

SAMPLING

Centerplate has exclusive rights within the Baltimore Convention Center to provide, control and retain all food and beverages services throughout the facilities for events including concessions, the sale of alcohol, as well as non-alcoholic beverages, and to provide, control and retain any revenues therefore. The exclusive rights may be waived in the case of trade-exhibit show or convention that are of a food and/or beverage nature and are not open to the general public.

Therefore, it is our policy that any Trade Show Exhibitor who is providing any food or beverage item be required to notify Centerplate, in writing, as to the nature of the proposed product sample. Vendors may only sample food or dispense beverages that they normally produce in the ordinary course of their business in the contracted areas only. (Note: see separate policies and guidelines for sampling.)

In order to avoid any misunderstanding, exact descriptions of sample and portion size must be submitted to the Centerplate Catering Sales Office, a minimum of 14 days prior to the function. Proper proof of insurance and signed Release & Indemnity Agreement that releases Centerplate and the Baltimore Convention Center from any liability related to the food and/or beverage must be provided by the customer, prior to arrival at the center.

Following the sampling guidelines that have been provided, exhibitors are allowed to bring in samples of products related to their primary business and distribute them for sampling (excluding alcoholic beverages – see guidelines). Again, Centerplate and the Baltimore Convention Center do not assume any liability that may result from such consumption of these food and beverage products.

The New Hope Natural Media is responsible for regulating sample F&B guidelines to their exhibitors.

SHIPPING & STORAGE (see attached for additional information)

Exhibitors must make arrangements with Centerplate a minimum of 30 days prior to the event date to ensure space availability

- **Shipping Dates:** FOOD PREP PRODUCT ONLY - Product must be shipped to Centerplate by Monday, September 16, 2013. Product can not be shipped to Centerplate before Wednesday, September 11, 2013
- **Shipping Hours:** 6:00am – 2:00pm Monday – Friday
- **Storage:** Centerplate will not receive any product for show sampling unless Centerplate will prep the food product. Please contact show management for product storage information. Centerplate will not assume responsibility for any product or items left in storage after the event date.

DON'T FORGET

If you are sampling in your booth or on the show floor, you are responsible for providing:

- Electricity
- All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- Please call for rental equipment or to purchase supplies (see attached sheet below)

FEES

- Staffing (all staffing needs, excluding Chefs, must be provided by Centerplate)
 - TIPS certified Bartenders: fee of \$265.00[≠] per bartender will apply for the first six (6) hours of service. A \$45.00 per hour per bartender overtime charge will apply for each hour thereafter.
 - Banquet Staff: fee of \$150.00[≠] per server/attendant will apply for the first four (4) hours of service. A \$45.00 per hour per server/attendant overtime charge will apply for each hour thereafter.
- Labor fees and equipment rentals are subject to a 6% Maryland sales tax
- Orders made within seventy two (72) business hours of the event or on-site orders are subject to a 10% surcharge
- All orders are subject to 22% Service Charge and 6% Sales Tax (unless otherwise noted).

PAYMENT POLICY

Any unique or specialty orders can be accommodated, provided all arrangements and contracts are finalized four (4) weeks prior to the event date. All advance food and beverage orders must be accompanied by full payment either by credit card or company check.

PAYMENT MUST BE MADE IN FULL TO GUARANTEE SERVICES.

CANCELLATION

Cancellations made within seventy two (72) business hours of the event will be assessed a charge of up to one hundred (100%) of the total order value, including fees and taxes. Cancellation of alcoholic beverages is subject to the distributors return policy.

CONTACT

We look forward to assisting you. Please contact your Centerplate Sales Coordinator, Angela Kelly, at 410.649.7072 with any questions or concerns you may have.

SAMPLING FORM



FOOD/NON-ALCOHOLIC BEVERAGES

PLEASE SEND THIS FORM WITH INSURANCE CERTIFICATE

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Baltimore Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by Centerplate, 14 days prior to the function.

GUIDELINES:

- A. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm and must be directly related to the purpose of the show.
- B. SAMPLING SIZES:
 - 1. **Non-Alcoholic Beverage** limited to maximum of 8 oz.
 - 2. **Food Items** limited to 4 oz, unless it is being given out in its original package (example: *if your product is deli turkey meat, you may give out a full size sampling in its original package, but you will not be permitted to give out a full size sandwich*)
- B. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly from said sampling. No cash sales are permitted by any exhibitors or conference.
- C. Standard fee for storage, handling, delivery, etc. will be charged where applicable.
- D. Food and/or beverage items, not manufactured by exhibitor, being used as traffic promoter (i.e. coffee, popcorn, sodas, ice cream, candy etc.) **MUST BE PURCHASED FROM CENTERPLATE AT THE BALTIMORE CONVENTION CENTER.**
- E. A Certificate of Liability Insurance, naming Centerplate and Baltimore Convention Center must be issued a minimum of seven (7) days prior to the sampling. Exhibitor shall obtain and maintain insurance for the period in which it shall provide samples in the amounts set forth in this section and shall provide to Centerplate a certificate of the following:
 - Comprehensive General Liability: Not less than \$1,000,000
 - Workers' Compensation: As required by law.
 - Excess Liability: \$5,000,000.
- F. Fees determined by Centerplate are applicable to all sampling distribution, selling and giving away of all items at the Baltimore Convention Center.

