

## LEVY RESTAURANTS / LACC AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution



Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Los Angeles Convention Center (LACC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the Convention Center. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

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

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

### **General Conditions - Food Industry Related Shows**

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
  - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender. Handling fees may apply, please contact your Catering Sales Manager.
  - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Los Angeles Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all applicable booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or LACC services and fees.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES** Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the LACC and                      **Show Management** is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than                     .
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants. If these services are required the following charges will assessed:

1. \$200.00 per day minimum for dry or refrigerated storage
2. \$200.00 for a small visi cooler
3. \$400.00 for a large double visi cooler
4. \$35.00 per drop off and per pick-up for steward
5. \$10.00 per 5 pound bag of ice

*\*Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and AEG/Los Angeles Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.**

**Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_.**

***Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.***

\_\_\_\_\_  
**Date**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Ext \_\_\_\_\_

Email \_\_\_\_\_ Onsite Contact \_\_\_\_\_ Cell \_\_\_\_\_

**Please include: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing**

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN BOTH PAGES OF FORM AND CERTIFICATE OF INSURANCE TO LEVY RESTAURANTS SEND TO YOUR SALES MANAGER LISTED BELOW BY \_\_\_\_\_, 2016 TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact Levy Restaurants:

*Levy Restaurants*

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