



SAMPLING AUTHORIZATION REQUEST FORM

POLICY FOR FOOD AND BEVERAGE DISTRIBUTION

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute SAMPLES of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

GENERAL INFORMATION FOR SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies. If they are not Manufactured, Processed or Distributed by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy Restaurants. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy Restaurants and we will be happy to help you arrange these catering services.
2. If you do Manufacture, Process, or Distribute the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages can be a maximum of 4oz. Sample Size, served in plastic cups. No cans or bottles will be permitted. For Food Shows the maximum of an 8oz Sample Size is permitted.
 - b. Food items are limited to "bite size", not to exceed 2oz. portions. For Food Shows the sample size should not exceed 6oz.
 - c. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company Manufactures, Processes or Distributes Alcoholic Beverages and this product is related to the purpose of the show then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:
 - a. A charge of \$200.00 per day, per distribution location will be paid to Levy Restaurants in full prior to show/event. This fee is non-negotiable and non-refundable
 - b. Products must be legally procured, properly registered and tax paid.
 - c. There is no purchase requirement with the tasting of samples.
 - d. There is no cooperative advertising associated with the event.
 - e. Wine and spirits manufacturers or their agents must be registered pursuant to the event states regulations.
 - f. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and the event location as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Event Services.
5. **Storage, Delivery, or Kitchen Use:**
 - a. If you as the Manufacturer, Processor or Distributor require any product storage, delivery, or kitchen use the following charges may be assessed:
 - i. \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
 - ii. Designated Attendant required for booths that request storage - \$150.00 for four hours, \$50.00 for each additional hour. Attendant to deliver product when requested.
 - iii. \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
 - iv. \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
 - v. \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
 - vi. Additional charge for Rental of Equipment, subject to availability.

6. Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Restaurants.

SAMPLE PORTIONS MUST BE UNDER THE FOLLOWING LIMITS

- Beer 4 oz.
- Wine / wine coolers / spirit coolers 2 oz.
- Liquor / liqueurs 0.5 oz.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.

*Distribution of alcoholic products must be monitored & overseen by a staff bartender from Levy Restaurants in compliance with Event State Liquor Laws.
Guests must be 21 years of age to participate in the sampling with a picture I.D.*



SAMPLING AUTHORIZATION REQUEST FORM

COMPANY REQUESTING SAMPLING PERMISSION INFORMATION

Show Name:

Date of Show Sampling Dates:

Company Name:

Booth Number & Hall Name:

Contact Name:

Contact Name:

Telephone:

Email address:

Address:

City:

Zip:

Items:

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Client Signature:

Date:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws.

Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and location from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Initial: _____

IMPORTANT:

Certificate of Insurance and completed Sampling Authorization Form must be sent back to your Show Manager seven (7) business days prior to start of the show. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.

Approved by Levy:

Date:

CERTIFICATE OF INSURANCE					ISSUE DATE	
PRODUCER			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
			COMPANIES AFFORDING COVERAGE			
INSURED Vendor/ Supplier or Sub Contractor			COMPANY LETTER	A Carrier with at least B+ Best rating & VI Financial Size		
			COMPANY LETTER	B		
			COMPANY LETTER	C		
			COMPANY LETTER	D		
			COMPANY LETTER	E		
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY				GENERAL AGGREGATE	\$ 5000000
	☒ COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$ 5000000
	☐ CLAIMS MADE ☒ OCCUR				PERSONAL & ADV. INJURY	\$ 1000000
					EACH OCCURRENCE FIRE	\$ 1000000
					DAMAGE (Any one fire)	50000 \$
				MEDEXPENSE(Anyonepers on)	5000	
A	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$ 1000000
	☒ ANY AUTO				BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	☐ HIRED AUTOS					
	NON-OWNED AUTOS					
	GARAGE LIABILITY					
	OTHER					
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	☐ UMBRELLA FORM				AGGREGATE	\$
	☐ OTHER THAN UMBRELLA FORM					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
	EACH ACCIDENT				\$ 500000	
	DISEASE-POLICY LIMIT				\$ 500000	
	DISEASE EACH EMPLOYEE				\$ 500000	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages.						
The "Additional Insureds" are a list of legal entities for both our company and the building owner that are specific to your location. If the "Additional Insured's are on a second page, it is critical that this section reflects the existence of the "Additional Insureds" page. Either the front of the certificate or the attachment must acknowledge the paragraph as "Additional Insureds". It is not acceptable to specify on the certificate "see attached".						
CERTIFICATE HOLDER						
			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
			AUTHORIZED REPRESENTATIVE			