



REQUEST FOR QUOTE:

Catering – Scholarship Banquet

Quote: #18–299

RFQ Released: March 8, 2018

Deadline for Quotes: Thursday, March 15, 2018 by 10:00 a.m.

The Houston Livestock Show and Rodeo (the “HLSR”) was organized for charitable, educational and scientific purposes to encourage and promote the breeding, raising and marketing of better livestock and farm products at public fairs and to promote and maintain research and educational functions within the livestock industry.

As the world’s largest livestock show and rodeo, the largest fair in North America and the site of 20 concerts from top–flight entertainers each year, the show attracted over 2.6 million spectators in 2017. A Section 501(c) (3) charity, this organization has committed approximately \$430 million in youth and educational support to Texas students since it began in 1932. HLSR is backed by more than 33,000 volunteers serving on over 105 different committees.

GENERAL REQUIREMENTS FOR REQUEST FOR QUOTE

PRICING

Pricing for all goods/services must be very specific, all–inclusive and firm. All administrative fees, shipping, expedited delivery costs, labor, etc. must be included in the quote. All shipping, drayage and other charges are to be listed **as a separate line item**.

Moreover, all design work, product set–up, production, repair work, etc. must be done according to HLSR’s schedule, which may include weekends, nights and early mornings, at **no additional cost to HLSR**. HLSR will pay only for goods/services stated on the Price Sheet unless otherwise agreed to in writing by both parties before the order is placed or work is started. No price changes, additions, or subsequent qualifications will be honored.

INTELLECTUAL PROPERTY

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the “HLSR Marks”) and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote (“RFQ”) are for bidding purposes **ONLY**. They may not be used for any other purpose, now or in the future, without the express written consent of HLSR’s Marketing and Public Relations Department.

PROVIDER ADVERTISING, MARKETING AND PROMOTION

The provider may not promote itself in conjunction with HLSR, use the HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials. Exceptions may apply to current licensed providers.

SPECIAL REQUIREMENTS / INSTRUCTIONS

The following requirements and instructions supersede GENERAL REQUIREMENTS where applicable.

SCOPE

HLSR will receive quotes from parties for catering our 2018 Scholarship Banquet.

EVENT OVERVIEW

Date: Wednesday, May 23, 2018

Time: 4:30 p.m. doors open
5:30 p.m. dinner service starts
7:30 p.m. dinner service ends

Description: Buffet Dinner – Served from eight (8) double line buffet areas

Attire: Business Dress

Location: NRG Center, 1st floor, Hall E

Guests: 1,500

MENU GUIDELINE

- **Salad** ~ spring salad with assorted dressings

- **Entrée Options**
 - ~ beef dish (e.g., 4 oz tenderloin)
 - ~ chicken dish (e.g., 6 oz breast)

- **Vegetables**

- **Starch** ~ (e.g., rice pilaf or potatoes)

- **Bread** ~ assorted fresh breads with butter

- **Dessert** ~ pre-set assorted cakes or pies (pre-set)

- **Beverages**
 - ~ iced tea w/lemons (pre-set)
 - ~ iced water (pre-set)
 - ~ freshly brewed regular and decaffeinated coffee (2 coffee stations)
cream, sugar, Sweet n' Low

OTHER

Caterer to Provide:

- chafers, china, glasses, silver utensils, wait staff, attendants, etc. to ensure proper service throughout the event
- linen to drape the one hundred eighty-eight (188) 72” round tables
- décor and linen for all four (4) buffet areas
- black linen dinner napkins
- food signs with frames for all items at all four (4) buffet areas
- table stanchions to hold numbers 1–188
- all professional licenses, certifications, and permits as required by law
- fresh flower center pieces for one hundred eighty-eight (188) tables

HLSR to Provide:

- twenty-four (24) 8’ tables for buffet areas
- one hundred eighty-eight (188) 72” rounds and banquet chairs
- all tables and chairs and their setup
- ice for beverages

SUBMITTAL REQUIREMENTS

Please **return all pages** via hardcopy, fax, or email to:

Houston Livestock Show and Rodeo™
Attn: Wade Hooker
3 NRG Park
Houston, Texas 77054

832-667-1007 fax

hooker@rodeohouston.com

**YOUR SIGNATURE ATTESTS TO YOUR OFFER TO PROVIDE THE GOODS AND/OR
SERVICES DESCRIBED IN THIS QUOTE.**

OFFERED BY:

Signature

Title

Printed Name

Phone

Email

Company Name

Date

PRICE SHEET

DINNER – 1,500 GUESTS	COST PER	OTHER FEES	TOTAL
Dinner	\$	\$	\$
Equipment	\$	\$	\$
Labor	\$	\$	\$
Linen	\$	\$	\$
Gratuity	\$	\$	\$
Centerpieces – qty 188	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$

TOTAL (ALL INCLUSIVE): \$ _____