

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, community activities, educational opportunities, and other public amenities.

PURPOSE OF THE MEAL VOUCHER PROGRAM

The RRB/ITC Meal Voucher Program benefits groups both large and small by providing easy access and discounted dining packages to our eateries located on the Concourse Level. The Food Court fuses a sleek design and an ultra-clean environment with seating for approximately 1,000 people.

COST

Vouchers: Breakfast: \$6.25 (actual value \$6.50–\$8.00)
Lunch/Dinner: \$8.50 (actual value \$9.00–\$11.25)

Shipping: Standard ground: \$17
Standard overnight: \$32

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

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, unless you plan to pick them up instead of having them shipped to you. **Once we have received your order and payment, please allow at least five business days for processing.** We encourage (and appreciate!) bulk orders to accommodate your estimated number of annual tour participants.

PAYMENT AND PICK-UP OPTIONS

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

PEAK SEASON

During peak season (March–June) please utilize the full lunch time window (10:30 a.m.–3 p.m.) and avoid high volume times (11:30 a.m.–1 p.m.). Be sure to review our online calendar before scheduling your visit.

ATTENTION: Groups visiting in May from 11 a.m.–2 p.m. must confirm availability by emailing foodcourt@itcdc.com. Space is limited and unconfirmed groups will be subject to delayed entry.

FOOD COURT HOURS

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

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

SCANNED MAIL

The RRB/ITC is a federal facility and all mail that is addressed to the post office box must be scanned before delivery. Please allow three weeks for receipt.

CANCELLATIONS/EXCHANGES

Please note that vouchers expire on December 31, 2016. You may exchange unused 2016 meal vouchers for 2017 vouchers. To qualify, our office must receive your vouchers no later than December 31, 2016.

QUESTIONS

Please contact Allison Green at 202.312.1647 or email foodcourt@itcdc.com.

COMPANY INFORMATION

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

DETERMINE QUANTITY

Breakfast (\$6.25) Number of Vouchers to purchase _____
 Lunch/Dinner (\$8.50) 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. Rush orders are ineligible for comps.

DETERMINE COST

Breakfast Number of Vouchers to purchase _____ x \$6.25 _____
 Lunch/Dinner Number of Vouchers to purchase _____ x \$8.50 _____
 Lunch & Learn Number of Participants _____ x \$2.00 _____
Total Cost \$ _____

DATE YOU NEED THE MEAL VOUCHERS BY:
 _____ / _____ / _____
 Please allow 5 days for order processing

SHIPPING CHARGES

Charge Shipping Fees to: 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: \$17 (Standard Ground Shipping) \$32 (Standard Overnight Shipping)
 The cost to mail 501 or more meal vouchers is: \$32 (Flat Fee)

Rush Order Charges: There is a \$50 service fee for vouchers needed in fewer than five 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

Schedule a PICK-UP (Monday through Friday only during normal business hours 8:30 a.m.–5:30 p.m.)

_____ (day and date) at _____ (time). Please provide a 2-hour window for your pick-up 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. Be sure to review our online calendar before scheduling your visit. ATTENTION: Groups visiting during the month of May from 11 a.m.–2 p.m. must confirm availability by emailing Allison Green (agreen@itcdc.com). Space is limited and unconfirmed groups will be subject to delayed entry.

| DATE | TIME | # OF PEOPLE | GROUP NAME | CHAPERONE/GUIDE NAME | CONTACT NUMBER |
|------|------|-------------|------------|----------------------|----------------|
| | | | | | |
| | | | | | |
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CANCELLATIONS/EXCHANGES

Please note that vouchers expire on December 31, 2016. You may exchange unused 2016 meal vouchers for 2017 vouchers. To qualify, the meal vouchers must be postmarked by December 31, 2016.

QUESTIONS

Please contact the Marketing Department at 202.312.1647 or email foodcourt@itcdc.com.

BREAKFAST
 Monday-Friday: 7:00am-10:30am
Breakfast limited to vendors listed below.

