

## 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*

**Email: Katie Bower**

**KBower@levyrestaurants.com**

#### 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

*~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, provided in exhibitor packet:**

- Insured = Vendor or Company
- Policy Effective Date = Must include entire scope of Event Dates
- General Aggregate = Must be at least \$5,000,000 in total 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 \$5,000,000.00 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 \$300.00 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 \$5,000,000.00 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. Associated staffing fees will be Client’s responsibility.
  
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:

- o \$250.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$100.00 one-time Handling Fee for 1-4 Skids and \$350.00 Handling Fee for 5 or more Skids
- o \$75.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$350.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o 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

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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 Event  
Contact the show manager for the requested email to remit documentation.**

**Email: Katie Bower  
KBower@levyrestaurants.com**

**CERTIFICATE OF INSURANCE**

ISSUE DATE

PRODUCER  
 AON Risk Services of Texas, Inc.  
 2000 Bering Drive, Suite 900  
 Houston, TX 77057-3790

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 <b>Third - Party Concessionaire</b>	COMPANY LETTER	<b>A</b> Carrier with at least B+ Best rating & VI Financial Size
	COMPANY LETTER	<b>B</b>
	COMPANY LETTER	<b>C</b>
	COMPANY LETTER	<b>D</b>
	COMPANY LETTER	<b>E</b>

**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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	12345			GENERAL AGGREGATE	\$ 5000000
					PRODUCTS-COMPIOP AGG.	\$ 500000
					PERSONAL & ADV. INJURY	\$ 1000000
					EACH OCCURRENCE	\$ 1000000
					FIRE DAMAGE (Any one fire)	\$ 50000
					MED EXPENSE (Any one person)	\$ 5000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> OTHER	12345			COMBINED SINGLE LIMIT	\$ 1000000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	12345			STATUTORY LIMITS	
					EACH ACCIDENT	\$ 500000
					DISEASE-POLICY LIMIT	\$ 500000
					DISEASE EACH EMPLOYEE	\$ 500000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Franklin County Convention Facilities Authority, Greater Columbus Convention Center

**CERTIFICATE HOLDER**

Levy Restaurants at The Greater Columbus Convention Center  
 400 N High St  
 Columbus, Ohio 43215

**CANCELLATION**

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**