

SAVOR...



Retail food sales & sampling at the McCormick Place Convention Center, Chicago IL

As the exclusive foodservice provider for the convention center, we understand there is a distinction between food that is sold for consumption during the show and retail food that is intended for consumption outside of the convention center.

Defined: Retail food is defined as any food product that is packaged for consumption outside of the convention center.

Examples: Packaged sauces, jams, jellies, spices, marinades, bulk baked goods like whole pies and cakes etc...

Requirements: All retail foods should be sold in a sealed package and the vendor shall not provide any utensils, napkins or other supplies that would encourage the consumption of the product will on the premise of the convention center.

Insurance: All vendors selling food on the show floor must provide proper proof of insurance and name both SAVOR...Chicago and the convention center as additional insured.

Management Approval: It is a requirement that each booth that will be selling retail foods to properly communicate with their catering representative in advance of the show and must maintain proof of permission in the show booth and be able to proof the before mentioned approval upon request from SAVOR...Chicago's onsite management team. All booths will be audited by a member of the SAVOR...Chicago management team to ensure compliance with all stated requirements.

Sampling of Retail Foods: All sampling of retail foods that are packaged for resale on the show floor must meet the specific sampling guidelines as established by SAVOR...Chicago and those the requirements are listed in the attached sampling guidelines policy.

Alcoholic Beverages: Based on State and local law, no vendor may sell or give away any alcoholic beverages of any kind. SAVOR...Chicago is the sole licensee for the sale and distribution of alcoholic beverages at the convention center and therefore are the only permitted vendor of alcohol on the premise.

Right of Refusal: SAVOR...Chicago management team at the convention center has the sole discretion to deny any vendor's right to sell their product while on the show floor if the vendor has not communicated properly and satisfied all of their requirements as mentioned above.

All supporting documentation and questions should be directed to your catering sales manager for your upcoming show
Contact: **Trenette Humphrey, Catering Sales Manager, SAVOR...Chicago at McCormick Place**
thumphrey@mccormickplace.com 312-791-7948

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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 SAVOR...Chicago, 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 of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

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 SAVOR...Chicago. 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 SAVOR...Chicago 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:

- ✓ Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- ✓ Food items are limited to “bite size”, not to **exceed 2oz.** portions
- ✓ Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, 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 SIZES and it 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 SAVOR...Chicago 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 SAVOR...Chicago, 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 SAVOR...Chicago in compliance with Illinois Liquor Laws.

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4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o Additional charge for Rental of Equipment and Kitchen space, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago 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).