Meal voucher valid through 12/31/16 • All information subject to change

14TH STREET DELI

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

AU BON PAIN

- Small oatmeal OR bagel with cream cheese OR any bakery item
- Banana or apple
- Medium coffee, water or bottled beverage

BASSETT'S ORIGINAL TURKEY

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

CALIFORNIA TORTILLA

- Breakfast burrito with scrambled eggs, queso (cheese), potatoes, salsa and choice of sausage, bacon or beans
- 20 oz. fountain soda, 10 oz. orange juice, coffee, or bottled water

FLAMERS

- Choice of two pancakes OR egg and cheese sandwich with bacon or sausage
- Hash brown
- Regular beverage or coffee

FOREVER YOUNG CAFÉ

- All natural fruit smoothie OR special smoothie OR medium green smoothie

GELATISSIMO

- Belgian waffle with maple syrup and butter OR any breakfast item
- Medium soda, small coffee or milk

GREAT WRAPS

- Any breakfast choice of bacon, egg and cheese OR sausage, egg and cheese OR ham, egg and cheese OR BLT OR veggie, egg and cheese
- Hash browns
- Coffee or beverage

LARRY'S COOKIES

- Fresh baked muffin
- Doughnut
- Small juice, medium soda, small coffee, hot chocolate or water

NOOK

- 12" cheese quesadilla OR egg and cheese sandwich with bacon or sausage
- Juice, soft drink or coffee
- One mini dessert

SAXBYS COFFEE

- Muffin or pastry
- Small specialty latte, medium latte or large Coffee of the Day

SMOOTHIE KING

- Any 20 oz. smoothie
- One Nature Valley bar

TIMGAD CAFÉ

- Toasted sandwich: egg and cheddar cheese with either mushrooms, sundried tomatoes, or bacon with medium coffee OR any pastry with any espresso drink

VOID

FOOD COURT HOURS

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

LUNCH OR DINNER

Meal voucher valid through 12/31/16 • All information subject to change

14TH STREET DELI

- Any regular eight-inch cold or hot sandwich OR salad with either grilled chicken, ham or turkey
- Chips or cookie
- Medium soda or iced tea

AU BON PAIN

- Half sandwich OR medium mac n' cheese
- Chips
- Apple, banana or chocolate chip cookie
- Any bottled beverage

BASSETT'S ORIGINAL TURKEY

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

CALIFORNIA TORTILLA

- Two tacos OR nachos OR small quesadilla OR small burritos (choice of chicken, beef or veggie)
- Small bag of corn tortilla chips
- 20 oz. fountain soda or bottled water

CITY LIGHTS OF CHINA EXPRESS

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

FLAMERS

- 1/4 lb. hamburger OR cheeseburger OR chicken filet
- Regular fries or cheese fries
- Regular beverage

FOREVER YOUNG CAFÉ

- Any regular size classic salad including make your own OR any sandwich (classic, sub, wrap, panini) OR grilled cheese with strawberry smoothie OR any large all natural fruit smoothie or green smoothie
- Medium soda
- Chips

GELATISSIMO

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

GREAT WRAPS

- Any sandwich wrap with gyro, chipotle chicken, Thai chicken, chicken Caesar, smoked turkey, Santa Fe chicken, GW crispy chicken, buffalo chicken, veggie, BLT OR fajita steak
- Large fries
- Large beverage

KABUKI SUSHI & TERIYAKI

- Chicken or beef teriyaki OR chicken or beef rice bowl OR sesame chicken OR chicken fried rice OR chicken salad OR California or tuna or salmon roll (12 pieces) OR spring roll (4 pieces)
- Large soda or chips

LARRY'S COOKIES

- Two scoops of ice cream OR one scoop of ice cream and one cookie OR two cookies
- Medium soda or coffee

NOOK

- 12" cheese quesadilla OR pulled BBQ pork OR BBQ chicken sandwich
- Soft drink
- One mini dessert
- Chips

