



Centerplate

SAMPLING FORM

FOOD/NON-ALCOHOLIC BEVERAGES

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Baltimore Convention Center. Exposition, sponsoring organizations and/or their exhibitions may sample food and/or beverage products only upon written authorizations, by Centerplate, three (3) weeks prior to the function.

GUIDELINES:

- A. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm and must be directly related to the purpose of the show.
- B. SAMPLING SIZES:
 - **Non-Alcoholic Beverage** limited to maximum of 4 oz.
 - **Food Items** limited to 2 oz
- C. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless food and beverage servicing by Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly from their sampled product. **No sales are permitted by any exhibitors or conference.**
- D. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- E. If found to be non compliant, the Trade Show Exhibitor will be asked to shut down service for the remainder of the day and/or show and a fee will be assessed.
- F. Food and/or beverage items, not manufactured by exhibitor, being used as traffic promoter (i.e, logo'd bottled water, coffee, popcorn, ice cream, candy etc.) **MUST BE PURCHASED FROM CENTERPLATE AT THE BALTIMORE CONVENTION CENTER.**
- G. A Certificate of Liability Insurance*, naming **Centerplate and Baltimore Convention Center** (at the following address: 1 W. Pratt Street Baltimore, MD 21201) must be issued a minimum of seven (7) days prior to the sampling (*no exhibitor may sample until all forms are received and approved*). **Exhibitor shall obtain and maintain insurance for the period in which it shall provide samples in the amounts set forth in this section and shall provide to Centerplate a certificate of the following:**
 - ☉ Comprehensive General Liability: Not less than \$1,000,000
 - ☉ Workers' Compensation: As required by law.
 - ☉ Excess Liability: \$5,000,000.

*A hard copy of this certificate must be mailed to Centerplate (must be received prior to event)
*Certificate should include **name of company being insured and event/show name**

Name of the Event/Show: _____

Date of Event/Show: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip _____

E-mail Address: _____

Contact Phone: _____

Name of Booth: _____ Booth No: _____

On-Site Contact _____ Title _____

On-Site Phone: _____

On-site Contact Information: _____

Product(s) you wish to dispense (including descriptor): _____

Portion Size: _____ Distribution Method: _____

Method of refrigeration and/or heat holding at the booth: _____

I have read the Centerplate Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of show.

Signature _____ Date: _____

Centerplate General Manager Signature: _____

Please call Angela Kelly at 410.649.7072 with any inquires or questions.

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to angela.kelly@centerplate.com