

LEVY RESTAURANTS / LACC AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution



PLEASE READ IN ENTIRETY. FAILURE TO COMPLY COULD RESULT IN SUSPENSION OF SAMPLING

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Los Angeles Convention Center (LACC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the Convention Center. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies or their official representatives.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items. You may serve larger sizes by purchasing the buy-out for \$500 per day. See below. ****OTHER SERVING OPTIONS MAY BE AVAILABLE WITH A \$500 WAIVER FEE – Contact Ashley Russo Ashley.arusso@Levyrestaurants.com**

Alcoholic beverage sampling is permitted **only** if you are the manufacturer, official representative or distributor of the beverage. Alcoholic beverages must be “sample” sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender. **MANDATORY BARTENDER FEE: \$175 per Bartender (for a standard 4 hour service - \$45 for each additional hour every hour thereafter)** Alcohol can be shipped directly to Levy Restaurants (SEE SHIPPING INFORMATION BELOW). Alcohol can also be shipped directly to your booth through Freeman at the exhibitor’s expense. Please obtain pricing and additional information directly through the GSC FREEMAN contact Rhonda Pratt Rhonda.Pratt@freemanco.com

Food items are limited to “bite size”, **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples. You can ship to Levy or to your booth by contacting Freeman ****FEES MAY APPLY.** If your items are for display purposes only, please place a sign stating for display. If your samples exceed 2oz and are for display purposes only, please place a sign indicating “For Display Only”

- b. All food/beverage items brought in are required by the Los Angeles Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water. A broker can submit the permit application of each booth. Only one permit per booth is required regardless of the different items or vendors within the booth. Also, Brokers with multiple exhibitors can submit one health permit for all booths. Brokers will need to submit a list of food/samples for each booth. They must include, booth number and company name with each corresponding list of samples.

3. Vendors are responsible for all applicable booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or LACC services and fees.
4. Certificate of Insurance is required. Each exhibiting firm must provide Levy Restaurants with a Certificate of Insurance (COI) showing evidence of commercial liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured. Send to Ashley.arusso@Levyrestaurants.com

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the LACC and IFSA **Show Management** is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than **2 WEEKS PRIOR TO THE EVENT. **TAKE AWAY ARE ITEMS THAT ARE ABOVE THE SAMPLING PORTION**
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that **do not fall within the Sampling parameters listed above** may incur a **Corkage Fee or (Buy-Out Fee)** by Levy Restaurants. An appropriate corkage fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges. The standard fee for this is \$1 per item distributed – but a \$500 per day corkage fee has been negotiated for this event. This shall be paid in advance – no refunds will be given if less product is distributed. For Brokers with multiple exhibitors **within one booth** they may submit one buy-out fee.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event. IFSA Staff will arrange a local nonprofit for pickup on the afternoon of tear down of the show.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants. If these services are required the following charges will assessed:

1. \$200.00 per day/per pallet storage fee
2. \$200.00 for a small visi cooler
3. \$400.00 for a large double visi cooler
4. \$75.00 per pallet delivery
5. \$25.00 per 20 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 21% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and AEG/Los Angeles Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

ALL DELIVERIES MUST BE SCHEDULED TWO WEEKS IN ADVANCE, WE WILL NOT ACCEPT ANY UNSCHEDULED DELIVERIES.

Shipping Addresses:

Attn: NAME OF EVENT / SALES MANAGER/ BOOTH#

Levy Restaurants - Loading Dock on Pico between Figueroa and LA Live Way

c/o Los Angeles Convention Center

1201 S. Figueroa Street

Los Angeles, CA 90015

On-site delivery contact: Angel Vizcarra/Phone: [213-765-4463](tel:213-765-4463)

avizcarra@Levyrestaurants.com

Freeman Advance Warehouse

Freeman

3454 E. Miraloma Ave

Anaheim, CA 92806

Rhonda.Pratt@freemanco.com



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Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

Information must be received no later than close of business (5:00 PM EST) **2 WEEKS PRIOR TO THE EVENT.**

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

_____ **Date** _____

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ kh _____ Cell _____

Please include: Item (Can be general in nature) / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

Date _____

PLEASE RETURN BOTH PAGES OF FORM AND CERTIFICATE OF INSURANCE TO LEVY RESTAURANTS SEND TO YOUR SALES MANAGER LISTED BELOW TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Levy Restaurants
1201 S. Figueroa St. | Los Angeles, CA 90015
tasteofla@levyrestaurants.com
Telephone 213-765-4480 | Fax: 213-765-4476