QUICK PITA

- Gyro (lamb and beef or chicken) OR falafel (vegan) OR pita-burger OR cheese-pita
- French fries or baklava
- 16 oz. soft drink or bottled water

R&B STEAK AND GRILL

- Philly cheesesteak combo OR chicken cheesesteak combo OR chicken strip combo OR 10 chicken nugget combo
- Fresh cut fries
- Medium soda or iced tea

SAXBYS COFFEE

- Deli sandwich OR breakfast sandwich
- Large Coffee of the Day or cold brew iced coffee

SBARRO

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

SMOOTHIE KING

- Any medium 32 oz. smoothie (except for shape-up smoothies)
- One Nature Valley bar

SUBWAY

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

TIMGAD CAFÉ

- Any toasted Italian sandwich OR any salad
- Medium coffee or a bottled water

VOID

FOOD COURT HOURS

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

Thank you for selecting the Food Court at the Ronald Reagan Building and International Trade Center.

To help groups have the best experience possible we ask that you please share these guidelines with the tour leaders or chaperones scheduled to visit our location.

1. **UTILIZE** bus drop-off lane on 14th Street.
2. **FOLLOW** instructions provided by security officers located at entrances.
3. **ORGANIZE** groups in single-file lines and **MANAGE** behavior and noise level while entering and traveling through the building. **REMEMBER** it is a professional place of business.
4. Persons under 18 years old must be accompanied by an adult **CHAPERONE** at all times.
5. Once inside the food court, groups should **SIT TOGETHER** and **REMAIN SEATED** until the whole group is ready to leave.
6. Groups should **RECONVENE OUTSIDE** of the building on 14th Street near the fountain, please no loitering within the building, Atrium space or staircase.

We greatly appreciate your business and hope your groups enjoy their experience here.

