



**HOUSTON LIVESTOCK SHOW AND RODEO™**

**NRG Park • Feb. 25 - March 17, 2019**

P.O. Box 20070 • Houston, Texas 77225 • 832.667.1000 • rodeohouston.com

**REQUEST FOR QUOTE:**

**Catering for Private Event**

**Quote:** #19-081

**RFQ Released:** December 6, 2018

**Deadline for Quotes: Friday, December 14, 2018 by 2:00 p.m.**

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The Houston Livestock Show and Rodeo (the “HLSR”) promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage and provides year-round educational support within the community.

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 2.4 million spectators in 2018. A Section 501(c) (3) charity, this organization has committed approximately \$450 million in youth and educational support to Texas students since it began in 1932. HLSR is backed by more than 34,000 volunteers serving on over 108 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 is accepting quotes from parties to cater a private event.

### **GENERAL DESCRIPTION**

Provide all labor, materials, supplies and equipment necessary to produce and deliver the services and item(s) described in this request for quote and as directed by HLSR staff.

Chef will prepare a dinner for 40 – 50 guests in a private home (zip code 77056). Home has ample kitchen space. Small bites will be passed, and if able to work within the budget, include a food display.

### **EVENT OVERVIEW**

Date:	<b>Thursday, January 24, 2019</b>
Time:	Evening, will last 3 – 4 hours
Description:	Chef to prepare higher end small bite food in a private residence
Attire:	Business Dress/Western Chic
Location:	Private Residence – Houston Area (77056)
Guests:	40 – 50

### **MENU**

- Small bites that are easy to eat while standing
  - Examples:
    - Wagyu beef sliders
    - Triple cream brie on chicken nacho
    - Baby lobster slaw
    - Cheese and meat display
    - Mini bread pudding
- Please also include assorted mini-desserts in your quote, and specify proposed options

### **BUDGET**

- Target budget is \$80 – \$88 per person (all inclusive)
- A food display is desired, if able to fit in budget

### **CHEF TO PROVIDE**

- All food and supplies needed.
- Explanation of what each small bite is after it is prepared.
- Attendants, servers, and kitchen help (as needed) to ensure proper service during the event.
- All professional licenses, certifications, and permits as required by local, state, or federal law.
- Enough TABC licensed servers to pour wine during entire event.
- A decorative food presentation.
- Dishwasher, if available, as a separate line item with pricing.

### **HOST TO PROVIDE**

- Glassware, plates, napkins, utensils, décor, wine, and beverages. If specific flatware is needed Chef is to provide.

**SUBMITTAL REQUIREMENTS**

- Submit up to 3 menus with your quote.
- Sous chef and/or kitchen assistant priced in your quote if they are needed.

**RETURN ALL PAGES**

**(by: hardcopy, fax, or email)**

**Houston Livestock Show and Rodeo™  
Attn: Tracy Kennon  
3 NRG Park  
Houston, Texas 77054**

**832-667-1007 fax**

**[kennon@rodeohouston.com](mailto:kennon@rodeohouston.com)**

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

**OFFERED BY:**

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**Signature**

**Title**

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**Printed Name**

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**Phone**

**Email**

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**Company Name**

**Date**

**PRICE SHEET**

**Menu Option 1**

ITEM	EACH	TOTAL
Price Per Person	\$	\$
Food Display	\$	\$
Sous Chef (if needed)	\$	\$
Kitchen Attendants	\$	\$
Wait Staff	\$	\$
Dish Washer(s)	\$	\$
Other	\$	\$

**TOTAL (ALL INCLUSIVE): \$ \_\_\_\_\_**

**Menu Option 2**

ITEM	EACH	TOTAL
Price Per Person	\$	\$

**Menu Option 3**

ITEM	EACH	TOTAL
Price Per Person	\$	\$