

# Levy Restaurants

## BOOTH CATERING

Levy Restaurants at the  
David L. Lawrence Convention Center  
1000 Fort Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222

Phone: 412-325-6194  
[sspickard@pittsburghcc.com](mailto:sspickard@pittsburghcc.com) or  
[ncornacchione@pittsburghcc.com](mailto:ncornacchione@pittsburghcc.com)  
Fax: 412-325-6190



## Please Take Time To Familiarize Yourself With Our Policies

As Levy Restaurants has exclusive food and beverage distribution rights within David L. Lawrence Convention Center, all food and beverage items used to generate traffic to booths, service for exhibition staff and for events must be catered through Levy Restaurants. Distribution of food or beverage by sponsoring organizations and/or exhibitors must attain written authorization. At no time will exhibitors be allowed permission to sell food or beverage.

### Pricing

Prices quoted do not include 20% service charge or applicable sales tax unless otherwise noted. Prices and related charges are subject to change without notice; guaranteed prices will be confirmed 60 days prior to the event. Orders placed or increased within 72 hours (3 business days) of service will be charged at a 10% higher pricing than published menu prices.

### Payment

An initial deposit in the amount noted on the Catering Contract is due payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. ***Full payment of the balance due, based on the final guarantee, is payable prior to the event.*** Payment can be made in cash, certified check or by an authorized credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during show/functions. These charges will be billed to the credit card unless payment is received at the end of the show/function.

### Guarantees

A guaranteed number of attendees/quantities of food is required 72 hours, or 3 business days, prior to the event date (a business day is defined Monday through Friday). This guarantee must be submitted by Noon. If the guarantee is not received, Levy restaurants reserves the right to charge for the number of persons/quantities specified on the contract event order. Cancellations and reductions of guarantee are subject to full charges.

### Labor Charges

Should service staff be required for your event, service staff is available for 150.00 per 3-hour shift, per attendant, with a one-shift minimum. Charges for specialized services such as Carvers, Chefs, Bartenders and Cashiers are noted on the menu. Early morning/late night exhibition floor events (before 6am after 7pm) are subject to additional charges.

### Beverage Services

We offer a complete selection of beverages to compliment your function. Please note that the Pennsylvania Liquor Control Board regulates alcoholic beverages and service. Levy Restaurants, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.**

### Cancellations

Any event cancelled less than 72 hours (three business days) prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

### Exhibitor Responsibilities

The exhibitor is responsible for supplying all tables or adequate space within their exhibition space as well as all utilities necessary for food service through show contractors. This includes the appropriate porter service arrangements made through show cleaning. It is also the responsibility of the exhibitor to ensure that all services ordered from Levy Restaurants are in compliance with show regulations. It is the exhibitor's responsibility to arrange all pick up of food service related equipment. Charges incurred by damage or losses of any items contracted for by the client through outside vendor (e.g., linen, decorations, floral pieces, etc.) are the sole responsibility of the client.

### Event Timeline

All service times are based on a two hour breakfast or lunch, break or reception service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted may face additional labor fees.

### Contracts

A signed copy of the contract outlining all catering services will be provided. The signed contract states terms and specific function sheets constitute the entire agreement between the client and Levy Restaurants. Secondary agents acting on behalf of the primary client receiving services may sign the contract on their behalf only with full payment in advance and approval of credit for additional orders. Any change, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

## Fresh Start

### Bakery Assortment

Assortment of muffins, Danish, croissants, cinnamon buns with whipped butter and fruit preserves. 35.00 per dozen

### Deli Style Bagels

Served with whipped butter, Fruit preserves and cream cheese. 28.00 per dozen

### Gourmet Pastry Selection

Assorted Scones, Chocolate Croissants, Fresh Fruit strudel and coffee cakes 40.00 per dozen

### Sliced Seasonal Fruit

5.00 per person

### Whole Fresh Fruit Bowl

25.00 10 pieces

### Cereal Bars

2.50 each

### Assorted Individual Yogurts

2.75 each

## Breakfast Sandwiches

### Bacon, Egg & Cheese Biscuit

63.00 per dozen

### Egg and Three Cheese Breakfast Burrito

63.00 per dozen

## Beverages

### Freshly Brewed Coffee, Decaf or Hot Tea

40.00 per gallon

### Freshly Brewed Starbucks

44.00 per gallon

### Iced Tea or Lemonade

36.00 per gallon

### Individual Assorted Juices

3.00 each

Choice of Orange, Grapefruit, Apple or Cranberry

## Anytime Snacks

Freshly Baked Jumbo Cookies	24.00 per dozen
Homemade Fudge Brownies	26.00 per dozen
Assorted Dessert Bars	26.00 per dozen
Lemon bars, raspberry sammies and pecan bars	
Fancy Mixed Nuts	22.00 per pound
Party Mix	12.00 per pound
Choice of Pretzels, Honey Roasted Peanuts or Party Mix	
Potato Chips and House made French Onion Dip	17.00 per pound
Individual Bags of Assorted Chips	2.50 each
Tortilla Chips and Spicy Red Salsa	17.00 per pound
Assorted Candy Bars	2.75 each

## Working Lunches

Chilled luncheon platters serve 10 guests and include disposable utensils

<b>THE VIP</b>	225.00
Smoked turkey on French demi with dijonnaise, cheddar, ham and swiss on whole grain and Chicken pesto salad on ciabatta with red onion and tomato. Accompanied by confetti coleslaw and a tossed house salad.	
<b>The Gourmet</b>	255.00
Herb roasted sirloin of beef with roasted peppers, smoked provolone cheese, sun-dried tomato pesto on herbed focaccia and basil-grilled chicken breast with plum tomatoes and garlic aioli on sourdough baguette. Accompanied by herbed potato salad and a mixed green salad.	

