Maryland Bridal & Wedding Expo

Baltimore Convention Center
One West Pratt Street
Baltimore, MD 21201

Important Sampling Reminders

All Forms and COI's are to be submitted to Levy Restaurants.
Levy Contact: Hailey Hall
Email: hhall@levyrestaurants.com

General Information:

- All forms and guidelines can be found in this sampling packet.
- Exhibitors are responsible for all electrical, plumbing drayage and all other event services. These are not included in your booth rental.
- All Food and Beverages are not permitted to be sold on site.

Certificate of Insurance(COI):

- All sampling exhibitors are required to submit a Certificate of Insurance(COI) to Levy Restaurants as part of their Sampling Authorization Request Form. Failing to do so will disqualify you from sampling.
- Certificates of Insurance require $1,000,000.00 liability insurance naming Levy Restaurants and the Baltimore Convention Center, as additional insured.
- A sample COI is included in this packet.

Food and Non-Alcoholic Beverages:

- Sampling is limited to 2 oz. or less for food and 4 oz. for non-alcoholic beverages.
- A sampling form must be completed and submitted to *Levy Restaturants* (7) days prior to the show.
- A certificate of insurance is required to be Submitted to *Levy Restaturants* (7) days prior to the show, by the exhibitor in order to sample.
- Exhibitors must produce the food/beverages they are sampling as part of their business. Any samples being used for traffic promotion, such as cookies, popcorn, coffee, bottled water, etc., must be purchased through the venue.
    - *Example: A DJ would have to purchase cookies through the venue if they wanted to use them for traffic promotion. Where as a baker can sample cookies because that is the business they are advertising. The baker doesn't need to purchase cookies in this example.*

Alcoholic Beverages:

- All alcohol used for sampling must be purchased through Levy Restataurants.
- Sampling alcohol requires a Levy Restaurant Bartender to serve the samples.
- If your company Manufactures, Processes or Distributes Alcoholic Beverages and the product is related to the purpose of the event. Please contact Levy Restaurants Baltimore.

BCC SAMPLING AUTHORIZATION
REQUEST FORM

Policy for Food and Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider at the Baltimore Convention Center. The selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy Restaurants. Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute SAMPLES of food and beverage products that are germane to the private event (may not be a public show) upon written authorization and adherence to all of the conditions outlined below.

General Information for Shows

1. Items dispensed are limited to products Manufactured or Processed by exhibiting companies for public distribution . 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 Levy Restaurants. 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 Levy Restaurants 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 Maryland City and State Health Codes:
    a. Non-Alcoholic Beverages can be a maximum of 4oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
    b. Food items are limited to “bite size”, not to exceed 2oz. portions.
    c. Vendors MUST submit proof of having $1,000,000.00 liability insurance naming Levy Restaurants and the Baltimore Convention Center, 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, please contact Levy Restaurants Baltimore for information.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Event Services.

The Baltimore Convention Center

BCC SAMPLING AUTHORIZATION
REQUEST FORM

Shipping & Storage

If storage is required, exhibitors must make arrangements with Caterer a minimum of 30 days prior to the contracted event date to ensure space availability.

Shipping:

Dates: no product will be received 30 days prior to the event
Hours: 6:00am – 2:00pm Monday – Friday
Delivery Address:
Attn: Levy Restaurants – Purchasing Office
Loading Dock #15 or 16
1 W. Pratt Street
Baltimore, MD21201
Product must have your company name on the package if it is being shipped by another vendor
Shipped boxes or packages must clearly list storage needs on the outside of the box/package, if refrigeration or freezer space is needed (i.e. – box stamped "keep frozen").

Storage, Delivery, or Kitchen Use:

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.
Designated Attendant required for booths that request storage - $250.00 for four hours, $50.00 for each additional hour. Attendant to deliver product when requested.
$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 Levy Restaurants.

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.
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.

Don't Forget!

If you are sampling in your booth or on the show floor, you are responsible for providing:
Electricity. If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410.649.7321

- All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- Please call for rental equipment or to purchase supplies.
- The Exhibitor must provide own table(s) for all services. Please contact your show decorator.

BCC SAMPLING AUTHORIZATION REQUEST FORM

Company Requesting Sampling Permission Information

Show Name:

Date of Show Sampling Dates:

Company Name:

Booth Number & Hall Name:

Contact Name: Contact Name:

Telephone: Email address:

Address: City: Zip:

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

Client 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 Levy Restaurants and location 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).

Initial:_____

IMPORTANT:
Certificate of Insurance and completed Sampling Authorization Form must be sent back to your Show Manager seven (7) business days prior to start of the show. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.

Approved by Levy: Date:

CERTIFICATE OF INSURANCE

ISSUE DATE

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER	A Carrier with at least B+ Best rating & VI Financial Size B C D E
COMPANY LETTER	
COMPANY LETTER	
COMPANY LETTER	
COMPANY LETTER	

INSURED

Vendor/ Supplier or Sub Contractor

Listed INSURED includes the exact name of the Company for whom the Certificate is issued.

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Coverage Limits must be no less than what is stated.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY				GENERAL AGGREGATE	$ 5000000
	X COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	$ 5000000
	CLAIMS MADE X OCCUR				PERSONAL & ADV. INJURY	$ 1000000
					EACH OCCURRENCE FIRE DAMAGE (Any one fire)	$ 1000000 $ 50000 $ 5000
					MEDEXPENSE(Anyonepers on)	
					COMBINED	$ 1000000
					SINGLE LIMIT	$
A	AUTOMOBILE LIABILITY				BODILY INJURY (Per person)	
	X ANY AUTO				BODILY INJURY (Per accident)	
	ALL OWNED AUTOS				PROPERTY DAMAGE	
	SCHEDULED AUTOS					$
	HIRED AUTOS					$
	NON-OWNED AUTOS					
	GARAGE LIABILITY					
	OTHER					
	EXCESS LIABILITY				EACH OCCURRENCE	$
	UMBRELLAFORM				AGGREGATE	$
	OTHER THAN UMBRELLA FORM					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	$ 500000
					DISEASE-POLICY LIMIT	$ 500000
					DISEASE EACH EMPLOYEE	$ 500000

Policy dates ("Effective" and "Expiration") need to be current and cover the period work will be performed.

Policy numbers are listed for each Line of Business

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The entities and individuals listed on Exhibit "A" are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages.

The "Additional Insureds" are a list of legal entities for both our company and the building owner that are specific to your location. If the "Additional Insured's are on a second page, it is critical that this section reflects the existence of the "Additional Insureds" page. Either the front of the certificate or the attachment must acknowledge the paragraph as "Additional Insureds". It is not acceptable to specify on the certCifiAcaNtCe E"sLeLeA aTttIaOcNh ed".

CERTIFICATE HOLDER

The Baltimore Convention Center

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

CD 37 (6-94)

Levy Restaurants, BCC + the Event Location's Address