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.

For consideration to receive authorization to sample and/or sell product at the David L. Lawrence Convention Center, please complete and return the appropriate forms to the Levy Catering Department thirty (30) days prior to the start of the show.

This policy is strictly enforced and any exhibitor who does not comply will be asked to remove items from the facility.

**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.

Food samples are required to be bite-sized
Non-alcoholic beverages are limited to a 2-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, unpacked 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 a Certificate of Insurance with specific language.

Please complete and return the Authorization Request Form (page 2), and the Certificate of Insurance Form (page 7) to request sampling privileges for food and non-alcoholic beverages.

**Selling of Food and Non-Alcoholic Beverages**

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

1-2 day show - $107.00
3-4 day show - $214.00
5 or more day show - $321.00

(All fees include PA sales tax of 7%)

Please complete and return the Authorization Request Form (page 2), Method of Payment Form (page 3), and the Certificate of Insurance Form (page 7) for selling of food and non-alcoholic beverages.

For additional information, please contact your Catering Sales Manager:
Betsy Johnson – bjohnson@pittsburghcc.com – 412.325.6194
Caroline Mays – cmays@pittsburghcc.com – 412.325.6162
Kayleigh Knerr – knerr@pittsburghcc.com – 412.325.6121
Authorization Request Form: Food & Non-Alcoholic Beverages

Please complete this form for consideration to receive authorization to sample and/or sell product at the David L. Lawrence Convention Center.

Authorization Request Form:
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. Please complete and return this form to receive authorization to sample product. This policy is strictly enforced. Violations will result in products being removed from show floor.

Name of Show/Event: _____________________________________________________________
Event Date: __________________________________________________________________
Company Name: _______________________________________________________________
Booth Number: __________________________________________________________________

Contact Name: ___________________________ Phone Number: ____________________________
Email Address: ___________________________ Fax Number: ____________________________
Address: _______________________________________________________________________
City: ___________________ State: ___________ Zip Code: ________________

Product you wish to sample (if applicable): __________________________________________
Product you wish to sell (if applicable): ____________________________________________
Size portion to be dispensed: _____________________________________________________
Anticipated Quantity: ___________________________________________________________
Additional Comments: ___________________________________________________________

If you do not meet the conditions required to sample product, corkage fees will be quoted. Any such fees must be paid in advance of the show.

Vendor Signature: ___________________________ Date: ________________________________
(Your signature identifies that you have read and understand the terms and conditions of this policy)

Approved: ___________________________ Date: ________________________________
Levy General Manager

Please return this form to the Levy Catering Department thirty (30) days prior to the start of the show along with the Certificate of Insurance.

Effective January 1, 2018
Effective January 1, 2018

Any entity selling food items at the David L. Lawrence Convention Center, please complete the below payment form.

Food vendors will be required to pay a flat fee based on the number of show days. Please complete and return this form to receive authorization to sell product. This policy is strictly enforced. Violations will result in product being removed from show floor.

Company Name: ____________________________________________________________

Name of Show/Event: ______________________________________________________

Event Date: __________________________________________________________________

Please check the appropriate box:

☐ 1-2 day show - $107.00 (includes tax)

☐ 3-4 day show - $214.00 (includes tax)

☐ 5 or more day show - $321.00 (includes tax)

**METHOD OF PAYMENT:** Levy accepts Credit Card or Check. All payments must be received no later than 7 business days prior to the start of the show. Any vendor with outstanding payment will be asked to leave the facility.

Please check the appropriate box for the method of payment being provided to Levy:

☐ Credit Card Payment - Over the Phone
   Phone Number: __________________________

☐ Credit Card Payment - Levy to email secure link to complete authorization form online
   E-mail Address: __________________________

☐ Payment via Check: made payable to Levy Convention Centers

Vendor Signature: __________________________________________________________ Date: ______________

(Your signature identifies that you have read and understand the payment terms and conditions of this policy)
Effective January 1, 2018

Any exhibitor requesting product tastings of alcoholic beverages must receive permission from Levy.

For consideration, please complete and return the appropriate forms to the Levy Catering Department thirty (30) days prior to the start of the show. This policy is strictly enforced and any exhibitor who does not comply will be asked to remove items from the facility.

**Tasting of Alcoholic Beverages**

Product tastings are for market research and for educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representative, distributors, importing distributors or retail licensees provided they adhere to the following:

1) 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:

- The exhibitor is required to provide a copy of the **PLCB Limited Exposition Permit** thirty (30) days prior to the scheduled show dates – See sample permit on page 8.

- The exhibitor must submit the **Certificate of Insurance** with $1,000,000.00 in liability insurance thirty (30) days prior to the schedule show date – See sample certificate on page 7.

Naming “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”)” as additionally insured under the Description of Operations at least thirty (30) days prior to scheduled show dates.

Listing the Certificate Holder Address as:
David L. Lawrence Convention Center
1000 Fort Duquesne Boulevard, Pittsburgh, Pennsylvania 15222.

- The exhibitor must complete the **Authorization Request & Credit Card Form (page 6)**. This is a request to exhibit and sample alcoholic beverages and must be approved.

The exhibitor must comply with the following sampling and selling guidelines:

Continue to page 5....
2) Any exhibitor that is **not** a Limited Winery, Limited Distillery or Limited Brewery in the State 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.

### 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 the **$107.00** Delicensing Booth Fee at the David L. Lawrence Convention Center. All fees include PA sales tax of 7%.

The **$107.00** Delicensing Booth Fee is **per show** and must be accompanied by the following:

1. PLCB Limited Exposition Form
2. Certificate of Insurance with correct language
3. Authorization Request & Method of Payment Form

Please complete and return the Authorization Request & Payment Form (page 6), the Certificate of Insurance (page 7), and the PLCB Limited Exposition Form (page 8) thirty (30) days prior to the start of the show.

For additional information, please contact your Catering Sales Manager

- Betsy Johnson – bjohnson@pittsburghcc.com – 412.325.6194
- Caroline Mays – cmays@pittsburghcc.com – 412.325.6162
- Kayleigh Knerr – kknerr@pittsburghcc.com – 412.325.6121

Effective January 1, 2018
Authorization Request Form & Payment for Delicensing Alcoholic Beverages

Please complete this form for consideration to receive authorization to sample and/or sell product at the David L. Lawrence Convention Center.

Authorization Request Form:
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. Please complete and return this form to receive authorization to sample product.

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

Name of Show/Event: ____________________________________________________________

Event Date: ________________

Company Name: ____________________________ Booth Number: ___________

Contact Name: ____________________________ Phone Number: _______________

Email Address: ____________________________ Fax Number: _________________

Address: ________________________________________________________________

City: ____________________________ State: ____________ Zip Code: ____________

Product you wish to sample & sell: _____________________________________________

METHOD OF PAYMENT: Levy accepts Credit Card or Check. All payments must be received no later than 7 business days prior to the start of the show. Any vendor with outstanding payment will be asked to leave the facility.

Please check the appropriate box for the method of payment being provided to Levy:

☐ Credit Card Payment - Over the Phone
   Phone Number: ______________________________

☐ Credit Card Payment - Levy to email secure link to complete authorization form online
   E-mail Address: ______________________________

☐ Payment via Check: made payable to Levy Convention Centers

Vendor Signature: ____________________________________________ Date: _______________

(Your signature identifies that you have read and understand the terms, payment terms and conditions of this policy)

Approved: ____________________________________________ Date: _______________

Levy General Manager

Effective January 1, 2018
URGENT NOTE:
Must make sure the Certificate Holder is as shown.

**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”).
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

Effective January 1, 2018