

POLICY FOR FOOD AND BEVERAGE DISTRIBUTION ON SHOW FLOORS

Please complete this form to receive authorization to distribute food or beverages not purchased through OVG Hospitality, 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 OVG Hospitality. 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 OVG Hospitality and we will be happy to help you arrange these catering services.

GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to products **Manufactured, Processed or Distributed by Exhibiting Companies, Approved Exhibitors, Sponsors, Manufacturers or Distributors**. 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 OVG Hospitality.
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 8 oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to "bite size," not to exceed 6 oz. portions.
 - Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured located at 2301 S Lakeshore Dr., Chicago IL 60616, and are responsible for State and Local Health Code.
3. If your company **Manufactures, Processes or Distributes** Alcoholic Beverages and these products are related to the purpose of the show, then you are able to serve **SAMPLE SIZES** and they must be dispensed and distributed in accordance to Local and State Health Codes:
 - Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured located at 2301 S Lakeshore Dr., Chicago IL and are responsible for State and Local laws pertaining to the distribution of alcohol.

- Retail liquor tastings and product samplings, for which there is no charge to the consumer, may be provided in the following amounts:
 - Beer 2 oz.
 - Wine / Wine Coolers / Spirit Coolers 1 oz.
 - Liquor / Liqueurs / Distilled Spirits 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 and overseen by a OVG Hospitality staff bartender in compliance with Illinois Liquor Laws. Bartenders are available at \$375 per 4 hour shift and \$80 per each additional hour.
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 following charges may be assessed:
- \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
 - \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids.
 - \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
 - Additional charge for Rental of Equipment and Kitchen space, subject to availability.
 - \$250.00 per Hour for Kitchen Space, 4 hour minimum rental. Kitchen Space is reserved on a first come, first serve basis.
 - Additional charge for Rental of Equipment, subject to availability.

COMPANY SAMPLING PERMISSION INFORMATION

Show Name: _____

Show Sampling Dates: _____

Company Name, Booth Number & Hall Name: _____

Contact Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Item & Reason For Distribution

Please include quantity, portion size and method of dispensing items.

OVG Hospitality Approved Signature: _____ Date: _____

The Company Requesting Sampling acknowledges that 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 first agrees to indemnify and forever hold harmless OVG Hospitality and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expense resulting directly or indirectly from the use, serving or other disposition of such items (including alcoholic beverages).

SEND TO:

CATERING OFFICE - OVG Hospitality at McCormick Place
infoovg@mccormickplace.com

2301 South Lake Shore Drive | Chicago, IL 60616
Telephone: (312) 791-7250 | Fax: (312) 791-7280

GROCERY ITEMS FOR EXHIBITING COMPANIES AT FOOD SHOWS

Approved clients will be authorized to bring in their own grocery items for recipe showcases, food sampling and displays for Food Shows at McCormick Place during the trade show run.

Clients will be limited to only bringing in items needed for the recipes for sampling of product they produce, manufacture, or distribute.

- The exhibiting company is required to complete an authorization form to submit to OVG Hospitality for approval.
- The grocery list with quantities is required to be submitted with the authorization form.
- Approvals will be filed and checked on during the show by an OVG Hospitality Catering Representative.

All outside grocery lists will incur a one-time fee in the amount of \$200.00. Upon approval, the exhibiting company will be provided with paperwork and a credit card authorization.

All Local health codes and City, State and Federal laws must be adhered to by the client.

OVG HOSPITALITY will not be responsible for receiving, handling or storing the product. The exhibiting company is responsible for delivering the grocery items directly to their booth and storage of all items. Please adhere to all Show Floor guidelines per the Facility and the General Service Contractor. If product is delivered to OVG Hospitality, all processing, receiving, handling, storage and booth delivery fees will be applied to the account, at the client's expense.

OVG HOSPITALITY LABOR

Culinary staff can be hired to assist with the preparation or showcase of the item(s). Banquet Staff and Bartenders can be hired to assist with the presentation or service of the item(s) if the client requests a server to service their booth or event, or if alcohol is being served.

- \$375 for up to a four hour shift
- \$80 for each additional hour

OVG HOSPITALITY Stewarding staff can be hired to wash dishes.

- Pricing will be based on the volume and frequency of the items to be washed.

ALCOHOL

No alcohol may be brought into the facility. Alcoholic beverages and services are regulated by the Liquor Control Board. OVG Hospitality, as licensee, is responsible for the administration of these regulations. Should your recipe include alcohol, the product must be purchased through OVG Hospitality.

GROCERY ITEMS FOR EXHIBITING COMPANIES AT FOOD SHOWS

SHOW:											
DATE(S):											
HALL: A B C D E F								BOOTH #			
EXHIBITING COMPANY:											
EXHIBITING COMPANY CONTACT:											
CELL PHONE:											
EMAIL ADDRESS:											

[illegible]

OVG Hospitality Approved Signature: _____ **Date:** _____