



Food and Beverage Distribution Request Form Instructions:

Approval for the distribution of food and beverage items must be obtained from the AACE Exposition Management and items must be purchased through Aramark, the exclusive provider of food and beverage at the Walter E. Washington Convention Center.

Exhibitors must submit a Food and Beverage Distribution Request Form through the online [Exhibitor Portal](#) for approval by **Friday, April 10**.


Food and beverages may be distributed from the exhibitor's booth by using the following guidelines:

- The dispensing, distribution or use of alcoholic beverages in the Exhibit Hall is prohibited without the express prior approval of AACE Exposition Management.
- The distribution of popcorn in the Exhibit Hall is not permitted.
- All food and beverage must be approved by AACE Exposition Management and must be ordered through the exclusive caterer for the Walter E. Washington Convention Center, Aramark.
- Exhibitor Catering menus will be included in the Exhibitor Service Manual, available online.

For additional information, please review the [Exhibitor Rules and Regulations](#) related to food and beverage distribution on page 5.

Exhibitors who will be providing food and beverage/hospitality in their booth must order porter service through Freeman. Porter service is exclusive to Freeman, the General Service Contractor. To order the exclusive cleaning and porter service, submit the online order form: [HERE](#) or email FreemanWashingtonES@freeman.com.

Questions? Please contact Sharon Boutin, Exhibit Operations Manager

 (571) 279-0028

 sharon.boutin@spargoinc.com