



BCC 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 at the Baltimore Convention Center. 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 that are germane to the private event (may not be a public show) upon written authorization and adherence to all of the conditions outlined below.

General Information for Shows

1. Items dispensed are limited to products Manufactured or Processed by exhibiting companies for public distribution . 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 Maryland City 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.
 - b. Food items are limited to "bite size", not to exceed 2oz. portions.
 - c. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy Restaurants and the Baltimore 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, please contact Levy Restaurants Baltimore for information.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Event Services.



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Shipping & Storage

If storage is required, exhibitors must make arrangements with Caterer a minimum of 30 days prior to the contracted event date to ensure space availability.

Shipping:

Dates: no product will be received 30 days prior to the event

Hours: 6:00am – 2:00pm Monday – Friday

Delivery Address:

Attn: Levy Restaurants – Purchasing Office

Loading Dock #15 or 16

1 W. Pratt Street

Baltimore, MD21201

Product must have your company name on the package if it is being shipped by another vendor

Shipped boxes or packages must clearly list storage needs on the outside of the box/package, if refrigeration or freezer space is needed (i.e. – box stamped “keep frozen”).

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.

Designated Attendant required for booths that request storage - \$250.00 for four hours, \$50.00 for each additional hour. Attendant to deliver product when requested.

\$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.

Payment Policy:

Any unique or specialty orders can be accommodated, provided all arrangements and contracts are finalized four (4) weeks prior to the event date. All advance food and beverage orders must be accompanied by full payment either by credit card or company check.

PAYMENT MUST BE MADE IN FULL TO GUARANTEE SERVICES.

Cancellations made within seventy-two (72) business hours of the event will be assessed a charge of up to one hundred (100%) of the total order value, including fees and taxes. Cancellation of alcoholic beverages is subject to the distributors return policy.

Don't Forget!

If you are sampling in your booth or on the show floor, you are responsible for providing:

Electricity. If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410.649.7321

- All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- Please call for rental equipment or to purchase supplies.
- The Exhibitor must provide own table(s) for all services. Please contact your show decorator.



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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

COMPANY LETTER

A Carrier with at least B+ Best Rating & VI Financial Size B C D E

INSURED

Vendor/ Supplier or Sub Contractor

COMPANY LETTER

COMPANY LETTER

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Listed INSURED includes the exact name of the Company for whom the Certificate is issued.

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.

Coverage Limits must be no less than what is stated.

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

Policy dates ("Effective" and "Expiration") need to be current and cover the period work will be performed.

Policy numbers are listed for each Line of Business

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 certCifiAcaNtCe E"sLeLeA aTtIaOcNh ed".

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

Levy Restaurants, BCC + the Event Location's Address