Name of the Event: _____ Date of Event: _____

Company Name: _____

Address: _____ City: _____ State _____ Zip _____

Tel: _____ E-mail Address: _____

Booth No: _____ Portion Size: _____

Contact _____ Title _____ Date _____

On-site Contact Information: _____

Product(s) you wish to dispense (including descriptor): _____

I have read the Centerplate Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of show.

Signature _____

Centerplate General Manager Approval to Sample _____

Please contact 410.649.7072 to discuss your questions or needs.

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to angela.kelly@centerplate.com

PLEASE SEND THIS FORM WITH INSURANCE CERTIFICATE

SAMPLING FORM



ALCOHOLIC BEVERAGES

PLEASE SEND THIS FORM WITH INSURANCE CERTIFICATE

AUTHORIZATION REQUEST SAMPLE ALCOHOLIC BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Baltimore Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by Centerplate, 14 days prior to the function.

GENERAL CONDITION:

Please note that Maryland Alcoholic Beverage Commission regulates alcoholic beverages and services. Centerplate, as licensee, is responsible for the administration of these regulations.

- No alcoholic beverages may be brought onto the premises from an outside source.
- All alcoholic beverages being sampled must be ordered through Centerplate*.
- No person under the age of 21 will be served alcoholic beverages. Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: *"Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required"*
- All alcoholic beverages must be dispensed by Centerplate bartender(s)
- We reserve the right to refuse alcoholic beverage service to anyone who appears to be intoxicated or underage.
- No alcoholic beverage may be removed from the premises.

*All alcohol that will be sampled must be purchased by Centerplate and then resold to the exhibiting firm who is licensed to sample their product, even if you are the manufacturer or distributor of the product. The following policy applies:

- Liquor: \$5.00[±] per bottle + distributor's invoice charge
- Wine: \$2.00[±] per (760 ml) bottle + distributor's invoice charge
- Beer: \$1.50[±] per (12 oz) bottle + distributor's invoice charge

These charges cover the ordering, storage, cooling (if applicable) and one initial delivery to the booth (a re-stocking fee of \$45.00 per delivery will be accessed thereafter).

- Any company/distributor that samples alcoholic beverages is required to use a TIPS certified Centerplate bartender to be in the booth for the hours product is being dispensed.
A \$265.00[±] bartender fee will apply for the first six (6) hours of service. A \$45.00 per hour per bartender overtime charge will apply for each hour thereafter.

GUIDELINES:

- ALL ITEMS LIMITED TO MANUFACTURER OF PRODUCT ONLY
 - **Alcoholic Beverages**
 - **Beer:** 4 oz
 - **Wine:** 2 oz
 - **Liquor:** ½ oz.
- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm and must be directly related to the purpose of the show.
- The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly from said sampling. No cash sales are permitted by any exhibitors or conference.
- Standard fee for storage, handling, delivery, etc. will be charged where applicable.

- ☛ Food and/or beverage items, not manufactured by exhibitor, **MUST BE PURCHASED FROM CENTERPLATE AT THE BALTIMORE CONVENTION CENTER.**
- ☛ A Certificate of Liability Insurance, naming Centerplate and Baltimore Convention Center must be issued a minimum of seven (7) days prior to the sampling. Exhibitor shall obtain and maintain insurance for the period in which it shall provide samples in the amounts set forth in this section and shall provide to Centerplate a certificate of the following:
 - Liquor Liability: Not less than \$2,000,000 per person
 - Comprehensive General Liability: Not less than \$1,000,000
 - Workers' Compensation: As required by law.
 - Excess Liability: \$5,000,000.
- ☛ Fees determined by Centerplate are applicable to all sampling distribution, selling and giving away of all items at the Baltimore Convention Center.

Name of the Event: _____ Date of Event: _____

Company Name: _____

Address: _____ City: _____ State _____ Zip _____

Tel: _____ E-mail Address: _____

Booth No: _____ Portion Size: _____

Contact _____ Title _____ Date _____

On-site Contact Information: _____

Product(s) you wish to dispense (including descriptor): _____

I have read the Centerplate Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of conference.

Signature _____

Centerplate General Manager Approval to Sample _____

Please contact 410.649.7072 to discuss your questions or needs.

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to angela.kelly@centerplate.com

¹²All prices above are subject to 6% Maryland State Tax & 9% Maryland State Alcohol Tax

+A 22% service fee and 6% state tax will be applied to all food & beverage orders.

