

Expo Center Questions

- Is there a rebate due PVH on food/beverage sales?
 - Answer: The catering agreement currently does not call for a rebate due to the FCEC (not the Radisson). The Radisson holds the liquor license for the FCEC and will be the only approved supplier of alcoholic beverages.
- Who is responsible for set up and tear down?
 - Answer: As the event will be required to be booked via the FCEC (Radisson as manager), the client will be paying a rental for the facility. The FCEC/hotel staff will work with the client for set up needs and charge accordingly for the desired space and any other needs (tables, chairs, staging, podium, A/V, etc.). The FCEC/hotel staff will set up and tear down the physical areas of the facility.
- Does caterer provide china, glassware, silverware and linens (tablecloths/napkins), coffee servers, water pitchers, etc.?
 - Answer: The caterer will be responsible for providing all of their own china, silverware, glassware, linens, coffee servers, water pitchers, and any other needs required to serve the event.
- Does caterer provide centerpieces?
 - Answer: Yes, the caterer would be responsible for providing table centerpieces for the catered event.
- Who provides alcohol beverage service? Is special licensing required? (Bartenders or city)
 - Answer: The Radisson holds the liquor license for the FCEC and is the only approved supplier of alcoholic beverages in the facility. There are no exceptions to this.
- Are portable bars available?
 - Answer: The current plans for the FCEC note that portable bars are to be provided by "other". The Radisson as manager and holder of the liquor license is evaluating portable bars in the facility.
- Is all A/V equipment provided by Expo? (Microphones, podium, data projector, flip charts, etc.)
 - Answer: All A/V equipment will be arranged with the person who booked the event and the FCEC/Radisson staff. All A/V will be provided by a third party contracted provider.
- Does Expo Center provide all types of tables? (Banquet longs? 6' and 8'; Banquet rounds – how many at each? Classrooms?)
 - Answer: Yes, the FCEC will provide tables and chairs. At present, there are 1,400 chairs, (80) 60" rounds, (60) 8' x 30" banquet tables, (20) 8' x 18" classroom tables, and (20) adjustable cocktail tables with intentions to add additional inventory in the future.

- Will Expo Center provide different style of chairs? (Banquet? Executive? Folding?)
 - Answer: The FCEC will have one type of chair. It is a plastic stack chair called Duet Stack Chair with a black body and chrome legs with a ganging attachment for theater style seating.
- Is there access to ice machines, dishwasher? Utility carts?
 - Answer: Attached is a diagram of the prep kitchen. Please note that anything noted as “By Others” will not be provided by the FCEC. It does have an ice machine, single rack dishwasher, some stainless steel prep tables, a walk in cooler, and wash sinks, etc.
- What type of cooking or holding equipment is available?
 - Answer: The only cooking appliance is a convention oven that can be used to re-warm some items but should not be construed as an appliance that can cook a meal. All food will need to be pre-cooked and transported warm to the FCEC.
- Any décor or open flame (sternos for chafers) restrictions per city fire code?
 - Answer: Open flames on tables for centerpieces will need to be enclosed (i.e., a votive candle will need to be placed inside a container so the flame is not open. Sternos will be allowed to be used for heating chafers.