Alcoholic Beverage Policy

Levy retains the exclusive right to provide alcoholic beverages per the PLCB Liquor License for the David L. Lawrence Convention Center.

Exhibitors may request to sample/sell alcohol and receive permission only upon written authorization from **Levy** and by completing the appropriate forms, PLCB documentation and submitting these with certificate of insurance to the Levy Catering Department thirty (30) days prior to the start of the show.

**REQUIREMENTS TO TASTE & SELL ALCOHOL**

Any exhibitor requesting product tastings and/or the sale of alcoholic beverages must receive permission from Levy.

Alcohol 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, per the Pennsylvania State Liquor Control Board and Levy Policies.

Exhibitors who qualify for a **Limited Winery Permit**, **Limited Distillery Permit**, or **Limited Brewery Permit** from the State of Pennsylvania are permitted with Levy approval to sample and sell product at the DLCC.

1) The exhibitor is required to provide a copy of the **PLCB Limited Exposition Permit** reflecting the dates of the show – See sample permit on page 4.

2) The exhibitor must complete the **Authorization Request & Payment Form (page 3)**. This is only a request to exhibit and sample alcoholic beverages - Levy reserves the right to approve or deny any application.

3) The exhibitor must submit the **Certificate of Insurance** exactly as show on page - See sample on page 5 & 6

4) Exhibitors must adhere to the sampling and selling guidelines outlined below:

**ALCOHOL SAMPLE SIZE & SELLING GUIDE**

<table>
<thead>
<tr>
<th>Wineries</th>
<th>Distilleries</th>
<th>Breweries</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sample size not to exceed one (1) ounce</td>
<td>• Sample size not to exceed half (0.5) ounce</td>
<td>• Sample size not to exceed two (2) ounces</td>
</tr>
<tr>
<td>• Selling by the bottle or case lot only</td>
<td>• Selling by the bottle or case lot only.</td>
<td>• Please speak to the Levy Sales Team about case lot sales</td>
</tr>
<tr>
<td>• No individual glasses to be sold</td>
<td>• No individual beverages to be sold</td>
<td>• No individual glasses, bottles or growlers to be sold</td>
</tr>
</tbody>
</table>

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 own samples, and is **not permitted to sell** products onsite. Please contact the Levy Catering Sales Department for quotes on Bartender Fees.
In addition to the requirements on Page 1, each booth must adhere to the following:* 

- **Signage provided by the DLCC stating that alcohol sold is NOT to be opened on DLCC property as this is a violation of the DLCC liquor license and prohibited by the PLCB** (see page 7 for example)
- **VenueShield**
  - If items are NOT pre-packaged or sealed, vendors must have a breath barrier (sneeze guard) protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently.
- **Per the Allegheny County Health Department**
  - Both Hand Sanitizer and Sanitizing wipes MUST be at each booth for staff use to disinfect/sanitize high-touch areas that are frequently used

~If any of the above are not complied, Levy reserves the right to revoke approval on-site~

*Requirements for food and beverage dispensing are subject to change based upon state requirements

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**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.**

All fees include PA sales tax of 7%.

The de-licensing process allows the sampling and sale of alcohol from your designated booth space only.

**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

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As of March 23, 2022 per the Pennsylvania Liquor Control Board, **CONSUMABLE CBD CANNOT BE SOLD, SAMPLED OR CONSUMED ON DLCC PREMISES**

AS THIS VIOLATES THE DLCC LIQUOR LICENSE AND IS UNLAWFUL IN PENNSYLVANIA.

Examples include gummies, edibles, non-alcoholic beverages and tinctures.

