

Food & Beverage Sampling Guidelines & Written Authorization Form



Individual Booths Form

Levy Restaurants has exclusive food and beverage distribution rights within the Puerto Rico Convention Center (PRCC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the 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/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

- A. The serving of **ALL beverages/food/snack/novelty products** when the product is the brand name of the exhibitor or distributed by the exhibitor are **permitted only with written authorization by completing the Sampling Food & Beverage Form on the next page**; otherwise for the purpose of drawing attention to your booth, you must purchase through the Puerto Rico Convention Center.
 - B. **ALL** exhibitors and their staff **must** have SERVSAFE Certification. Exhibitors that do not meet these requirements may not distribute food items.
 - C. The serving of generic products by an exhibitor for the purpose of drawing attention/attract attendees to their booth is permitted only when the products are purchased from Puerto Rico Convention Center (popcorn, popcorn machine, cookies, appetizers, alcoholic & non-alcoholic beverages).
 - D. **TRAFFIC PROMOTERS**
 - "Traffic Promoters" (i.e. coffee, bottled water, sodas, yogurt, cookies, etc.) that are of a type that competes with products provided by Puerto Rico Convention Center, the sampling company/organization must contact Puerto Rico Convention Center Catering to arrange an appropriate **buy-out fee**. Please contact the Catering Sales Representative for more information.
 - E. **FOOD ITEMS – Limited to "bite size" 2 oz. or less**
 - Let the Event Manager know the sampling items(s), portion size and equipment being used to cook/warm products.
 - Distribution of individual pieces of hard candy or chocolate mints from **any source is allowed ("bite size" 2 oz.)**.
 - F. **BEVERAGES – Limited to maximum 2 oz. containers**
 - Not permitted to handout full unopened containers of water, soda cans or energy drink cans, etc.
 - All alcoholic beverages **MUST** be purchased through and served by Puerto Rico Convention Center. A PRCC bartender is required for tasting of spirits, beers, alcoholic ciders or wines. Bartender will be charged accordingly.
- *Exclusion: For event types such as gastronomic, wine and spirit festivals, separate guidelines apply.
- If you are the manufacturer or distributor of the beverage, alcoholic beverage sampling may be permitted.
 - o Products used are legally procured, properly registered and tax paid.
 - o There is no purchase requirement with the tasting.
 - o There is no cooperative advertising associated with the event.
 - o Wine and spirits manufacturers or their agents must be registered pursuant to PRCC Regulations.

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- No more than one standard size alcoholic beverage of each product shall be provided to each tasting participant.
 - Alcoholic beverages will only be served to persons 18 years of age or older
 - Each booth must provide a visible sign, stating: Guests must be 18 years of age to participate in sampling of alcoholic beverages and a picture I.D. is required.
- G.** All workers **must** wash their hands before handling food, single service items, or utensils. Hand sanitizer, utensils or gloves must be used when handling food. Avoid bare hand contact or ready-to-eat foods; apply hand sanitizer or use a suitable utensil.
- No food, food containers, utensils, napkins, straws or single service materials may be sorted directly on the floor. Personal items such as purses, coats, etc. must not be located in the food service area of the booth.
- H.** Potentially hazardous foods must be maintained at below 41 °F or above 140 °F at all times including storage, transportation, and service. Proper equipment to maintain food temperatures must be provided. This includes mechanical refrigeration and/or hot holding units on-site. Foods that do not meet these requirements may not be served.
- I. FOOD STORAGE, DELIVERY & PRODUCTION SERVICES**
- If an organization requires food preparation, heating, cold or dry storage, or other kitchen services, arrangements must be made no later than 3 weeks in advance of the start of the event. Only PRCC staff may perform all preparations/cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your Catering Sales Representative for more information.
 - For non-beverage and food vendors, refrigerated, freezer and dry storage is available for \$150.00, per day.
 - Any special instructions for the handling of refrigerated product must be provided with the order.
 - Delivery of any type of food and beverage product to the facility must be coordinated with your Catering/Sales Representative. PRCC will not assume responsibility for incorrectly delivered product, damaged product at delivery or the quality of product.
 - **Ice** can be provided for booths at \$20.00 each, 25 lbs., plus the usage of runners at \$37.00 per hour, minimum 4 hours. Quantity of ice runners will depend on number of booths. It can be paid by the producer of the event or the exhibitor. For an ice caddy, it will be \$75.00 of 120 lbs. The rates are in a per day basis.
 - Some events provide washing areas in their show; this is not provided by PRCC, please be aware that our restrooms are not to be used for such purposes. For Exhibit Hall water connections \$150.00 and drainage \$100.00.
- J. UNUSED FOOD OR BEVERAGE PRODUCT**
- Absolutely NO REFUNDS of buy-out fees will be given for food and/or beverage product not consumed during show/event.
- K. FOOD & BEVERAGE FOR STAFF**
- A company/organization **may not** bring any food or beverage for use in the lounge, staff office(s) or backstage areas. Food and beverage must be through PRCC by either vouchers or banquet service. Please contact your Catering/Sales Representative for more information.

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SAMPLE FOOD AND BEVERAGE AUTHORIZATION FORM

Client/Show Manager is responsible for distributing sample F&B authorization form to their exhibitors and ensuring guidelines are adhered to during event. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 14 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATIONS

General Conditions

1. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
 - a. Beverage limited to maximum 2 oz. container. All alcoholic beverages **MUST** be purchased through and served by Puerto Rico Convention Center.
 - b. Food items limited to "bite size" (2 oz. or less).
2. The Applicant name below acknowledges they have the sole responsibility for disposing of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and hold harmless AEG Facilities, Levy Restaurants, and Puerto Rico Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from disposition of such items.

| | | |
|---|----------------------------|---------------|
| Name of Event _____ | Event Date (s) _____ | Booth # _____ |
| Company _____ | | |
| Name _____ | Telephone _____ | Fax _____ |
| Address _____ | | |
| City _____ | State _____ | Zip _____ |
| On-site Contact _____ | On-site Cell Num. _____ | |
| Product(s) you wish to dispense: _____ | | |
| Size of portion to be dispensed (2 oz. or less) _____ | Quantity Distributed _____ | |
| Proposed container for dispensing (2 oz.) _____ | | |

In signing below, I understand and agree to the terms & conditions above

Signature _____ Date _____

SERVICES RIQUERED: Please contact the Puerto Rico Convention Center Catering Manager regarding food & beverage items needed for your booth. Note: All sample items **MUST** receive prior approval and confirmation from the Puerto Rico Convention Center Food & Beverage Department. Exhibitors not in compliance will be asked to remove the item(s) from the facility **immediately**.

Approved _____ Date _____
Director of Operations
Levy Restaurants

Policies, rental rates and equipment rental charges noted here are subject to change without notice.