



Food Function 2019 Guidelines

Eligibility:

Approved Exhibitors, PCA Committees and Agencies, and PCA churches may host food functions in conjunction with the 2019 PCA General Assembly.

F&B Function Reservation:

To host a food function, please review these Food Function Guidelines, complete the Food Function Reservation Form and return a copy to the PCA Administrative Committee.

Space Assignments:

Space is reserved on a first-come, first-served basis. Space will be assigned and menus provided once the completed Food Function Reservation Form is received by the PCA Administrative Committee.

Facility Specifications:

The standard banquet space includes: tables, chairs, linens, and lectern. Handout tables will be available upon request.

Audio-Visual Needs:

Audio-visual equipment list and pricing will be provided upon receipt of the completed Food Function Reservation Form.

Payments:

All payments for food and audio-visual equipment must be made directly to the facility holding the food function. The organization is responsible for and agrees to follow the facility's policies regarding guarantees, billing, and payment.

Outside Food and Beverage:

To comply with state law, no food or beverage, including alcoholic beverages, may be brought into or removed from function rooms by attendees.

Promote Your Function:

These complimentary options are offered to promote your food function: the General Assembly Website, Facebook, and mention on the conference App. Complete the Food Function Promotion Form and return to events@pcanet.org.

Endorsements:

You understand that permission to host a food function during General Assembly does not imply the endorsement of the Presbyterian Church in America of your products, services, or objectives. The Presbyterian Church in America assumes no responsibility for misrepresentation made during the food function. The organization agrees that all representations made during the food function shall be accurate and truthful.

The Presbyterian Church in America name and Committee and Agency names cannot be used in any form by a non-PCA organization to imply that it is part of or endorsed by the Presbyterian Church in America.

Please note: the Administrative Committee reserves the right to deny or withdraw the privilege of hosting food functions.



Food Function 2019 Reservation Form

Please complete this form to secure space for your function during the 2019 PCA General Assembly. Banquet space is reserved on a first-come, first-served basis. Once this form, one for each function, is received and processed, the Administrative Committee will assign space and provide you the catering menus, audio-visual information, and additional details.

All reservations must be submitted one month before the event.

Organization Name: _____

Contact Name & Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Name of Function: _____

Estimate Number of Attendees: _____

Preferred Date

- Tuesday, June 25
- Wednesday, June 26
- Thursday, June 27
- Friday, June 28

Preferred Function

- Breakfast (6:30-8 a.m.)
- Lunch (12-1:30 p.m.)
- Dinner (5:30-7 p.m.)
- Other: _____

Type of Function

- Plated Meal
- Buffet
- Reception
- Other: _____

The standard banquet room includes: tables, chairs, linens, and lectern. Handout tables may be provided upon request.

In order to comply with state law, no food or beverage, to include alcoholic beverages, may be brought into or removed from function rooms by attendees.

Comments:

Return Reservation Form to:
events@pcanet.org

AC Office Use Only:

Facility: _____ Room Name: _____