# Sampling & Selling Requirements

**Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center.**

Prior to booking booth space, exhibitors must request to sample/sell food & NA beverage and receive permission only upon written authorization from **Levy**. Once approved by Levy, exhibitors must complete the appropriate forms with certificate of insurance and returning the forms to the Levy Catering Department thirty (30) days prior to the start of the show.

***Food/Beverage prepared in a private home that is not a state-registered Limited Food Establishment may not be used or sold at the DLCC.***

## Sampling & Selling Requirements

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<thead>
<tr>
<th>Food</th>
<th>Non-Alcoholic Beverage</th>
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| - Samples are to be bite-sized & INDIVIDUALLY presented to guests via cup, plate or napkin  
- Items sold must be completely packaged/sealed with the intent for offsite consumption only | - Samples are limited to a 2 ounce portion  
- The sale of full size, individual beverages is **NOT** permitted - this is a violation of the DLCC beverage agreements. **Beverages can be sampled only.** |

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.

In addition to the above requirements, each booth must adhere to the following:*:

- Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. **Food/Beverage must be prepared in a state-registered Limited Food Establishment.**
- Each vendor is required to complete a certificate of insurance as outlined in the example on pages 4 & 5.
- **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. Any items given to a guest must be dispensed to the guest in a cup or on a plate/napkin. Examples include but not limited to: fudge, nuts, popcorn, baked goods and the like)
- **PER THE ALLEGHENY COUNTY HEALTH DEPARTMENT**  
  - Each vendor is required to apply for a temporary health permit **SEE PAGE 6** - [website link here](#)  
  - Both Hand Sanitizer and Sanitizing wipes MUST be at each booth for staff use to disinfect/sanitize high-touch areas that are frequently used  
  - Anyone assembling food or beverage onsite (not prepackaged before arrival to DLCC), must have a handwashing station per the ACHD guidance **SEE PAGE 6**

~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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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 - hborntmas@levyrestaurants.com - 412.325.6121
Callin Calub, Catering Sales Manager - callin.calub@levyrestaurants.com - 412.325.6194
Danielle Williams, Catering Sales Coordinator - danielle.williams@levyrestaurants.com - 412.325.6173

Revised August 1, 2022
Outside food vendors are considered any entity selling consumable food items within the DLCC. These vendors are 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%)

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. Complete and return this form to receive authorization to sample and sell product prior to booking your booth space.

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 (if applicable): _______________________________________________________________

Product you wish to sell (if applicable): ___________________________________________________________________

REMINDER: The sale of individual non-alcoholic beverages and consumable CBD is NOT permitted.

Anticipated Quantity: _____________________________________________________________________________________

Additional Comments: ____________________________________________________________________________________

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 & payment.
Payment for Selling & Checklist

Payment is required by any entity selling food items at the David L. Lawrence Convention Center. The sale of individual non-alcoholic beverages is NOT permitted.

In addition to completing the authorization form, food vendors are required to pay a flat fee based on the number of show days.

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+ 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:

   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 payment terms and conditions of this policy)
Your insurance MUST have the exact information as highlighted on the sample. REVIEW PAGE 5 for SPECIFIC LANGUAGE REQUIREMENTS.

## CERTIFICATE OF INSURANCE

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**COVERAGE**

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### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The entities and individuals listed are hereby collectively named as additional insureds with respect to the foregoing General Liability and Automobile Liability coverages:

- 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 P.C., 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 “Insured Parties”)

### 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.

**CERTIFICATE HOLDER**

**AUTHORIZED REPRESENTATIVE**
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”).”
For questions regarding **Food Permits & Requirements**, please contact the health department directly at 412-578-8044, as Levy & DLCC do not act on their behalf.

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**Food Safety Permits**

Temporary or Seasonal Food Stands Requirement Flow Chart

This chart shows the basic water supply and food permitting requirements for your temporary or seasonal food stand. For more information and to read the full requirements, please visit: [https://bit.ly/ACHD-Temp-Permits](https://bit.ly/ACHD-Temp-Permits).

- **Will there be heating or reheating of food at the event?**
  - **YES**: A Temporary or Seasonal Health Permit, Temporary Hand Washing Setup, and Temporary Three Bowl Ware-washing Setup are all required.
  - **NO**: A Temporary or Seasonal Health Permit and Temporary Hand Washing Setup are required. A Temporary Three Bowl Ware-washing Setup is required unless single-use utensils are used.

- **Will there be any portioning of food at the event?**
  - **YES**: A Temporary or Seasonal Health Permit and Temporary Hand Washing Setup are required.
  - **NO**: Will there be unpackaged food offered as samples to customers?
    - **YES**: A Temporary or Seasonal Health Permit and Temporary Hand Washing Setup are required.
    - **NO**: Does the food require temperature control for safety?
      - **YES**: A Temporary or Seasonal Health Permit is required.
      - **NO**: A Temporary or Seasonal Health Permit is **Not Required**.

An Annual Health Permit or registration with the PA Department of Agriculture as a Limited Food Establishment may be required to produce the food product.

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Questions? Call or email:

**Food Safety Program**

- 2121 Noblestown Road, Suite 210
- Pittsburgh, PA 15205
- phone: (412) 578-8044
- fax: (412) 578-8190
- email: foodsafety@alleghenycounty.us