



## Authorization Request – Sample Food and/or Beverage Distribution

OVG HOSPITALITY has the exclusive food and beverage distribution rights within the Direct organizations and/or exhibitors may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions outlined below.

- a) Food samples must be limited to 'bite size' - **2x2 inches / 5x5 cm or 2oz / 59 gram**
- b) Non-alcoholic beverage samples must be approved by OVG HOSPITALITY and limited to **4oz / 118ml.**
- c) Food or beverage items for sale must be pre-packaged in such quantities as to be solely intended for home consumption. Each individual package must be equal to or greater than one kilogram by weight or one litre by volume unless otherwise approved by OVG HOSPITALITY
- d) Any items sold or sampled for intended consumption on the show floor must be approved in writing by OVG HOSPITALITY and may be subject to a buyout fee at the discretion of OVG HOSPITALITY
- e) Exhibitors participating in the Food/ Beverage program must adhere to policies and recommendations set forth by the City of Cleveland Department of Public Health.
- f) A Certificate of Insurance Form must be completed or a copy of your Certificate submitted
- g) For alcoholic beverage sampling, please refer to requirement #6 on the subsequent page of this form

Exhibitor's Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone and/or Fax No: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Name of Show Attending: \_\_\_\_\_

Is this application for: ☐ Food Sales ☐ Sampling

Proposed Items: Please indicate weight/ size and if sold, quantities in package: \_\_\_\_\_

Will food be heated using approved equipment? ☐ Yes ☐ No

Return this form no later than 10 business days prior to commencement of show to:

**OVG HOSPITALITY at IX Center**  
**AL.BELTRANENA@OAKVIEWGROUP.COM**

OFFICE USE ONLY:

☐ Approved ☐ Not Approved ☐ Samples required for approval

Details: \_\_\_\_\_

Approved by OVG Hospitality: \_\_\_\_\_ Date: \_\_\_\_\_

## SAMPLING AND FOOD OPERATION REQUIREMENTS

OVG HOSPITALITY at the IX CENTER reserves the right to control the sale and/or sampling of food or beverages, including confectioneries. ***Food samples must not exceed 59 grams (2oz) or 118 millilitres (4oz) by volume*** and food and beverage items for sale must be pre-packaged in such quantities as to be solely intended for home consumption and equal to no less than one kilogram by weight or one litre by volume

OVG HOSPITALITY at the IX Center also reserves the right to ensure that samples of food and/or beverage are given out and done so in a safe and orderly manner. Should IX Center deem a sampling program as unsafe for public or private consumption, the sampling program in question will cease to operate

The following outlines the food operation and sampling requirements at Exhibition Place:

1. Any exhibitor wishing to give sample food and/or beverage at the IX Center must complete the Authorization Request – Sample Food and/or Beverage Distribution form by the date specified on the application.
2. Must have hand sanitize pump at your booth, wear gloves,
3. Only those exhibitors who have the approval of OVG HOSPITALITY will be allowed to participate in a sampling program.
4. All exhibitors participating in a sampling program must provide the standard liability insurance and must name OVG HOSPITALITY and the IX CENTER as additional named insured. Exhibitors who fail to provide the proper Certificate of Insurance will **NOT** be allowed to give out samples at the IX Center. See attached form
5. All exhibitors who are giving out samples must adhere to the City of Cleveland, Department of Public Health Guidelines for Food Operators. These include, but are not limited to, a separate and proper hand and utensil washing facility as outlined in the recommendations. Failure to comply will result in the sampling program ceasing until compliance with these regulations are adhered
6. Cooking Demonstrations – Operation of gas cooking appliances, barbeques or deep fat fryers is not allowed for cooking demonstrations. No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials. Cooking areas must have one dry chemical fire extinguisher.
7. Candles / Votives / Open Flames- Candles, votives or any item INCLUDING STERNOS, creating an open flame are not permitted inside the I-X Center unless as an approved activity or exhibit. All activities and/or exhibits with open flames require a minimum of seventy-two (72) hour advance notice, prior to the first Event date, for review and written approval from the Event Manager and Cleveland Fire Marshal (if applicable). An on-site Cleveland Fire Specialist may be required, and charges will be applied to the final invoice at prevailing rates.