

## POLICY FOR FOOD AND BEVERAGE DISTRIBUTION ON SHOW FLOORS

Please complete this form to receive authorization to distribute food or beverages not purchased through OVG Hospitality, the exclusive food and beverage provider at McCormick Place Convention Center. **The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

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 the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through OVG Hospitality. 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 OVG Hospitality and we will be happy to help you arrange these catering services.

## GENERAL INFORMATION FOR BACM25 EXPO - NON-FOOD INDUSTRY SHOWS

1. Items dispensed are limited to products **Manufactured, Processed or Distributed by Exhibiting Companies, Approved Exhibitors, Sponsors, Manufacturers or Distributors.** 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 OVG Hospitality.
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 with Local and State Health Codes:
  - Food items are limited to "bite size," not to exceed 2 oz. portions.
  - Non-Alcoholic Beverages can be a maximum of 4 oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
  - A charge of \$250.00 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.
  - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured located at 2301 S Lakeshore Dr., Chicago IL 60616, and are responsible for State and Local Health Code.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance with Local and State Health Codes:

- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured located at 2301 S Lakeshore Dr., Chicago IL and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits:
  - Beer 2 oz.
  - Wine / Wine Coolers / Spirit Coolers 1 oz.
  - Liquor / Liqueurs / Distilled Spirits 0.5 oz.
  - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
- A charge of \$250.00 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored and overseen by a OVG Hospitality staff bartender in compliance with Illinois Liquor Laws. Bartenders are available at \$375 for up to four hours of service and \$80 per each additional hour.

4. Vendors are responsible for the shipping, storage and delivery of their product through the General Contractor unless OVG Hospitality assistance is required for product preparation or special handling.

5. Storage, Delivery, or Kitchen Use for OVG Hospitality handled product **ONLY**

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.
- Additional charge for Rental of Equipment, subject to availability.

6. Any Food and/or Beverage products brought from the outside or not ordered through OVG Hospitality Catering may be subject to immediate stopping of all product sampling and/or a \$1,500.00 fine to continue sampling throughout the Show. The proof of a COI will still be expected to continue sampling.

7. Any Food and/or Beverage products brought from the outside and/or not ordered through OVG Hospitality Catering may be subject to immediate stopping of all product sampling and/or a \$1,500.00 fine to continue sampling throughout the BACM25 Expo. Proof of a COI will still be expected to continue sampling.

# COMPANY SAMPLING PERMISSION INFORMATION

**Show Name:** \_\_\_\_\_

**Show Sampling Dates:** \_\_\_\_\_

**Company Name, Booth Number & Hall Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

## Item & Reason for Distribution

Please include quantity, portion size and method of dispensing items.

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**OVG Hospitality Approved Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Company Requesting Sampling acknowledges that 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 first agrees to indemnify and forever hold harmless OVG Hospitality and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expense resulting directly or indirectly from the use, serving or other disposition of such items (including alcoholic beverages).

## SEND TO:

Scott Riemenschneider - Catering Sales Manager

OVG Hospitality at McCormick Place

SRiemenschneider@mccormickplace.com

301 E Cermak Rd | Chicago, IL 60616

Telephone: (312) 791-7165