

KENTUCKY INTERNATIONAL CONVENTION CENTER

SAMPLING AUTHORIZATION REQUEST

Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider at The Kentucky International Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy. 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 of the conditions outlined below.

General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. 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 Levy. 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 Levy and we will be happy to help you arrange these catering services.

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 to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions.
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Convention Centers, and The Kentucky International Convention Center as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- A charge of \$200.00 per day, per distribution location will be paid to Levy in full prior to show/event. This fee is non-negotiable and non-refundable
- Products must be purchased through Levy and served by a Levy Certified bartender.
- There is no purchase requirement with the tasting of samples.
- There is no cooperative advertising associated with the event.
- Wine and spirits manufacturers or their agents must be registered pursuant to the state of Kentucky regulations.
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Levy Convention Centers, and The Kentucky International Convention Center as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits for both a non-food show and a food show.
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - Note: Alcohol cannot be served prior to 10:00 am on Sundays, per City of Louisville ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a certified bartender from Levy in Compliance with Kentucky Liquor Laws. Guests must be 21 years of age to participate in the sampling with a picture I.D. Exhibitor is responsible for bartender fees.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Kentucky International Convention Center.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$200.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$100.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$100.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$275.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Levy at Kentucky International Convention Center unless coordinated in advance with a Catering Manager prior to the show dates.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Contact Name	Telephone	Email address
Address	City	Zip
Email		

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by: _____ Date: _____

The company requesting sampling acknowledges 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 firm agrees to indemnify and forever hold harmless Levy Restaurants and The Kentucky International Convention Center, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

EMAIL TO: Jennifer Aswegan
jaswegan@levyrestaurants.com

