

**BACKGROUND:**

The Ronald Reagan Building and International Trade Center (RRB/ITC), the first federal building designed for use by both the government and the private sector, features business offices, meeting/event spaces, Woodrow Wilson Plaza, the DC Visitors Center, a section of the Berlin Wall, and other public amenities.

**PURPOSE/BENEFIT OF MEAL VOUCHER PROGRAM:**

The RRB/ITC Meal Voucher Program benefits groups both large and small by providing easy access and discounted dining packages to 18 eateries centrally located on the Concourse Level. Offering everything from savory sushi to Cajun catfish, not to mention mouth-watering desserts, the Food Court fuses a sleek design and an ultra-clean environment with seating for more than 1,000.

**COST:**

**Vouchers:** Breakfast: \$5.50 (actual value \$5.75 – \$7.25)

Lunch/Dinner: \$7.50 (actual value \$8.00 - \$10.25)

**Shipping:** If you do not have a Federal Express or UPS account for shipping, the fees will range from \$15 to \$30.

**Rush Fee:** There is a \$50 service fee for orders placed fewer than 5 business days prior to the required pick-up date. (Rush orders are not eligible for complimentary vouchers)

**COMPLIMENTARY VOUCHERS:**

You will receive one complimentary meal voucher for every 20 you order. To calculate the quantity of comps you will receive follow this example: 74 vouchers purchased ÷ 20 = 3.7 (3 comps) for a grand total of 77 vouchers (comps are rounded down).

**HOW TO ORDER:**

Meal vouchers can be pre-purchased for groups of 20 or more. Orders must be received in writing on the attached order form and be accompanied with a check. **Once we have received your order and payment, please allow at least five business days for processing.** Meal vouchers can also be ordered online at [www.itcdc.com](http://www.itcdc.com) (Come & Explore/Food Court). We encourage (and appreciate!) bulk orders to accommodate your estimated number of annual tour participants.

**CONFIRMATIONS:**

Order confirmations will be sent via email only, so please be sure to include your email address. We do not deliver confirmations by telephone or mailed correspondence.

**PAYMENT AND PICK-UP OPTIONS:**

- **We do not accept credit cards.**
- Payment, in the form of a business check, traveler's check, and/or certified check, is required to release the vouchers.
- Pre-paid vouchers will be sent to you via Federal Express or UPS. We do not use USPS to ship vouchers.
- Vouchers can be paid for at the time of pick-up at the Conference Center Business Office (Ground Level) of the RRB/ITC from 8:30am – 5:30pm, Monday – Friday. We require advance notification of the date and time (2-hour window) you will pick-up your vouchers.

**FOOD COURT HOURS:**

Monday – Friday: 7 am – 7 pm

*(Breakfast vouchers are accepted from 7 am – 10:30 am by a limited number of vendors)*

Saturday: 11 am – 6 pm

Sunday: 12 pm – 5 pm (March 1 – August 31)

The Food Court is closed on the following holidays: New Year's Day, Easter Sunday, Thanksgiving Day, and Christmas Day.

**CANCELLATIONS/EXCHANGES:** Please note that vouchers expire on December 31, 2010. You may exchange unused 2010 meal vouchers for 2011 vouchers. To qualify, our office must receive your vouchers no later than December 31, 2010.

**QUESTIONS:** Please contact the Marketing Department at 202-312-1647 or email: [foodcourt@itcdc.com](mailto:foodcourt@itcdc.com)

**COMPANY INFORMATION:**

Company Name: \_\_\_\_\_ Contact Person for this Order: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Mailing Address (Note: cannot deliver to P.O. boxes) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DETERMINE QUANTITY:**

Breakfast (\$5.50): Number of Vouchers to purchase \_\_\_\_\_  
 Lunch/Dinner (\$7.50): Number of Vouchers to purchase \_\_\_\_\_  
 Complimentary Vouchers\* \_\_\_\_\_  
**Total Quantity of Meal Vouchers:** \_\_\_\_\_

*\*You will receive one complimentary meal voucher for every 20 you order. To calculate the quantity of comps you will receive with your order follow this example: 74 vouchers purchased ÷ 20 = 3.7 (3 comps) for a grand total of 77 vouchers*

