

## SAMPLING AUTHORIZATION REQUEST FORM

### Policy for Food and Beverage Distribution:

*Please complete the following form in order to receive authorization to distribute food or beverages not purchased through Levy Restaurants, the exclusive food and beverage provider at The Greater Columbus Convention Center*

#### Completion of included Sampling Authorization Form:

- In order to dispense items during the aforementioned Event, vendor must manufacture, process or distribute the product/s
- If vendor is seeking to dispense alcoholic beverages, please see requirements in Article #3.

#### Requirement for Dispensing Approved Food or Beverage\*:

- Items must adhere to portion requirements, listed in Article #2
- If items are NOT pre-packaged or sealed, it is recommended that vendor offer a breath barrier protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently or through an approved third-party company with the Greater Columbus Convention Center, such as Innovative Displays
- **As of March 8, 2022, a facial covering of the nose and mouth are no longer a requirement, yet a recommendation within the facility. Proof of vaccination is not required.**

*~If any of the above are not complied, Levy reserves the right to revoke approval on-site~*

#### Certificate of Insurance must be provided, please see included example with highlighted areas:

- Insured = Vendor or Company
- Policy Effective Date = Must include entire scope of Event Dates
- General Aggregate = Must be at least \$5,000,000 in coverage
- Workers Compensation & Employers' Liability = Must respectively include \$500,000 per article
- Description of Operations = Please utilize language provided in example
- Certificate Holder = Must include Levy Restaurants; please utilize language provided in example

***\*Requirements for food and beverage dispensing are subject to change based upon state requirements\****

*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:

- 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.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions. For Food Shows the sample size should not exceed 6oz.
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Greater Columbus Convention Center* 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 charge of \$200.00 per day, per location of distribution is required and invoiced directly to the Client. This fee is non-negotiable and non-refundable. Client is responsible for collecting any monies and remitting payment in full prior to the show/event.
- Products must be legally procured, properly registered and tax paid.
- There is no purchase requirement with the tasting of samples.
- There is no cooperative advertising associated with the event.
- Wine and spirits manufacturers or their agents must be registered pursuant to the state of Ohio regulations.
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants, and *The Greater Columbus Convention Center* as an additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits for both a non-food show and a food show.
  - Beer **4 oz.**
  - Wine / wine coolers / spirit coolers **2 oz.**
  - Liquor / liqueurs **0.5 oz.**
  - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per city ordinance.
  - 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 Ohio Liquor Laws. Guests must be 21 years of age to participate in the sampling with a picture I.D.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other services.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- Additional charge for Rental of Equipment, subject to availability.

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

**Company Requesting Sampling Permission Information**

Show Name

\_\_\_\_\_

Date of Show Sampling Dates \_\_\_\_\_

Company Name and Booth Number and Hall Name \_\_\_\_\_

Contact Name Telephone Email address \_\_\_\_\_

Address City Zip \_\_\_\_\_

Email \_\_\_\_\_

Items \_\_\_\_\_

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

\_\_\_\_\_

Approved by:

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 *The Greater Columbus Convention Center* 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).

**IMPORTANT:**

- All final documents must be submitted no later than (7) business days from the start of the show to Diana Diaz Ponce via [ddiazponce@levyrestaurants.com](mailto:ddiazponce@levyrestaurants.com). Please direct any questions via email or direct phone (614) 827-2737.