

SAMPLING & SELLING POLICY

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center, including restaurant services and the sale of alcoholic and non-alcoholic beverages.

For consideration to receive authorization to sample and/or sell product at the David L. Lawrence Convention Center, please complete and return the appropriate forms to the Levy Catering Department thirty (30) days prior to the start of the show.

This policy is strictly enforced and any exhibitor who does not comply will be asked to remove items from the facility.

Sampling of Food and Non-Alcoholic Beverages

Sponsoring organizations and/or their exhibitors may distribute packaged sample food and/or beverage only upon written authorization from Levy using the attached Authorization Request Form.

Food samples are required to be bite-sized
Non-alcoholic beverages are limited to a 2-ounce sample portion.

Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

Any exhibitor giving away approved packaged, unpacked food or non-alcoholic beverage products will be fully responsible for any and all liabilities that may result from consumption of their products and must provide a Certificate of Insurance with specific language.

Please complete and return the Authorization Request Form (page 2), and the Certificate of Insurance Form (page 7) to request sampling privileges for food and non-alcoholic beverages.

Selling of Food and Non-Alcoholic Beverages

Outside food vendors are considered any entity selling food items that can be consumed within the DLCC. Upon approval from Levy, vendors will be 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%)

Please complete and return the Authorization Request Form (page 2), Method of Payment Form (page 3), and the Certificate of Insurance Form (page 7) for selling of food and non-alcoholic beverages.

For additional information, please contact your Catering Sales Manager

Betsy Johnson – bjohnson@pittsburghcc.com – 412.325.6194

Caroline Mays – cmays@pittsburghcc.com – 412.325.6162

Kayleigh Knerr – kknerr@pittsburghcc.com – 412.325.6121

AUTHORIZATION REQUEST FORM

FOOD & NON-ALCOHOLIC BEVERAGES

Please complete this form for consideration to receive authorization to sample and/or sell product 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: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Product you wish to sample (if applicable): _____

Product you wish to sell (if applicable): _____

Size portion to be dispensed: _____

Anticipated Quantity: _____

Additional Comments: _____

If you do not meet the conditions required to sample product, corkage fees will be quoted. Any such fees must be paid in advance of the show.

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 FOR SELLING FOOD & NON-ALCOHOLIC BEVERAGES

**Any entity selling food items at the David L. Lawrence Convention Center,
please complete the below payment form.**

Food vendors will be required to pay a flat fee based on the number of show days.

Please complete and return this form to receive authorization to sell product.

This policy is strictly enforced. Violations will result in product being removed from show floor.

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 or more 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 - Over the Phone
Phone Number: _____
- ☐ Credit Card Payment - Levy to email secure link to complete
authorization form online
E-mail Address: _____
- ☐ Payment via Check: made payable to Levy Convention Centers

Vendor Signature: _____ Date: _____

(Your signature identifies that you have read and understand the payment terms and conditions of this policy)

ALCOHOLIC BEVERAGE POLICY

Any exhibitor requesting product tastings of alcoholic beverages must receive permission from Levy.

For consideration, **please complete and return the appropriate forms to the Levy Catering Department thirty (30) days prior to the start of the show.** *This policy is strictly enforced and any exhibitor who does not comply will be asked to remove items from the facility.*

Tasting of Alcoholic Beverages

Product 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:

- 1) Exhibitors who qualify for a **Limited Winery Permit, Limited Distillery Permit, or Limited Brewery Permit** from the State of Pennsylvania must abide by the below requirements:
 - The exhibitor is required to provide a copy of the **PLCB Limited Exposition Permit** thirty (30) days prior to the scheduled show dates – See sample permit on page 8.
 - The exhibitor must submit the **Certificate of Insurance** with \$1,000,000.00 in liability insurance thirty (30) days prior to the scheduled show date – See sample certificate on page 7.

Naming "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")" as additionally insured under the Description of Operations at least thirty (30) days prior to scheduled show dates.

Listing the Certificate Holder Address as:

David L. Lawrence Convention Center
1000 Fort Duquesne Boulevard, Pittsburgh, Pennsylvania 15222.

- The exhibitor must complete the **Authorization Request & Credit Card Form (page 6)**. This is a request to exhibit and sample alcoholic beverages and must be approved.

The exhibitor must comply with the following sampling and selling guidelines:

Continue to page 5....

ALCOHOLIC BEVERAGE POLICY CONTINUED

Wineries	Distilleries	Breweries
<ul style="list-style-type: none"> • Sample size not to exceed one (1) ounce • Selling by the bottle or case lot only • No individual glasses to be sold • Product sold is <u>not</u> to be consumed on property 	<ul style="list-style-type: none"> • Sample size not to exceed half (0.5) ounce • Selling by the bottle or case lot only. • No individual beverages to be sold • Product sold is <u>not</u> to be consumed on property. 	<ul style="list-style-type: none"> • Sample size not to exceed two (2) ounces • Selling by the case lot only & not to exceed 192 ounces • No individual glasses, bottles or growlers to be sold • Product sold is <u>not</u> to be consumed on property.

2) 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 samples, and **not** permitted to sell products onsite.

A Levy bartender is required for tastings of spirits, beers, alcoholic ciders or wines.

Bartenders are \$150.00 per 3 hours, each additional hour is \$30.00.

Contact your Levy Catering Sales Manager to schedule a bartender for alcohol service.

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 at the David L. Lawrence Convention Center. All fees include PA sales tax of 7%

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

Please complete and return the Authorization Request & Payment Form (page 6), the Certificate of Insurance (page 7), and the PLCB Limited Exposition Form (page 8) thirty (30) days prior to the start of the show.

For additional information, please contact your Catering Sales Manager

Betsy Johnson – bjohnson@pittsburghccc.com – 412.325.6194

Caroline Mays – cmays@pittsburghccc.com – 412.325.6162

Kayleigh Knerr – kknerr@pittsburghccc.com – 412.325.6121

AUTHORIZATION REQUEST FORM & PAYMENT FOR DELICENSING ALCOHOLIC BEVERAGES

Please complete this form for consideration to receive authorization to sample and/or sell product 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: _____ Fax Number: _____

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:

☐

Credit Card Payment - Over the Phone

Phone Number: _____

☐

Credit Card Payment - Levy to email secure link to complete authorization form online

E-mail Address: _____

☐

Payment via Check: made payable to Levy Convention Centers

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

SAMPLE - CERTIFICATE OF INSURANCE

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC #
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INSURED NAME: ADDRESS: CITY/STATE/ZIP:	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE 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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability					Liquor Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 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").

CERTIFICATE HOLDER David L. Lawrence Convention Center <<Insert specific location>> 1000 Fort Duquesne Boulevard Pittsburgh, PA 15222	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Additionally Insured Must Include:

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").

SAMPLE - PLCB LIMITED EXPOSITION PERMIT



Month, Date, Year

Company Name
Address
Address

RE:
License No.
File/Job No.
Licensing Information Center

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,

A handwritten signature in cursive script that reads 'Tim Holden'.

Tim Holden
Chairman

A handwritten signature in cursive script that reads 'Michael Negra'.

Michael Negra
Member

A handwritten signature in cursive script that reads 'Michael Newsome'.

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