

SAVOR...Chicago

at McCormick Place

Catering • Concessions • Special Events

SAMPLING AUTHORIZATION REQUEST – NON FOOD SHOWS

Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Chicago, the exclusive food and beverage provider at McCormick Place Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

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. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

GENERAL INFORMATION FOR NON-FOOD INDUSTRY 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 SAVOR...Chicago. 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 SAVOR...Chicago 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 SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority 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 \$500.00 per day, per distribution location will be paid to SAVOR...Chicago in full prior to show/event. This fee is non-negotiable and non-refundable
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority 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:
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago 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 staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.

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4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

5. Storage, Delivery, or Kitchen Use

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

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o Additional charge for Rental of Equipment and Kitchen space, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago 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

Name	Booth # and Hall
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Contact Information

Name	Telephone	Email address
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Address	City	Zip
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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 SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center 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).

SEND TO:

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312.791.7280 fax

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