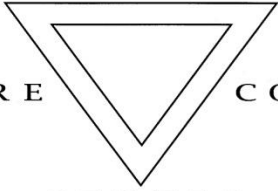


THE

BALTIMORE CONVENTION
CENTER

Name of Event _____

Agreement Number _____

Dates of Event _____

CREDIT CARD INFORMATION

Type of Credit Card* _____

Name on Card _____

Billing Address of Card _____

Card Number _____

Expiration Date _____

Last 3 digits on back of card _____

Amount to be charged _____

Signature _____

Date _____



Centerplate

SAMPLING OVERVIEW

SAMPLING

Centerplate has exclusive rights within the Baltimore Convention Center to provide, sell, control and retain all food and beverages services throughout the facilities for events including concessions, the sale of alcohol, as well as non-alcoholic beverages, and to provide, control and retain any revenues therefore. The exclusive rights may be waived in the case of trade-exhibit show or convention that are of a food and/or beverage nature.

Therefore, it is our policy that any Exhibitor who is sampling any food or beverage item be required to notify Centerplate, in writing, as to the nature of the proposed product sample. Vendors may only sample food or dispense beverages that they normally produce in the ordinary course of their business in the contracted areas only. (Note: see separate policies and guidelines for sampling alcohol.)

In order to avoid any misunderstanding, exact descriptions of sample and portion size must be submitted to the Centerplate Catering Sales Office, a minimum of three (3) weeks prior to the function. Proper proof of insurance and signed Release & Indemnity Agreement that releases Centerplate and the Baltimore Convention Center from any liability related to the food and/or beverage must be provided by the customer, prior to arrival at the Center. Accordingly, the exhibiting company agrees to indemnify and forever hold harmless Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. **Items are to be used as samples only; at no time, may products be sold within the Baltimore Convention Center.** 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.

Again, following the sampling guidelines that have been listed (see sampling form below), exhibitors are allowed to bring in samples of products related to their primary business and distribute them for sampling (excluding alcoholic beverages – see separate guidelines). Centerplate and the Baltimore Convention Center do not assume any liability that may result from such consumption of these food and beverage products.

All items being sampled must follow the samplings sizes: **Non-Alcoholic Beverage:** 4 oz. **Food:** 2 oz
Maryland law prohibits anyone other than the alcohol license holder to distribute, give away or bring into the licensed establishment (Baltimore Convention Center) any alcoholic beverages. All alcoholic beverages must be purchased from the alcoholic beverage license holder (see separate guidelines).

Show Management is responsible for regulating sampling food and beverage guidelines to their exhibitors.

SHIPPING & STORAGE

If storage is required, exhibitors must make arrangements with Centerplate a minimum of 30 days prior to the 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:**
Ben Stechschulte
Baltimore Convention Center
Loading Dock #15 or 16
1 W. Pratt Street Baltimore, MD 21201
- Product must have your company name on the package if it is being shipped by another vendor

☺ Storage

- Centerplate can provide storage (dry, cold or freezer space) for products prior and during the show. All items will incur a minimum storage fee of \$75 per day, depending on the weight and size of the product, as well as, type of storage required (please call your Catering Sales Representative for an estimate).
- Centerplate will not resume responsibility for any product or items left in storage after the event date.

FEES

- ☺ Staffing Needs (*no outside staffing agency may provide staffing*)
 - TIPS certified Bartenders: fee of \$175.00[≠] per bartender will apply for the first four (4) hours of service. A \$50.00 per hour, per bartender overtime charge will apply for each hour thereafter.
 - Banquet Staff: fee of \$150.00[≠] per server/attendant will apply for the first four (4) hours of service. A \$45.00 per hour per server/attendant overtime charge will apply for each hour thereafter.
- ☺ Orders made within seventy two (72) business hours of the event or on-site orders are subject to a 10% surcharge
- ☺ A delivery fee of \$45.00 is applicable for all deliveries or re-orders.
- ☺ For orders with a food and beverage sub-total of less than \$200 (excludes labor, rentals, service charge and tax), a small service fee of \$75 will be applied to each order (in addition to the delivery fee).
- ☺ A minimum kitchen labor fee of \$175.00 is applicable for every food prep
- ☺ Labor fees and equipment rentals are subject to a 6% Maryland sales tax
- ☺ All orders are subject to 22% Service Charge and 6% Sales Tax (unless otherwise noted).

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.**

CANCELLATION

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 (see attached sheet below)
- ☺ It will take Centerplate approximately 60 minutes to refresh additional onsite services
- ☺ The Exhibitor must provide own table(s) for all services. Please contact your show decorator.

CONTACT

We look forward to assisting you. Please contact your Centerplate Sales Coordinator, Angela Kelly, at 410.649.7072 with any questions or concerns you may have.



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