**DETERMINE COST:**

**Vouchers:**  
 Breakfast: Number of Vouchers to purchase \_\_\_\_\_ x \$5.50 = \$ \_\_\_\_\_  
 Lunch/Dinner: Number of Vouchers to purchase \_\_\_\_\_ x \$7.50 = \$ \_\_\_\_\_  
**Total Cost for Meal Vouchers = \$** \_\_\_\_\_

**Date you need the meal vouchers by:**  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Allow 10 business days for order processing

**Shipping Charges:**

Charge Shipping Fees to my: Federal Express Account Number: \_\_\_\_\_ or UPS Account Number: \_\_\_\_\_

If you do not have a Federal Express or UPS account to offset shipping expenses, please add one of the following fees:

- The cost to mail 500 or fewer meal vouchers is:  \$15 (Standard Shipping)  
 \$30 (Standard Overnight Shipping)  
 The cost to mail 501 or more meal vouchers is:  \$30 (Flat Fee)

**Rush Order Charges:**

There is a \$50 service fee for vouchers needed in fewer than 5 business days.

**Total Payment Calculation:** Cost of Vouchers: \$ \_\_\_\_\_  
 Shipping Charge: \$ \_\_\_\_\_  
 Rush Order Fee: \$ \_\_\_\_\_  
**Total Payment Due: \$** \_\_\_\_\_

**Payment Information:**  
 (Please mail check and order form in the same envelope)  
 Make checks payable to:  
**Trade Center Management Associates**  
 Address:  
 Ronald Reagan Building and International Trade Center  
 TCMA Business Office (Marketing Dept)  
 P.O. Box 14580  
 Washington, DC 20044

**CONFIRMATION:**

If you would like a confirmation of your order, please provide your email address below. We do not deliver confirmations via telephone or mailed correspondence. Please send my order confirmation to this email address: \_\_\_\_\_

**FOOD COURT HOURS:**

Monday – Friday: 7 am – 7 pm  
 (Breakfast vouchers are accepted from 7 am – 10:30 am by a limited number of vendors)  
 Saturday: 11am – 6 pm  
 Sunday: 12 pm – 5 pm (March 1 – August 31)

**PICK-UP INSTRUCTIONS:**

- Please check this box if you prefer to pick-up the meal vouchers in person at the Conference Center Business Office.

The Food Court is closed on the following holidays: New Year's Day, Easter Sunday, Thanksgiving Day, and Christmas Day.

You will pick-up the vouchers on:

\_\_\_\_\_ at \_\_\_\_\_ (Please provide a 2-hour window for your pick-up time)  
 (day and date) (time)

List the date, time and number of people in your group to help staff our food court to suit your needs. Attach a separate sheet if necessary.

Date	Time	# of People	Group Name

**CANCELLATIONS/EXCHANGES:** Please note that vouchers expire on December 31, 2010. You may exchange unused 2010 meal vouchers for 2011 vouchers. To qualify, our office must receive your vouchers no later than December 31, 2010.

**QUESTIONS:** Please contact the Marketing Department at 202-312-1647 or email: foodcourt@itcdc.com



## 2010 SAMPLE MEAL VOUCHERS



### BREAKFAST

Monday-Friday 7 a.m. - 10:30 a.m.  
Breakfast limited to vendors listed below

### FOOD COURT HOURS

Weekdays 7am-7pm  
Saturday 11am-6pm  
Sunday 12noon-5pm  
Sundays: Only March 1 - August 31

**14th Street Deli**

- Egg and cheese sandwich with hash browns and either sausage, bacon, or ham OR bagel with cream cheese and fruit salad
- Small coffee, orange juice, or medium soda

**Bassett's Original Turkey**

- Two eggs and toast with either sausage or bacon
- Hash browns
- Large coffee, small juice, or medium soda

**Everything Yogurt & Salad Café**

- Regular smoothie
- Yogurt muffin or potato chips

**Flamers**

- Egg and cheese sandwich with either sausage or bacon
- Hash browns
- Regular soda or large coffee

