



## Food and Beverage Sampling Policy and Guidelines

The Catering Department at the Morial Convention Center New Orleans (MCCNO) retains the exclusive right to provide, control and maintain all food and beverage services within the MCCNO. No outside food and beverage may be distributed without prior approval, fees may apply. Concessions, water, ice, the sale of alcoholic or non-alcoholic beverages, and the distribution of snacks, treats or candies are included under this provision. Please note: samples cannot be self-serve, all items must be given out by a booth rep while wearing gloves, face mask and preferably behind a protective barrier. Should any of these provisions change NAMA will provide an update to all exhibitors.

- All approved food items brought into the building must comply with the Health Department and all applicable laws.
- Exhibitors and attendees should use the designated sampling areas when sampling F&B if there is not a sampling areas in an exhibitors booth to sit at.
- All approved food and beverage sampling exhibitors are required to have handwashing/ sanitation kits. Kits can either be brought in or purchased from Centerplate. {see page 2}
- Items dispensed are limited to products manufactured, processed or distributed or germane to the business of the exhibiting firm.
- If an organization requires food preparation, heating or other kitchen services, arrangements must be made no later than 4 weeks in advance of the start of the event. Only MCCNO Catering staff may perform all preparation/cooking within the facility's production areas. Charges for these services will be based on the requirements.
- If preparation will take place within the exhibiting firms leased booth space, a description of size /equipment / processing procedure must be submitted in advance for approval.
- Food and Beverage may not be sold within the MCCNO.
- Alcohol must be purchased and dispensed by the Catering Department at the MCCNO. No outside alcohol may be brought in the facility.
- A sampling fee is due if you are participating in this opportunity.
- A sampling fee is due if you are participating in this opportunity. Please select an opportunity below:
  - \$150 FEE: **UNLIMITED** sampling in your booth if your sample sizes are within these approved guidelines: 20 oz non-alcoholic closed beverage, 8 oz. non-alcoholic poured beverage, 6 oz. of packaged food.
  - If you have a need to distribute samples larger than the approved guidelines allowed please select an option below:
    - \$250 FEE: Will allow distribution of one item (SKU) of any size to be given out.
    - \$450 FEE: Will allow distribution of unlimited items (SKUs) of any size to be given out.
- (You will receive an invoice for these fees, if you have not already paid them with your exhibit space fee.)

*The sampling company/organization will be fully responsible for any and all liabilities that may result from consumption of their products, and shall waive any and all liability against MCCNO Catering, MCCNO and the City of New Orleans.*



## Food and Beverage Sampling / On-Site Preparation Approval Form

Centerplate and the New Orleans Convention Center (MCCNO) requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with the Health Department and fire safety codes.

Sampling Hours: \_\_\_\_\_ Sampling Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_ On-Site Contact Number: \_\_\_\_\_

Proprietary product to be prepared/sampled: \_\_\_\_\_ Qty: \_\_\_\_\_

**Demonstration:** An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the MCCNO exclusive Food Service Contractor, Centerplate.

***If checked indicating yes, a Centerplate Sales representative will be in contact.***

Are you distributing a sealed food or beverage (non-alcoholic) product? **Yes** **No**

*New Orleans Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.*

Will you be purchasing a hand washing and sanitation kit from Centerplate? **Yes** **No**

*If yes, a catering sales representative will be in contact.*

Will you be heating or cooking food? **Yes** **No**

*If yes, an MCCNO Fire Prevention coordinator will be in contact.*

Please list the heating or cooking equipment to be used: \_\_\_\_\_

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the MCCNO.

**Approval from both the MCCNO and Centerplate must be received prior to finalizing your plans.**

Once completed, please save your form onto your personal drive using this format:

**<Company Name> F&B Form NAMA 2021**, then upload the saved form into our secure DropBox by

[CLICKING HERE](#)

**Please ensure BOTH pages of this document are uploaded.**

**DO NOT include any credit card or personal information with this form.  
An invoice will be sent to you for any balance due.**