

# Sampling Policy

For additional information, please contact your Catering Sales Manager  
TamMichele Holt tholt@pittsburghcc.com 412.325.6162  
Betsy Johnson bjohnson@pittsburghcc.com 412.325.6194  
Tammy Laverdiere tlaverdiere@pittsburghcc.com 412.325.6121

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center, including restaurant services and the sale of alcoholic and non- alcoholic beverages. All food and beverage that is not part of a sampling must be contracted through Levy.

## **SAMPLING OF FOOD AND NON-ALCOHOLIC BEVERAGES**

Sponsoring organizations and/or their exhibitors may distribute packaged sample food and/or beverage only upon written authorization from Levy using the attached Authorization Request Form on page 3.

Food samples are required to be bite-sized and non-alcoholic beverages are limited to a 4-ounce sample portion.

Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

Any exhibitor giving away approved packaged, unpackaged food or non-alcoholic beverage products will be fully responsible for any and all liabilities that may result from consumption of their products and must provide certificate of insurance (sample on page 6).

### **Outside Food Vendor Fees:**

Outside food vendors are considered any entity selling food items that can be consumed within the DLCC. Upon approval from Levy, food vendors will be required to pay a flat fee based on the number of show days as follows:

- 1-2 day show - \$100.00 (\$107.00)
  - 3-4 day show - \$200.00 (\$214.00)
  - 5 or more day show - \$300.00 (\$321.00)
- (All fees are subject to PA sales tax of 7%)

## **TASTINGS OF ALCOHOLIC BEVERAGES**

Any exhibitor requesting product tastings of alcoholic beverages must receive permission from Levy. Product tastings are for market research and the purpose of educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representatives, distributors, importing distributors or retail licensees provided they adhere to the following:

1. Any exhibitor that is not a Limited Winery, Limited Distillery or Limited Brewery in the State of Pennsylvania is not permitted to pour or serve their samples, and not permitted to sell products onsite. A Levy bartender is required for tastings of spirits, beers, alcoholic ciders or wines
  - Bartenders are \$150.00 per 3 hours, each additional hour is \$30.00. Contact your Levy Catering Sales Manager to schedule a bartender for alcohol service
2. Exhibitors who qualify for a Limited Winery Permit, Limited Distillery Permit, or Limited Brewery Permit from the State of Pennsylvania must abide by the below requirements:
  - a) The exhibitor is required to provide a copy of the PLCB Limited Exposition Permit thirty (30) days prior to scheduled show dates – *See sample on page 6*
  - b) The exhibitor must submit the Certificate of Insurance with \$1,000,000.00 in liability insurance – *See sample certificate on page 7*

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- i) Naming “The Sports and Exhibitions Authority of Pittsburgh and Allegheny County, SMG, and Levy” as additionally insured at least thirty (30) days prior to scheduled show dates.
- ii) Address listed should be *1000 Fort Duquesne Boulevard, Pittsburgh, Pennsylvania 15222*.
- c) The exhibitor must complete in full the Authorization Request Form supplied by Levy at the David L. Lawrence Convention Center. This is a request to exhibit and sample alcoholic beverages, and must be approved by Levy.
- d) The exhibitor must comply with the following sampling and selling guidelines:

| Wineries  | Distilleries   | Breweries  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Sample size not to exceed one (1) ounce</li> <li>• Selling by the bottle or case lot only.</li> <li>• No individual glasses to be sold.</li> <li>• Product sold is <u>not</u> to be consumed on property.</li> </ul> | <ul style="list-style-type: none"> <li>• Sample size not to exceed half (0.5) ounce</li> <li>• Selling by the bottle or case lot only.</li> <li>• No individual beverages to be sold.</li> <li>• Product sold is <u>not</u> to be consumed on property.</li> </ul> | <ul style="list-style-type: none"> <li>• Sample size not to exceed two (2) ounces</li> <li>• Selling by the case lot only, not to exceed 192 ounces</li> <li>• No individual glasses, bottles, or growlers to be Sold</li> <li>• Product sold is <u>not</u> to be consumed on property.</li> </ul> |

## Delicensing Booth Fees:

Exhibitors who qualify for a Limited Winery Permit, Limited Distillery Permit, or Limited Brewery Permit from the State of Pennsylvania are required to pay \$100.00 + 7% Tax to Levy.