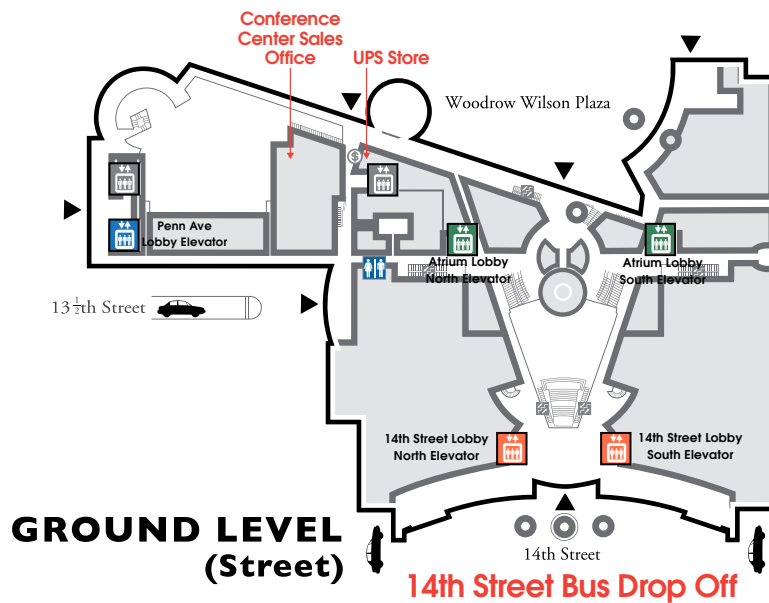
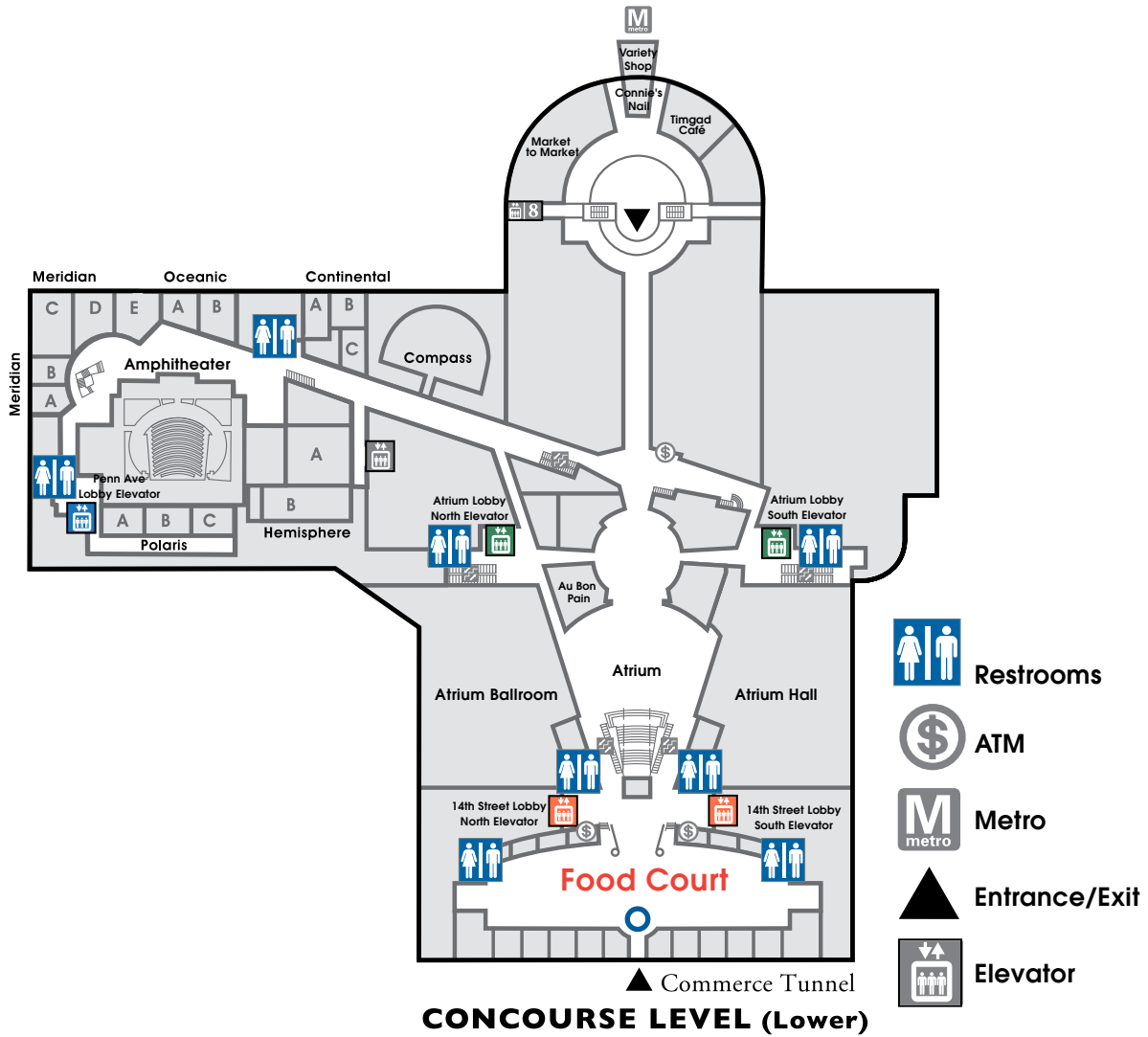
CALENDAR

Don't forget to **check our food court visitor calendar** online, it can help your groups avoid peak times, high volume days and delayed entry. Visit www.itcdc.com.

VISITING IN MAY?

Please Note: May is our busiest time of year, groups planning to visiting during the month, within the 11 a.m.–2 p.m. time frame, **MUST** confirm availability by emailing Allison Green at agreen@itcdc.com. Space is limited and groups will be subject to delayed entry.

**If you have any questions,
comments or feedback,
please contact Allison
Green at 202.312.1647 or
agreen@itcdc.com.**



Whether you're exploring the city with your family or visiting with an organized tour trip, discover all of our building's offerings, perfect for any group size.

