

# ARLINGTON

## **EXHIBITOR FOOD PREPARATION GUIDELINES AND ORDER FORM**

All vendors are required to submit the attached forms, regardless of their need for food preparation or hotel supplied equipment

### **FOOD SHOW GUIDELINES**

- ANY food preparation required by Vendors while on property, will be handled by the HOTEL Culinary Team.
- Vendors are NOT permitted in the banquet kitchen.
- No cooking equipment such as woks, hot plates, deep fryers or grease producing equipment (electric or gas) is allowed in exhibit halls or on trade show floors.
- Any food that requires heating during the show by the vendor must be done in the designated food prep area which may contain microwaves or toaster ovens. These items must be provided by an outside vendor that meets hotels insurance guidelines
- Any food that requires preparation must be handled by the hotel and will be charged accordingly based upon the requirements of the item being prepared.
- All food or non-alcoholic beverages must be portioned in SAMPLE sizes not to exceed 3 ounces. If food or beverage servings exceed 3 ounces, a charge will apply based on retail pricing.
- The serving or distribution of alcoholic beverages by Vendors is strictly prohibited.
- The attached order form(s) are required to be submitted to the conference manager when food preparation and/or serving equipment is needed
- Rebates/ Refunds to exhibitors will not be honored once banquet event orders are executed by the show producer.
- On site food preparation is subject to availability and requests should be made a minimum of 30 days prior. Emergency requests will be subject to a 25% surcharge of the menu pricing established for the conference.
- **Hotel reserves the right to escort a vendor from the exhibit floor that is not compliant with these guidelines.**

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**PRODUCT SHIPPING INFORMATION**

Please ship perishable items to:  
Loews Arlington Hotel & Convention Center  
Attn: Noemi Elorza | Hold for Marcos Pizza  
888 Nolan Ryan Expressway  
Arlington, TX 76011  
Please ship not to arrive before Friday, September 12, 2025.

**CERTIFICATES OF INSURANCE**

The group/show organizer is responsible for collecting a certificate of insurance from exhibitors and vendors providing food and beverage to attendees, evidencing the required coverage and additional insured endorsements by the Hotel. These COI are subject to review and approval by the Hotel. A sample COI outlining these requirements is available from the event management team.

**ORDER FORM**

All information must be emailed directly to the following:

Group Name:	Marco's Pizza Convention
Event Date   Location:	Monday, September 15, 2025 Loews Arlington Hotel & Convention Center
Vendor Name:	
Vendor Booth Number:	
Contact Name:	
Contact Email:	
Contact Phone:	
Meetings & Events Manager:	Noemi Elorza
Email:	Noemi.elorza@loewshotels.com

**PRICING:**

- Vendor must order food preparation, equipment package and labor for each booth.
- All pricing is based on a single show and for a duration of two hours.
- Multiple shows in a day will be charged accordingly.

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## FOOD PREPARATION

<input type="checkbox"/> <b>Basic Food Prep:</b> (NO RECIPE IS REQUIRED) Includes simple preparation of mixes and the heating of frozen or refrigerated foods. <b>Pricing: \$600.00 per item + 25% service charge + 8.25% sales tax;</b> <b>maximum of three (3) items.</b>
<input type="checkbox"/> <b>Extensive Food Prep:</b> (RECIPE IS REQUIRED) Items require additional food preparation, portioning and cooking time. <b>Pricing: \$800.00 per item + 25% service charge + 8.25% sales tax;</b> <b>maximum of three (3) items.</b>
<input type="checkbox"/> <b>No Food Prep Needed</b>

## EQUIPMENT PACKAGES

<input type="checkbox"/> <b>Full Equipment Package:</b> Includes (2) chafing dishes with (4) half pans, (4) tongs, disposable plates, disposable utensils and napkins. <b>\$650.00 Per Day (plus tax)</b>
<input type="checkbox"/> <b>Light Equipment Package:</b> Includes (1) chafing dish with (2) half pans, (2) tongs, disposable plates, disposable utensils and napkins. <b>\$450.00 Per Day (plus tax)</b>
<input type="checkbox"/> <b>Additional equipment required (a la carte pricing will apply):</b> Heat Lamps, additional chafing dishes, display platters, etc. <i>Please list your needs here:</i>
<input type="checkbox"/> <b>Ice: 5 Lbs. @ \$60.00 per bag</b> <input type="checkbox"/> <b>Ice: 10 Lbs. @ \$80.00 per bag</b>
<input type="checkbox"/> <b>No Hotel Equipment needed.</b>

## LABOR COST (FOOD RUNNER REQUIRED with any Food Preparation order)

<input type="checkbox"/> <b>Food Runner:</b> \$250.00 per (3) Hour Period: Includes 1 hour for set up/tear down and 2 hours of service during show
<input type="checkbox"/> <b>Additional hours</b> \$125.00 per hour List exact times:
<input type="checkbox"/> <b>No Additional Labor Needed</b>

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**PRODUCT PREPARATION INSTRUCTIONS**

- All product listed below will be placed in hotel half pans. Please indicate above if equipment is not required.
- All products will be delivered to the Vendor’s booth by a designated Food Runner.

Date	Delivery Time (Show Start & End Times)	Type of Food	Quantity	Prep Instructions (Include thawing time, heating, cooking instructions and portioning)	Recipe Enclosed (Yes or No)