



SAMPLING AUTHORIZATION REQUEST

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. 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 **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 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.
- If you meet the sampling criteria, you are not required to use OVG Hospitality to serve your product samples or to handle your product. If you do require assistance or additional services from OVG Hospitality please find additional services outlined in this document.

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 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 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 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, Processer 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.

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

COMPANY REQUESTING SAMPLING PERMISSION INFORMATION

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Name	Booth # and Hall
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Contact Information

Name	Telephone	Email address
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Address	City	Zip
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Email

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

OVG Hospitality 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 OVG Hospitality 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 - 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 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 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 a OVG HOSPITALITY Catering Representative

All outside grocery lists will incur a one-time fee in the amount of \$250.00.

- 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 cost.

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 client request 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

OVG HOSPITALITY EQUIPMENT RENTAL

Your OVG Hospitality 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. 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 LIST APPROVAL REQUEST

SHOW	DATE(S)
EXHIBITING COMPANY	HALL A B C D E F BOOTH #
EXHIBITING COMPANY CONTACT	CELL PHONE
EMAIL ADDRESS	
GROCERY ITEM	QUANTITY/SIZE

OVG Hospitality approval signature

Date