LUNCH & LEARN PROGRAM

Offered as an addition to our meal voucher program, groups can sign up for an introductory session about international trade with one of our trade specialists.

What is an International Trade Center and why should we care? These and other questions are answered in this informative and entertaining video about the Ronald Reagan Building and International Trade Center. It provides a thought-provoking overview of the purpose and function of the building before, during or after your visit. Learn about the special building tenants and the work they do to facilitate the exchange of goods, services and ideas. The video puts into context the building's namesake—President Ronald Reagan—and its displayed piece of the iconic Berlin Wall.

- One hour session (includes video, Q&A with trade specialist and handout)
- \$2.00/person in combination with a meal voucher order (see order form)
- 50 people per session
- Sessions available on Fridays (March–June) and can be scheduled hourly from 10 a.m.–2 p.m. based on availability.

To schedule a group for the Lunch & Learn program, please contact Allison Green (agreen@itcdc.com) for availability and to complete your reservation.

TOURS

Free guided tours of the building are offered every Monday, Wednesday and Friday at 11:00 a.m., simply meet at the 14th Street concierge desk and let the journey begin.

Free group tours are also available; please make arrangements by contacting our Concierge Manager at 202.312.1427 or by email at generalinfo@itcdc.com.

Want to explore the city? Check out **Segs in the City**, offering segway safaris and rentals on the Concourse Level near the Federal Triangle Metro Station. For more information, visit www.segsinthecity.com.

EXHIBITS

Temporary and permanent exhibits of educational and cultural importance are featured at the building. Before your visit, please see our "Attractions" page to view current exhibits.

Berlin Wall

Donated by the citizens of Berlin and the employees of Daimler-Benz, a large section of the Berlin Wall was donated for permanent display in the Ronald Reagan Building. Located at the Woodrow Wilson Plaza entrance, the wall segment which is over nine feet high, three feet wide and weighs almost three tons, is from an inner-city section of the Berlin Wall near the Brandenburg Gate.

WOODROW WILSON PRESIDENTIAL MEMORIAL EXHIBIT AND LEARNING CENTER

Learn about Woodrow Wilson's vision for a more peaceful and global community. With multi-touch displays, visitors to the exhibit are able to interact with the information around them and explore global issues while following President Wilson's life story on a digital road map.

Memorabilia, historical information and a short film are among the exhibit's main features. The exhibit is permanently housed next to the Woodrow Wilson Center's Memorial Hallway. Admission is free. For more information on the exhibit, please call 202.691.4000 or send an email to wwics@wilsoncenter.org.

WORKS OF ART

Over the years, the building has become home to many works of art, take a tour and learn about the history of these pieces.

Bas Relief of President Ronald Reagan by Chas Fagan
Bas Relief for Woodrow Wilson by Leonard Baskin
Bearing Witness by Martin Puryear
Federal Triangle Flowers by Stephen Robin
Oscar Straus Memorial Fountain by Adolph Alexander Weinman
Route Zenith by Keith Sonnier
Reagan Building Portrait by Aleksejs Naumovs and Kristaps Zariņš

MOBILE APP

To help you navigate all there is to explore in the building, download the Ronald Reagan Building mobile app. There are in-depth maps identifying exhibits, shops, restrooms, elevators and parking. Find visitor information including hours, directions and points of contact as well as comprehensive travel and transportation information. Check out the event calendar to receive notifications about our public programming and seasonal events. Search for the Ronald Reagan Building app on the Apple and Google Play Stores to download and start using right away.

COMPANY/ORGANIZATION INFORMATION:

Company/Organization Name:

Contact Person:

Contact's Email Address:

Contact's Phone:

NUMBER OF PARTICIPANTS (maximum **50** people per session):

DATE OF VISIT:

REQUESTED TIME SLOT:

TO BE COMPLETED BY STAFF

Payment Confirmation: **YES** **NO**

Trade Specialist:

Event Space:

CONFIRMATION SIGNATURE

Signature

Print Name