, and Tomato, served on a Brioche roll with a side of horseradish.
- ★ Chef Salad: Lettuce, tomato, shredded carrot, red onion, pepper, ham, turkey, American cheese, and hard-boiled egg, served with your choice of dressing.
- ★ Strawberry Spinach Salad: Spinach, strawberries, grapes, red onion, feta, and pecans, served with Raspberry Vinaigrette dressing.
- ★ Grilled Chicken Caesar Salad: A popular classic of grilled chicken, Romaine lettuce, and parmesan cheese.

# **BAR SERVICES**

Add a cash bar or open bar as an additional feature to your event! Ask your Event Coordinator for our list of standard offerings, or let us know if you need something special ordered.

- ★ The Augusta Civic Center abides by all State of Maine Liquor Laws and City ordinances. Bartenders use tip dishes on all bars, unless otherwise specified by client. If the sales from a bar are less than \$375.00 (excluding tax and service charge), the client is responsible for the difference. Open bars and pre-set bottles are subject to a 20% service charge. Invoicing for an open bar is calculated on the total amount of beverages consumed, plus applicable tax and 20% service charge. The Augusta Civic Center reserves the right to close any bar due to lack of business or excessive drinking. For everyone's safety and security, the Augusta Civic Center reserves the right to refuse service to any patron it deems necessary. Unconsumed alcoholic beverages may not leave the facility.
- ★ Requests for specific alcohol products outside of the typical inventory requires a product guarantee from the client. The Augusta Civic Center will purchase the quantity requested and the client must guarantee the purchase by paying for the remaining product at the conclusion of the event. A notice of 14 business days is required, and the standard 20% handling fee applies.
- $\star$  Unconsumed product may not be removed from the venue.

# CONCESSIONS OFFERINGS

Add our Concessions Services as an additional feature to your event! The Augusta Civic Center's Concessions Services offers traditional concessions food and beverages, as well as event-specific featured products to suit the needs of your guests. Speak with your Event Coordinator to add a Concessions Stand and talk about the availability of custom offerings. Minimum revenue guarantees may apply.

Concessions is also an efficient and costeffective way to make sure your volunteers, staff, and vendors get fed during the event without the hassle of choosing meals and finding time in the program. Just send them to Concessions, and we will track the purchases and add them to your final invoice.



