

# Levy Restaurants BCEC Authorization Request

## *Sample Food and/or Beverage Distribution*

Levy Restaurants has exclusive food and beverage distribution rights within the Boston Convention & Exhibition Center (BCEC) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the BCEC. Any vendor looking to sample product in their booth must reach out to their Catering Sales Manager with Levy to obtain the appropriate paperwork.

**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 SIZE 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.
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.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer 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.
  - c. Food items are limited to "bite size", **not to exceed 2 oz. portions** or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit-, Food License/Registration. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.

## **YOU MUST MEET THE CONDITIONS LISTED TO SAMPLE.**

Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the BCEC and Show Management is strictly prohibited.

**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.

**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. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$10.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**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 22% Administrative Fee and Applicable Sales Tax.