**Gelatissimo**

- Belgian waffle with maple syrup and butter OR any Italian morning pastry
- Medium soda, small coffee, milk, or orange juice

**Great Wraps**

- Egg and cheese breakfast burrito with bacon, sausage, ham, or veggie
- Hash browns
- Large coffee or soda

**Kelly's Cajun Grill**

- French toast sticks
- Hash brown patties
- Sausage or bacon
- Small juice, coffee, or soda

**Larry's Cookies**

- One muffin
- One danish
- Large coffee

**Mr. Pretzels**

- Two pretzels and one dip
- Soda

**Nach-O Fast & Soup Nutsy**

- Egg and cheese breakfast burrito with bacon, sausage, or ham
- Hash browns
- Medium coffee or orange juice

**Saxbys Coffee**

- Bagel with cream cheese or butter
- Orange juice
- Small coffee, hot tea, or hot chocolate

**Smoothie King**

- Any 20 oz. smoothie

Meal voucher valid through 12/31/10  
All information subject to change



### LUNCH OR DINNER

FOOD COURT HOURS  
Weekdays 7am-7pm  
Saturday 11am-6pm  
Sunday 12noon-5pm  
Sundays: Only March 1 - August 31

**14th Street Deli**

- Customized sandwich
- Chips or 2 cookies
- Medium soda or small coffee

**Bassett's Original Turkey**

- Sliced turkey dinner with choice of 2 sides, cranberry sauce, and roll OR any specialty sandwich with chips
- Large soda

**City Lights of China Express**

- General Tao's chicken OR sesame chicken OR sweet & sour chicken OR chicken broccoli
- Fried or steamed rice
- Medium soda

**Everything Yogurt & Salad Café**

- Choice of any regular salad (house, Caesar, chef, or grilled chicken) OR sandwich OR roll up (tuna salad, chicken salad, ham, or turkey)
- Medium soda with chips or regular strawberry smoothie

**Flamers**

- 6 oz. cheeseburger OR hamburger OR chicken filet sandwich
- Regular fries
- Large soda

**Gelatissimo**

- Choice of any Italian sandwich
- Gelato (Italian ice cream) or chocolate mousse dessert
- Medium soda or small coffee

**Great Wraps**

- Any wrap or combo
- Large fries
- Large soda

**Kabuki Sushi & Teriyaki**

- Chicken or beef teriyaki with rice, vegetable, and salad OR chicken or beef rice bowl with vegetables OR California or tuna or salmon rolls (12 pieces)
- Large soda

**Kelly's Cajun Grill**

- Choice of any entrée (bourbon chicken, fish, jambalaya or seafood platter)
- Two sides or Caesar salad
- Medium soda

**Mr. Pretzels**

- Two pretzel dogs with one dip OR two pretzels with one dip
- Soda

**Nach-O-Fast & Soup Nutsy**

- One entrée (two tacos, nachos, burrito, or taco salad) OR any medium soup with fruit and crackers
- Large soda, bottled soda, or juice

**Quick Pita**

- Any pita (gyro, kabobs, beef, chicken, lamb, or veggie falafel) with small fries or baklava and large soda OR any combo platter and medium soda

**Quiznos Sub**

- Any regular size sub with chips or cookie OR any small sub and cup of soup (except premium sub menu)
- Regular fountain drink

**R&B Steak and Grill**

- Philly cheesesteak OR 10 piece chicken nuggets OR 4 piece chicken strips
- French fries or chips
- Large soda

**Saxbys Coffee**

- Choice of sandwich OR pastry
- Cookie, brownie OR biscotti
- 12 oz. bottled drink of choice
- Small coffee, hot tea, OR hot chocolate

**Sbarro**

- Baked ziti OR spaghetti with garlic roll OR two slices of any thin crust pizza
- Side salad
- Large soda

**Smoothie King**

- Any 32 oz. smoothie (except for malts, shakes, coffee, or build-up smoothies)
- One Nature Valley bar

**Subway**

- Any regular foot-long sandwich OR six-inch sandwich with chips
- Cookie
- Medium soda



Meal voucher valid through 12/31/10  
All information subject to change