PLEASE SEND THIS FORM WITH INSURANCE CERTIFICATE

Baltimore Convention Center

ALCOHOL Sampling Order Form



All alcoholic beverages must be purchased and delivered to your booth by

Centerplate

*Fees will be assessed per bottle, plus the invoice price from the distributor

Name of the Event _____ Date of Event _____

Company Name _____

Address _____ City: _____ State _____ Zip _____

Tel: _____ E-mail Address: _____

Booth No: _____ Contact _____

Order Item	Quantity	Corkage*	Delivery Date	Delivery Times: drop-off, beginning & end		
Beer:		\$1.00 per bottle				
Beer:		\$1.00 per bottle				
Beer:		\$1.00 per bottle				
Beer:		\$1.00 per bottle				
Wine:		\$2.00 per bottle				
Wine:		\$2.00 per bottle				
Wine:		\$2.00 per bottle				
Wine:		\$2.00 per bottle				
Liquor:		\$5.00 per bottle				
Liquor:		\$5.00 per bottle				
Liquor:		\$5.00 per bottle				
Liquor:		\$5.00 per bottle				
Misc:						
Misc:						
Misc:						

BOOTH ORDERS MUST BE RECEIVED FOUR WEEKS PRIOR TO EVENT DATE*

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to janean.blount@centerplate.com
(please call to confirm receipt).

*All prices above are subject to 6% Maryland State Tax

Natural Products Expo East

FOOD PREP INSTRUCTIONS

1. What is the recipe for your product?
2. What are the cooking instructions to prepare your product?
3. What ingredients are you providing for your product(s). Will Centerplate need to provide any additional ingredients for your product?
4. How much does 1 recipe make?
5. Do you need to rent any equipment from Centerplate for your product or will you provide the pans for your product to go in?
6. What is your booth number?
7. What are the times and dates for your product to be delivered to your booth?
8. How much of your product do you want delivered to your booth at each scheduled time?
9. Conference Name?
10. Company Name, Address, City, State, Zip, Fax, Phone & Cell numbers
11. Who will be all of the onsite contacts that will be authorized to order additional onsite food & beverage?

ADDITIONAL SHIPPING/STORAGE INFORMATION

- ➊ Product must be shipped to Centerplate by Monday, September 9, 2013 between 6am-2pm. Product can not be shipped to Centerplate before Tuesday, September 3, 2013.
- ➋ Product can be shipped to:
 - Centerplate Receiving c/o Baltimore Convention Center
 - Loading Dock #15 or 16
 - 1 W. Pratt Street
 - Baltimore, MD 21201
- ➌ Product must have your company name on the package if it is being shipped by another vendor
- ➍ A delivery fee of \$45.00 is applicable for all deliveries
- ➎ There will be a redelivery fee of \$45.00 for all deliveries not needed at the time of scheduled deliveries
- ➏ A kitchen labor fee of \$175.00 is applicable for every food prep
- ➐ It will take Centerplate approximately 60 minutes to refresh additional onsite services
- ➑ The Exhibitor must provide a table for catering services
- ➒ If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410-649-7321
- ➓ There will be a clean-up facility onsite (TBD) so the exhibitor can clean your dishes
- ➔ There will be a Centerplate exhibitor desk set-up (TBD) onsite for any additional catering services that may come up onsite

Please call Janean Blount at 410.649.7075 with any inquiries or questions.

Baltimore Convention Center

SAMPLING SUPPLIES Order Form



Our experienced Sales Department will gladly assist you with

special requests.

Please call Janean Blount at 410.649.7075 with any inquiries.

Name of the Event _____ Date of Event _____

Company Name _____

Address _____ City: _____ State _____ Zip _____

Tel: _____ E-mail Address: _____

Booth No: _____ Contact _____

Order Item	Quantity	Charge	Delivery Date	Delivery Times*: drop-off, beginning & end		
20 lbs Ice, 1 Bag		\$ 40.00 [⌘]				
Vinyl Disposable Gloves, Box		\$ 15.00 [⌘]				
2 oz Soufflé Cups (250 per sleeve)		\$ 15.00 [⌘]				
8 oz Plastic Cold Cup (100 per Sleeve)		\$ 15.00 [⌘]				
Biodegradable Spoons (50 per pack)		\$ 15.00 [⌘]				
Biodegradable Forks (50 per pack)		\$ 15.00 [⌘]				
Plain White Cocktail Napkins (250 per pack)		\$ 15.00 [⌘]				
6" Biodegradable Plates (125 per sleeve)		\$ 25.00 [⌘]				
10.5" Disposable Tray (each)		\$ 15.00 [⌘]				
Frill Picks (1000 count box)		\$ 10.00 [⌘]				
Disposable Serving Utensil: Spoon OR Fork		\$ 10.00 [⌘]				
Miscellaneous						
Miscellaneous						

BOOTH ORDERS MUST BE RECEIVED FOUR WEEKS PRIOR TO EVENT DATE

*A \$45.00 per delivery fee will be assessed supply drop-off

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to janean.blount@centerplate.com
(please call to confirm receipt).

[⌘]All prices above are subject to 6% Maryland State Tax

Natural Products Expo East



Baltimore Convention Center Credit Card Information

CREDIT CARD CHARGE AUTHORIZATION

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

Company Name: _____

On-site Contact: _____

Company Address
City, State & Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Name Of Show /
Convention: _____

Method of Payment
circle one: AMEX VISA MASTER CARD

Credit Card Number: _____ Expiration: _____

Security Code Number: _____

Authorized for additional on-sight services to be charged to card: YES _____ NO _____

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder's Name: _____
(please print)

Cardholder's Signature: _____
(required for purchase)