For additional information, please contact the Levy Catering Sales Department

Caroline Mays, Director of Catering Sales - cmays@levyrestaurants.com - 412.325.6162
Hannah Bortmas, Catering Sales Manager - hbortmas@levyrestaurants.com - 412.325.6121
Cailin Calub, Catering Sales Manager - cailin.calub@levyrestaurants.com - 412.325.6194
Danielle Williams, Catering Sales Coordinator—danielle.williams@levyrestaurants.com - 412.325.6173

REVISED January 22, 2023
Authorization Request Form & Payment for Delicensing

Please complete this form for consideration to receive authorization to sample and/or sell Alcohol 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: ___

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 for the $107.00 delicensing fee:

[ ] Credit Card Payment:
  Secure link via email
  Email: __________________________

[ ] Payment via Check:
  Made payable to Levy Convention Centers
  Mail to: 1000 Ft. Duquesne Blvd.
  Pittsburgh, PA 15222

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

CHECKLIST

- Completed DLCC Authorization Request & Method of Payment Form
- PLCB Limited Exposition Permit
- Certificate of Insurance - with correct language (see example page 5 & 6)
- Hand Sanitizer and Sanitizing Wipes for booth staff to clean and sanitize frequently touched surfaces and hands.
- Booth Signage - The provided signage will be posted visibly at my booth referencing alcohol cannot be opened on DLCC Property (page 7)
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
Your insurance MUST have the exact information as highlighted on the sample.

<table>
<thead>
<tr>
<th>CERTIFICATE OF INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRODUCER: NAME</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>COMPANIES AFFORDING COVERAGE</td>
</tr>
<tr>
<td>COMPANY LETTER</td>
</tr>
<tr>
<td>A Center with at least A Best rating &amp; VIII Financial Size</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>E</td>
</tr>
</tbody>
</table>

| INSURED: Third - Party Concessionaire Alcohol Service |
| COMPANY LETTER:             |
| B               |               |
| C               |               |
| D               |               |
| E               |               |

<table>
<thead>
<tr>
<th>COVERAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CO _ LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YYYY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
<td>12345</td>
<td></td>
<td></td>
<td>GENERAL AGGREGATE: $5,000,000, PRODUCTS-COM/POP AGG: $5,000,000, PERSONAL &amp; ADV. INJURY: $1,000,000, EACH OCCURRENCE: $1,000,000, FIRE DAMAGE (Any one fire): $50,000, MED-EXPENSE (Anyone, anyone): $5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Coverage limits must be no less than what is stated</td>
</tr>
<tr>
<td>A</td>
<td>AUTOMOBILE LIABILITY</td>
<td>12345</td>
<td></td>
<td></td>
<td>COMBINED SINGLE LIMIT: $100,000,000, BODILY INJURY (Per person): $50,000, BODILY INJURY (Per accident): $50,000, PROPERTY DAMAGE: $50,000</td>
</tr>
<tr>
<td>A</td>
<td>EXCESS LIABILITY</td>
<td>12345</td>
<td></td>
<td></td>
<td>EACH OCCURRENCE: $500,000, AGGREGATE: $500,000</td>
</tr>
<tr>
<td>A</td>
<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td>12345</td>
<td></td>
<td></td>
<td>STATUTORY LIMITS: $500,000, EACH ACCIDENT: $500,000, DISEASE POLICY LIMIT: $500,000, DISEASE EACH EMPLOYEE: $500,000</td>
</tr>
<tr>
<td>A</td>
<td>LIQUOR LIABILITY</td>
<td>12345</td>
<td></td>
<td></td>
<td>EACH COMMON CAUSE AGGREGATE: $5,000,000</td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS/Locations/Vehicles/Special Items

The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respect to the foregoing General Liability, Automobile and Liquor Liability coverages. Coverage shall be primary and non-contributory to other insurance available to Levy and shall include a waiver of the insured's right to recovery or subrogation against Levy. Each policy shall require that thirty (30) days prior to the cancellation or non-payment of the policy, written notice is provided to Levy.

Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy G.P. Corp., Levy Holdings G.P., Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group P.C., Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SHI 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 "Insured Parties").

CERTIFICATE HOLDER: Levy Restaurants

David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

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

CD.37 (6/14)
Description of Operations Must Include:

Additionally Insured “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”)

Your insurance MUST have the exact information as highlighted on the sample.

Certificate Holder:
Levy Restaurants

David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

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:
Each vendor/exhibitor is required to visibly post the below document at their booth. This document will be provided to you upon move-in.

**Alcohol purchased from this booth cannot be opened on DLCC property as this is a violation of the DLCC liquor license and prohibited by the PLCB.**

Thank you for your cooperation.