



THE RK CULINARY GROUP

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FAQs - Frequently Asked Questions

China Service

All plated/banquet meal functions that are in carpeted areas are served with china and glassware, unless otherwise specified. Continental Breakfasts, coffee services, buffets, and exhibitor services are routinely accompanied by biodegradable disposable service ware. Exhibit Hall or Grotto is served on biodegradable disposable service-ware. If china service is desired a fee of \$3.00 per person will apply.

Linen Service

All Food Services tables are dressed with standard house linen and napkins. Specialty linen is available. Guest tables set in the Exhibit Halls do not include linen. Convention Center rounds are a silver brushed aluminum finish and do not require linens. Linens needed for Meeting Services are not included on round table set. Fee is \$12.00 per linen per day. Please discuss options and costs with your Account Executive.

The Convention Center will supply terracotta color table skirting and linen for head tables, registration tables, classroom, and boardroom style. Should you require a different color tablecloth or any other table coverings, arrangements should be made through The RK Culinary Group.

Tables

Standard Tables at the Convention Center are rectangular 6' X 30" and 8' X 30" classroom 8' X 15" (classroom), and round tables which are 66" fit up to 10ppl. Round tables have a brushed deco silver finish. Reception tables highboys or low cocktails can be supplied at \$50.00 per table (includes linen) or you may chose to get the specialty tables from your decorator.

Water Service

The Convention Center can provide water pitchers and glass cups for head tables, podiums, conference style, hollow square and u-shape room set-ups; please check with your Convention Center Event Coordinator. Should you need attendee waters service in any specific meeting room, ballroom and exhibit hall, please contact The RK Group; we can provide Water Chilling Units \$75 per unit/per day, \$25.00 for each 5 gallon of water or Bottled Water \$3.50 each.

Electricity

Please Note that when you have services that require electricity, you may receive an invoice from the electrical company you selected to work with. This cost is not included with any RK Culinary Group Quotes or Invoicing.

Exhibit Hall Space

When planning your trade show floor space please allow room for Food & Beverage Work Areas if applicable, as there are limited to no service hallways around the Exhibit Halls. Additional fees to drape these areas may be incurred by your Show Decorator.

Specialty Orders

Please note that when you select specialty items such as logo items, upgraded linens, wines, floral, food, beverage, décor, or other services – these services must be guaranteed and pre-purchased. These services cannot be 'Billed on Consumption'.

Labor

Our standard labor call for banquet or buffet service is 1 per 30. If you prefer higher service standards additional fees will apply. Standard labor setups are for round tables of 8-10; If you prefer tables 6 or less, additional fees may apply. Dedicated room labor can be requested at a rate of \$25.00 per hour, 5 hour minimum.

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Exclusive Caterer to the Henry B. Gonzalez Convention Center
P.O. Box 1361 | San Antonio, Texas 78295-1361 | Tel 210 225 4535 | Fax 210 224 5120



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Deadlines & Due Dates

Please Note the following Deadlines & Due Dates. We ask that you meet these deadlines so that we can ensure the best possible service to you and allow us to purchase all the items for your convention at the prices quoted.

- 45 Days in Advance
 - Event Specifications due to The RK Group. We will process them into Banquet Event Orders and return to you within 5 business days for corrections and edits.
- 30 Days in Advance
 - 90% Deposit Due – Please Note, if the total estimated expenses increase after payment of the 90% Deposit, a second Deposit may be required.
 - Signed Contract due
 - Finalized and Signed Banquet Event Orders due
- 72 Business Hours in Advance
 - Attendance Guarantees for all Functions due

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