This fee is per show and must be accompanied by:

1. **PLCB Limited Exposition Form**
2. **Certificate of Insurance**
3. **Levy Authorization Form.**

# Authorization Request Form

## Food, Non-Alcoholic Beverage & Non-Limited Exposition Permits

For additional information, please contact your Catering Sales Manager  
TamMichele Holt tholt@pittsburghcc.com 412.325.6162  
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Tammy Laverdiere tlaverdiere@pittsburghcc.com 412.325.6121

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy.

***This policy is strictly enforced. Violations will result in products being removed from show floor.***

Please complete this form for consideration to receive authorization to sample product at the David L. Lawrence Convention Center. Return completed forms to your Levy Catering Sales Manager. Do not forget to include a copy of your Certificate of Insurance.

Name of Show/Event: \_\_\_\_\_

Event Date(s): **Check the appropriate box and list show dates.**

1-2 day show - \$100.00 (\$107.00) plus Show Dates: \_\_\_\_\_

3-4 day show - \$200.00 (\$214.00) plus Show Dates: \_\_\_\_\_

5 or more day show - \$300.00 (\$321.00) plus Show Dates: \_\_\_\_\_

Company Name/Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Product you wish to sample and/or sell: \_\_\_\_\_

\_\_\_\_\_

Size portion to be dispensed: \_\_\_\_\_

Anticipated Quantity: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

If you do not meet the conditions required to sample distribution, corkage service fees will be quoted. Any such fees must be paid in advance of the show. ***This policy is strictly enforced. Exhibitors who do not comply will be asked to remove items from the facility.***

Vendor Signature: \_\_\_\_\_  
(Your signature identifies that you have read and understand the terms and conditions of this policy.)

**Please return form (WITH PAYMENT) to Levy catering department thirty (30) days prior to the start of the show with certificate of insurance.**

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Catering Manager General Manager

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# CC Authorization Request Form

## Food, Non-Alcoholic Beverage & Non-Limited Exposition Permits

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### Credit Card Authorization:

Please let this letter serve as my formal written authorization and approval for Levy to charge the credit card listed below for the fee affiliated with the corresponding days of the show (check box) at the David L. Lawrence Convention Center as outlined in the Food, Non-Alcoholic Beverage & Non-Limited Exposition Policy.

Name of Show: \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Name that Appears on Card: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Date Signed: \_\_\_\_\_

E-Mail Address for Receipts: \_\_\_\_\_

### Check the appropriate box:

- 1-2 day show - \$100.00 (\$107.00)
- 3-4 day show - \$200.00 (\$214.00)
- 5 or more day show - \$300.00 (\$321.00)

### REMINDER. Outside Food Vendor Fees:

Outside food vendors are considered any entity selling food items that can be consumed within the DLCC. Upon approval from Levy, food vendors will be required to pay a flat fee based on the number of show days as follows:

1-2 day show - \$100.00  
3-4 day show - \$200.00  
5 or more day show - \$300.00  
(All fees are subject to PA sales tax of 7%)

# Authorization Request & CC Form

Limited Wineries, Distilleries & Breweries from the State of Pennsylvania

For additional information, please contact your Catering Sales Manager  
TamMichele Holt tholt@pittsburghcc.com 412.325.6162  
**Betsy Johnson** bjohnson@pittsburghcc.com 412.325.6194  
Tammy Laverdiere tlaverdiere@pittsburghcc.com 412.325.6121

Please complete this form for consideration to receive authorization to sample and sell alcoholic beverages at the David L. Lawrence Convention Center. Return completed documents to your Levy Catering Sales Manager.

