



## Food & Beverage Exhibitor Supply Request Form

**Exhibitors may sample their own products upon Hotel approval.**  
**Alcohol must be purchased through the Hotel due to Illinois Laws.**  
**Bartenders are required for service of alcohol.**  
**Certificate of Insurance and Hold Harmless forms must be on file.**

**--- Sampling of products must adhere to the following City of Chicago guidelines ---**

BEER = 2 OZ. | WINE/CHAMPAGNE/SPIRIT COOLERS = 2 OZ. | LIQUOR/LIQUEURS = 1/2 OZ.  
 NON-ALCOHOLIC BEVERAGES = 3 OZ.  
 FOOD = 2 OZ. OR 2"x 2" BITE-SIZED – FULL SIZE PRE-PACKAGED FOODS MUST BE SEALED

ITEM	COST	QUANTITY
Ice – Bus Tub	\$36.00 ++ (25-30 lbs)	
Ice – Large Cambro	\$200.00 ++ (approx. 150 lbs)	
Plastic Cups	\$40.00 + per 100	
Cocktail Napkins	\$25.00 + per box 250	
Bartender	\$200.00 per 7 hours	
Servers, Runners, Attendants	\$150.00 per 4 hours	
Plastic Forks /Spoons /Knives	\$40.00 + per 500	
Disposable 6" plates	\$30.00 + per 100	
Small glass plates (rental)	\$75.00 + per 100	
Disposable 8 oz bowls	\$30.00 + per 100	
Large Bowls (rental)	\$50.00 + each, per day	
Serving Utensils -Tongs/Spoons (rental)	\$10.00 + each, per day rental	
OTHER (PLEASE SPECIFY FOR QUOTE)		
	+ = taxed at 11.50% ++ = tax, service charge & admin fee Labor is taxed at 10.25%	

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Delivery Date \_\_\_\_\_ Delivery Time(s) \_\_\_\_\_

Delivery Date \_\_\_\_\_ Delivery Time(s) \_\_\_\_\_

Signature \_\_\_\_\_

**Contact Janine Silzer to arrange and submit your order via email: [Janine.silzer@hilton.com](mailto:Janine.silzer@hilton.com)**  
**by August 9<sup>th</sup> or Mitze Eckman via [Mitze.Eckman@hilton.com](mailto:Mitze.Eckman@hilton.com)**  
**Exhibitors are responsible for the storage of their own food/beverage items. The Hotel will not accept delivery, store, nor move items without prior approval and coordination. Fees will apply.**



To Whom It May Concern:

Re: Certificate of Insurance

Please forward a copy of the certificate of liability insurance for the Hilton Chicago Hotel to my attention, via fax, at 312-431-6948 or email. In addition, the original copy should be forwarded to the attention of Mr. Sean Kalbach, Director of Finance, 720 South Michigan Avenue, Chicago, IL 60605.

The hotel must be listed as the certificate holder and Hilton must be identified as additionally insured as follows in the amount of one million dollars:

***Hotel owner entity Chicago Lessee LLC d/b/a Hilton Chicago and Hilton Domestic Operating Company Inc. including each of their parent, subsidiaries, affiliates and employees.***

If you have any questions, please contact me directly at 312-431-6975.

Thank you,

Janine Silzer

Catering & Events Manager  
Hilton Chicago  
720 South Michigan Avenue  
Chicago, IL 60605

**HOLD HARMLESS AGREEMENT FOR RELEASE OF LIABILITY  
FOR SERVING OR PREPARING OUTSIDE FOOD**

**SIGNATURE REQUIRED PRIOR TO CONSIDERING REQUEST**

**PLEASE PRINT CLEARLY**

The Undersigned hereby requests that  
(1) \_\_\_\_\_ ("Hotel")  
prepare the following food items provided by  
the Undersigned; or (2) serve the following  
food items prepared by the Undersigned or the  
Undersigned's outside vendor:


(ENTER FOOD ITEMS IN SPACES ABOVE - Attach additional page if necessary)

The Undersigned understands that food  
items (such as but not limited to seafood  
obtained from open waters) may contain  
bacteria or other harmful substances that  
cannot be detected by Hotel.

Accordingly, the Undersigned agrees  
that in consideration of Hotel's preparation  
and/or service of food items provided by the  
Undersigned that:

(1) The Undersigned assumes all  
risk of personal injury, illness or death arising  
out of or resulting from Hotel's preparation  
and/or service of and the Undersigned's  
consumption of food items provided by the  
Undersigned;

(2) The Undersigned releases,  
waives and discharges Hotel and its owners,  
subsidiaries and affiliated entities (including  
Hilton Worldwide, Inc.) and their respective  
owners, directors, officers, partners, and  
employees, and agents (hereafter referred to  
collectively as the "Releasees") from any and  
all claims, liabilities, damages, losses, or other  
expenses of any nature whatsoever for any  
personal injury, illness, or death (collectively,  
"claims") arising out of or resulting from the  
preparation, service, or consumption of the  
food items provided by the Undersigned. This  
indemnity obligation shall also include

reasonable attorneys' fees, investigation costs,  
and other costs and expenses incurred by  
Releasees with respect to any claims made  
against Releasees;

(3) The Undersigned agrees to  
indemnify and hold the Releasees harmless  
from any claims released under Paragraph (2)  
above or incurred by the Releasees in  
defending against any claims or liabilities  
released under Paragraph (2) above; and,

(4) The Undersigned agrees that  
this Release Agreement will be binding on the  
Undersigned and the Undersigned's executors,  
administrators, personal representatives, heirs  
and minor children.

It is understood and agreed that this  
Hold Harmless Agreement/Release shall not  
be construed as an admission of liability, and  
that any such admission is hereby expressly  
denied.

The Undersigned further states that the  
Undersigned has carefully read the foregoing  
Hold Harmless Agreement/Release,  
understands the contents thereof, and  
voluntarily signs the same.

**PLEASE READ CAREFULLY  
BEFORE SIGNING. THIS DOCUMENT IS A  
BINDING CONTRACT TO RELEASE AND  
WAIVE LEGAL CLAIMS.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# DONATED PRODUCT INFORMATION SHEET

Dear Guest,

To ensure an error-free delivery of your product, please fill out this sheet and return to your Event Manager, Janine Silzer, via [Janine.silzer@hilton.com](mailto:Janine.silzer@hilton.com). The Hotel will not accept deliveries of outside food, nor beverage, without this information on file.

**Please provide name and phone number of individual filling out this form:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## GROUP INFORMATION

Group Event Name: \_\_\_\_\_

On-Site Contact Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Group Dates (date product will be used): \_\_\_\_\_

## DELIVERY INFORMATION

Freight Company: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

Time of Delivery (if available): \_\_\_\_\_

## PRODUCT LIST

Product Description	Quantity	Case/Pack	Storage (dry /cooler /freezer)	Rental Fee

Please use below information for shipping instructions

Hilton Chicago  
725 South Wabash  
Chicago, IL 60605

All deliveries must be made to the FOOD AND BEVERAGE STOREROOM, 1B  
Hours for receiving: 7:00am till 3:00pm

Questions on deliveries may be addressed to Lucia Martinez at 312-431-6912

