

HELIUM BALLOON & F&B POLICIES

2017 Educational
Symposium & Expo

HELIUM BALLOON POLICY AT THE GREATER RICHMOND CONVENTION CENTER



Lighter than air balloons (helium filled) may not be handed out within the facility. They may be tethered to a display for decoration only. Balloons that are released to the ceiling will be removed at the Licensee's (VSAE's) expense.* Costs will include current labor and lift rental rates. **Helium filled mylar (metallic) balloons are prohibited at all times.** Compressed flammable gases may not be stored within the Facility. This includes acetylene, hydrogen, propane and butane.

***If the balloons escape, retrieval fees will be charged to the exhibitor who loses them.** Please be sure they are tethered well. **VSAE strongly discourages the use of any balloon products.**

If you are bringing in helium balloons, please make advanced financial arrangements with Tracie Grady at (804) 249-2244.

FOOD & BEVERAGE POLICY AT THE GREATER RICHMOND CONVENTION CENTER



The Facility's caterer, ARAMARK, is the exclusive provider of food and beverage (F&B) services, including but not limited to catering, concessions, and alcohol. No one other than ARAMARK may provide these services without prior written approval of the General Manager. **ARAMARK requires preauthorization and an agreement with the Facility in order for you to bring in any food and beverage.**

ARAMARK, at its sole discretion, may allow Licensee and/or Licensee's exhibitors to distribute sample sized food and non-alcoholic beverage products manufactured or distributed by the Licensee and/or Licensee's exhibitors.

Sample sizes will be no greater than **two (2) ounces for food products** and **three (3) ounces for non-alcoholic beverage products**. Service of alcoholic beverages must be arranged through ARAMARK. Contact a Catering Sales Manager for more information at the number listed below. Distribution of individual pieces of wrapped hard candy is permitted. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from ARAMARK.

The Licensee and its approved exhibitors will comply with and observe all federal, state and local laws, ordinances and regulations as to sanitation and the purity of food and beverages. Licensee and its approved exhibitors will comply with all laws and regulations relating to the preparation, handling and disposal of food and beverage products. Licensee and its approved exhibitors will procure and maintain the necessary permits and licenses required by laws and regulations pertaining to the preparation, handling and disposal of food and beverage products. **Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the General Manager, no later than 30 days prior to the event.** The written request must come from the Licensee, and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served.

Food and beverage products may not be disposed of in facility sinks, toilets, etc. Any damage resulting from non-adherence to this requirement will be billed to the Licensee at prevailing rates, which will be passed on to the responsible exhibitor.

Arrangements for the receiving and storing of all F&B products must be coordinated through ARAMARK. They can also assist you with the proper removal of all food & beverage waste products (grease, food, etc.)

**If you are planning to have any Food & Beverage at your booth,
Contact Teresa Waters at (804) 783-7368.**