

## SAMPLING AUTHORIZATION REQUEST

Policy for Food and Beverage Distribution on Show Floors

**\*\*\*PLEASE NOTE BEFORE SUBMITTING: If an exhibitor plans to distribute samples from their booth, the exhibitor MUST provide a staff person to check vaccine status of attendee before providing samples to guests. Due to the Vaccine Mandate in Chicago, only fully vaccinated attendees can partake in food and beverage services. The hosting Exhibitor will be held liable for distributing to any unvaccinated guests and their sampling will be shut down if they are not complying with the mandate.\*\*\***

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Chicago, 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 SAVOR. 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 SAVOR...Chicago 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. 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 SAVOR...Chicago.

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 **8oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to "bite size", not to **exceed 6oz.** portions
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, 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 this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it 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 SAVOR...Chicago, 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 7 oz.
  - Wine / wine coolers / spirit coolers 2 oz.
  - Liquor / liqueurs 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 SAVOR...Chicago staff bartender in compliance with Illinois Liquor Laws. Bartenders are available at \$275 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.

**COMPANY REQUESTING SAMPLING PERMISSION INFORMATION**

**PLEASE SIGN HERE TO CONFIRM THAT THE HOSTING EXHIBITOR WILL PROVIDE A STAFF PERSON TO CHECK VACCINE STATUS OF ATTENDEE BEFORE DISTRIBUTING SAMPLES. The Exhibitor is held liable for any incidences that occur from not checking vaccine status. If the exhibitor is not complying with this will no longer be permitted to sample for the duration of the show: \_\_\_\_\_**

Show Name

\_\_\_\_\_

Date of Show Sampling Dates

\_\_\_\_\_

Company Name and Booth Number and Hall Name

Name	Booth # and Hall	
Contact Information		
Name	Telephone	Email address
Address	City	Zip
Email		

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAVOR...Chicago approval signature

Date

The Company Requesting Sampling acknowledges 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 firm agrees to indemnify and forever hold harmless SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO: CATERING OFFICE - SAVOR...Chicago at McCormick Place – [info@savorchicagomcpl.com](mailto:info@savorchicagomcpl.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 bring 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 SAVOR 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 a SAVOR...Chicago 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.

SAVOR...Chicago 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 SAVOR...Chicago all processing, receiving, handling, storage and booth delivery fees will be applied to the account, at the client's cost.

### **SAVOR...CHICAGO 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 client request a server to service their booth or event or if alcohol is being served.

- \$275 for up to a four hour shift
- \$80 for each additional hour

SAVOR...Chicago Stewarding staff can be hired to wash dishes

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

### **SAVOR...CHICAGO EQUIPMENT RENTAL**

Your SAVOR...Chicago Catering Representative can coordinate with the exhibiting company to determine the needs and associated rental fee(s).

### **ALCOHOL**

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

