



## **IMPORTANT INFORMATION FROM THE LANSING CENTER**

*For those wishing to serve food at their booths during the 2007 Business Showcase*

### For licensed caterers or restaurants

Exhibitors who are licensed catering or restaurant establishments may distribute sample-sized food items from their booths to advertise their business. No bottled water, alcohol or other beverages may be distributed by exhibitors. A copy of your State of Michigan Food Handlers License and menu items to be served must be forwarded to the Lansing Center at least two weeks prior to the event date in order so that you may obtain the necessary approval that will allow your booth to distribute food samples. Please fax menus and certificates to the Catering Sales Department at 517-483-7430.

The Lansing Center will provide only standard plates, forks and/or spoons and napkins. Specialty serviceware, such as soup bowls, cups, martini glasses, etc., will be provided by the exhibitor. In addition, the exhibitor is responsible for providing their own serving utensils, pans, chafing dishes and food attendants. Warming boxes to hold hot food at your booth may be ordered by contacting the Lansing Center Catering Department a minimum of two weeks in advance. Warming boxes are subject to availability.

### For non-food establishment exhibitors

Non-food establishment exhibitors who wish to attract attendees to their booths by offering food and beverage booth displays must order these items directly through the Lansing Center's Catering Department. No outside food or beverage are allowed to be brought into the building.

The Lansing Center's Ala Carte Break Item Menu, hors d'oeuvres, reception displays, alcoholic beverages and exhibitor menus are conveniently available online at [www.lansingcenter.com](http://www.lansingcenter.com). A catering coordinator will be happy to assist you in suggesting appropriate menu items and serving amounts. Please contact them directly at 517-483-7400. Please note that available menu items are updated regularly and prices are guaranteed (90) days in advance of an event. Selection of food and beverage items should be made a minimum of 30 days in advance. Final guaranteed items and amounts are due five business days in advance of the event to ensure availability. Full payment of all food and beverage services ordered is required three business days prior to the event and may be paid by corporate or certified check, cash, or credit card (Visa, MasterCard and American Express are accepted). Convenient online payment is now available by visiting the Lansing Center website at [www.lansingcenter.com](http://www.lansingcenter.com).