## Hot Leads

Hot luncheon platters serve 10 guests and include disposable utensils.

<b>Cucina Pizza</b>	195.00
Cheese pizza and pepperoni calzones served with crushed red pepper, Parmesan cheese and a mixed garden salad with herb vinaigrette dressing.	
<b>Mexican Fiesta</b>	210.00
Authentic grilled chicken with cheese, wrapped in flour tortillas served with tortilla chips, sour cream, guacamole and fresh salsa on the side.	
<b>Classic Hot Dogs</b>	120.00
On poppy seed or plain buns with chili, cheese, chopped onion, relish, mustard and ketchup. Accompanied by confetti coleslaw and chips.	
<b>Light and Healthy</b>	187.50
Chef's soup du jour, garden fresh salad with mixed vegetables, freshly baked rolls with ranch and balsamic vinaigrette dressings.	

## Beverages

Soft Drinks	3.00
Bottled Water	3.00
Assorted Juices	3.75
Iced Tea or Lemonade (per gallon)	36.00

## Beer and Wine

Domestic Beer (by the case)	80.00
Imported Beer (by the case)	90.00
Wine (per bottle)	40.00
Domestic Beer (by the Keg)	350.00
Imported Beer (by the Keg)	450.00

*Bartender (required for service of all alcoholic beverages)* **125.00**  
*3-hour minimum*

## Hors D'oeuvres

(Minimum order of 50 pieces- priced per piece)

### Hot

Grilled Vegetable Quesadillas	3.25
Crab Cakes	4.00
Chicken Drumettes	2.75
Turkey Pot stickers	3.25
Vegetable Spring Rolls	3.25

### Cold

Jumbo Shrimp Cocktail	4.25
California Maki Roll	4.00
Crabmeat Stuffed Cherry Tomato	3.50
Cucumber and Melon Wrapped in Prosciutto	3.25
Assorted Fancy Canapes	3.25

## Stations

<b>Domestic and Imported Cheese</b> with an Assortment of Crackers and Flatbreads	5.95 per person
<b>Crisp Vegetable Crudités</b> with Spinach and Roasted Garlic Dip	5.75 per person
<b>Bruschetta D' Parma</b> Tomato Basil, Kalamata Olive and Goat Cheese and Roasted Wild Mushroom with Gorgonzola	5.00 per person

Personalized Service  
Server/Booth Attendant

150.00

<b>Action Stations to Generate Exhibit Traffic</b>
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**The Popcorn Popper**

Popcorn Popper Rental (per day)	150.00
Client is responsible for supplying electricity	
Popcorn (per case)	50.00
Each packet contains pre-measured popcorn with oil and salt	
Server (Required, 3 hour minimum)	125.00

**Ice Cream Cart**

Ice Cream Cart Rental (per day)	150.00
Client is responsible for supplying electric	
Assorted Premium Ice Cream Bars	5.00

## Hospitality Service Order Form

PLEASE FAX or E-Mail YOUR FOOD AND BEVERAGE ORDER TO:

412-325-6190 or  
[sspickard@pittsburghcc.com](mailto:sspickard@pittsburghcc.com)/[ncornacchione@pittsburghcc.com](mailto:ncornacchione@pittsburghcc.com)

COMPANY	CONTACT		
ADDRESS/BILLING			
CITY	STATE	COUNTRY	ZIPCODE
PHONE NUMBER		FAX NUMBER	
SHOW NAME	BOOTH/ROOM NUMBER	HALL/NUMBER OF PEOPLE	

DAY/DATE	START/END TIME	ITEM DESCRIPTION	QTY	PRICE
		ESTIMATED SUBCHARGE		\$
		20% SERVICE CHARGE		\$
		ESTIMATED SUBTOTAL		\$
		7% SALES TAX		\$
		ESTIMATED TOTAL		\$

**\*\*Important Note: Order forms and Credit Card information is required two weeks prior to your event start date. All forms are required to process the order. \*\***

# Levy Restaurants

Please let this letter serve as my formal written authorization and approval for you to charge the below-described credit card for any and all charges and costs associated with your food and beverage event that is being held at David L. Lawrence Convention Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, balance due before the event and additional charges incurred the day of the event.

Sincerely,

COMPANY NAME

## CREDIT CARD INFORMATION

Type of Credit Card:

Credit Card Number:

Expiration Date:

Name That Appears On Card:

Cardholder's Signature:

Date Signed:

Cardholder's Address:

Cardholder's Phone: