

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 NON-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:
 - Food items are limited to “bite size,” not to exceed 2 oz. portions.
 - Non-Alcoholic Beverages can be a maximum of 4 oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - A charge of \$500 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.
 - 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:
 - A charge of \$500 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.

- 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.
 - Sample portions must be under the following limits:
 - 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 for up to four hours of service 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. Vendors are responsible for the shipping, storage and delivery of their product through the General Contractor unless OVG Hospitality assistance is required for product preparation or special handling.
6. Storage, Delivery, or Kitchen Use for OVG Hospitality handled product **ONLY**
 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, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of OVG Hospitality unless coordinated in advance with a Catering Sales Manager prior to the show dates.

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