



SAMPLING AUTHORIZATION REQUEST – NON-FOOD SHOWS

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/ OVG 360, 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 the conditions outlined below.

General Information for Non-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/ OVG 360. 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/ OVG 360 and we will be happy to help you arrange these catering services.
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:
 - Exhibiting companies can dispense appropriately portioned packaged or wrapped foodservice samples (e.g. container, paper or plastic wrapped). The packaged or wrapped samples are handed directly to an attendee by an exhibitor representative or hired OVG attendant.
 - Food items are limited to “bite size”, not to **exceed 2oz.** portions.
 - Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality/ OVG 360, and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
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 SIZE product which must be dispensed and distributed in accordance to Local and State Health Codes:
 - A charge of \$500.00 per day, per distribution location will be paid to OVG Hospitality/ OVG 360 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/ OVG 360, and the Metropolitan Pier and Exposition Authority as additional insured 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 & overseen by a staff bartender from OVG Hospitality/ OVG 360 in compliance with Illinois Liquor Laws. Bartender fee is \$375.00 each for up to four hours of service and \$80.00 for 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 assistance is required for product preparation or special handling.
6. Storage, Delivery, or Kitchen Use for OVG 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.
- \$250.00 per Hour for Kitchen Space. 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

Items

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

Approved by:

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 - OVG Hospitality email: infoovg@mccormickplace.com

2301 South Lake Shore Drive Chicago, IL 60616

Telephone (312) 791-7250 Fax (312) 791-7280