



2023 SAMPLING AUTHORIZATION REQUEST FORM

Policy for Food and Beverage Distribution

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

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. For Food Shows the maximum of an 8oz Sample Size is permitted.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions. For Food Shows the sample size should not exceed 6oz.
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy and *The Wisconsin 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:

- Products must be legally procured, properly registered and tax paid.
- 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 Wisconsin regulations.
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy and *The Wisconsin 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.
 - 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 staff bartender from Levy in compliance with **Wisconsin Liquor Laws**. Bartender fees apply. Guests must be 21 years of age to participate in the sampling with a picture I.D.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Wisconsin Center District services.

5. Storage, Delivery, or Kitchen Use



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

- o \$275.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
 - o Designated Attendant required for booths that request storage - \$250.00 for four hours, \$75.00 for each additional hour. Attendant to deliver product when requested.
- 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 Ice delivery, one time drop, of approximately 80 pounds, \$95.00. Additional deliveries require labor fees.
- o \$300.00 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 Convention Centers.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Contact Name

Telephone

Address

City

State

Zip

Email Address

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 and The Wisconsin Center District from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

IMPORTANT: Certificate of Insurance and completed Sampling Authorization Form must be sent back to your levycatering@wcd.org 14 (14) business days prior to start of the show. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.