Name of Show/Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Company Name/Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Product you wish to sample and sell: \_\_\_\_\_

**Your signature identifies that you have read and understand the terms and conditions of this policy.**

Vendor Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Catering Manager General Manager

**Credit Card Authorization:**

Please let this letter serve as my formal written authorization and approval for Levy to charge the credit card listed below for the \$100.00 + 7% Tax Delicensing Booth Fee at the David L. Lawrence Convention Center as outlined in the Sampling Policy.

Credit Card Holder's Signature \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Name that Appears on Card: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Date Signed: \_\_\_\_\_

E-Mail Address for Receipts: \_\_\_\_\_

*Do not forget to include copies of your Certificate of Insurance & PLCB Limited Exposition Form.*

# Sample Limited Exposition Permit



Month, Date, Year

Company Name  
Address  
Address

RE:  
License No.  
File/Job No.  
Licensing Information Center

Dear Licensee:

An Exposition Permit is hereby granted to the above-referenced licensee for the premises/location listed herein. The hours of operation are limited to the hours permitted by law for your license type.

Dates:

Location: David L Lawrence Convention Center, 1000 Fort Duquesne Boulevard, Pittsburgh, Allegheny County, PA  
Inside area: 8' x 10'

This permit authorizes sales of your product in volumes permitted under the authority of your license and to provide tasting samples in individual portions as permitted by law.

The area in question is currently subject to Levy Premium Foodservice, LP. However, during the dates in question, the area will be deemed to be subject to the special permit and not Levy Premium Foodservice, LP.

The areas approved by this permit must be defined by physical separation from any other areas or business, so as to clearly delineate the areas under the sole control for the purpose of the event and the subject permittee.

The Bureau of Liquor Control Enforcement of the Pennsylvania State Police is responsible for enforcement of the Liquor Code and PLCB regulations.

Sincerely,

Tim Holden  
Chairman

Michael Negra  
Member

Michael Newsome  
Member

THIS IS THE LICENSE AUTHORITY

Bureau of Licensing  
Northwest Office Building | Harrisburg, PA 17124 | 717.783.8250 | F 717.772.2165 | lcb.pa.gov





# Sample Certificate of Liability Insurance

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |
|---|--|
| <b>PRODUCER</b><br>CONTACT NAME:<br>PHONE (A/C, No, Ext):<br>E-MAIL ADDRESS:<br>INSURER(S) AFFORDING COVERAGE<br>NAIC # | FAX (A/C, No):<br>INSURER A:<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |
|---|--|

**INSURED**

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE 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.

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR (NSD, WVD) | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|----------------------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJEC <input type="checkbox"/> LOC<br>OTHER: |                      |               |                         |                         | EACH OCCURRENCE \$ <b>1,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b><br>MED EXP (Any one person) \$ <b>15,000</b><br>PERSONAL & ADV INJURY \$ <b>1,000,000</b><br>GENERAL AGGREGATE \$ <b>2,000,000</b><br>PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> |
| A        | <b>AUTOMOBILE LIABILITY</b><br>ANY AUTO ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS<br>UMBRELLA LIAB OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED RETENTION \$               |                      |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>EACH OCCURRENCE \$<br>AGGREGATE \$  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |                      |               |                         |                         | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| A        | <b>Liquor Liability</b>   |                      |               |                         |                         | <b>Liquor Liability</b> <b>1,000,000</b>  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 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, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br>David L. Lawrence Convention Center<br><<insert specific location>><br>1000 Fort Duquesne Boulevard<br>Pittsburgh, PA 15222 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE |
|--|--|

URGENT NOTE: Must make sure the Certificate Holder is as shown.

ACORD 25 (2014/01)

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## Additionally Insured Must Include:

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, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").