

**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

Levy Restaurants at Qwest Center Omaha has exclusive food and beverage distribution rights within Qwest Center Omaha.

SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED.

Sponsoring Organization of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named below.

GENERAL CONDITIONS

1. Items dispensed are limited to products *Manufactured* or *Processed* by exhibiting companies and are *related to the purpose* of the show.
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 2 oz. Sample Size
See Below for Sampling of Alcoholic Beverages
 - b. Food items are limited to “bite size” (2 X 2 inches or 2 ounces) and must obtain applicable Health Department Permits (contact Douglas County Health Department, (402) 444-7240).
3. ALCOHOLIC BEVERAGES not purchased through Levy Restaurants that are *Manufactured* or *Processed* by the Company and are *related to the purpose of the show* may be sampled if the following policies are strictly adhered to:
 - a. All products must be addressed and delivered to Levy Restaurants on a “zero” invoice.
 - b. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Restaurants and the Metropolitan Entertainment & Convention Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - c. Samples must be under 2oz. and served in plastic, disposable cups. No cans or bottles will be permitted.
 - d. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Quest Center Omaha Services.
4. DONATIONS or Sponsorships involving Food and/or Beverage products are subject to a User Fee for Food Products and Corkage Fee for Beverage Products. This charge is determined based on the individual show/event.
5. Other food and/or beverage items used as traffic promoter (i.e.: coffee, soft drinks, bottled water, popcorn, etc.), service for exhibition staff or events **MUST** be purchased from Levy Restaurants.

IF YOU DO NOT MEET ALL OF THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

CORKAGE/USER FEES APPLY FOR THE FOLLOWING: Any Beverage brought on premises without the Written Authorization from Levy Restaurants is strictly prohibited.

1. Requests for wine brought on the premises for consumption at hosted banquet/booth events will incur a **Corkage Fee** equal to \$6.00 per bottle and is subject to all applicable taxes and service charges. Liquor, beer, and non-alcoholic beverages will not be considered for corkage fee requests.

2. Requests for all Food Products brought on the premises for consumption at hosted banquet/booth events will incur a **User Fee** equal to fifty (50) percent of the Levy Restaurants retail pricing and is subject to all applicable taxes and service charges.

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. Absolutely NO REFUNDS of User or Corkage Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, kitchen use or any other service required for Food and/or Beverage products 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:

- a. \$70.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- b. \$45.00 one-time Handling Fee for 1-4 Skids and \$90.00 Handling Fee for 5 or more Skids.
- c. \$25.00 Delivery Charge each time Product is delivered to the Booth/Room.
- d. \$125.00 Per Hour for Kitchen Space, Kitchen Space is reserved on a first come, first serve basis.
- e. \$120.00 per four-hour shift per bartender.

**SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION
AUTHORIZATION FORM**

For all Food and Beverage not purchased through Levy Restaurants at Qwest Center Omaha, all standard fees mentioned above will be charged where applicable, including 19% Service Charge and applicable sales tax.

The Company named below acknowledges they have sole responsibility for the use, sales, 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 at Qwest Center Omaha and Metropolitan Entertainment & Convention Authority from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, sale, serving, or other disposition of such items (Including alcoholic beverages).

Company Name _____

Contact Name _____ Title _____

Telephone () _____ Ext _____ Fax () _____

E-mail _____

Company Address _____

City _____ State _____ Zip Code _____

Show Name _____ Booth No. _____

Product(s) and reason you wish to dispense them

Portion Size and method of dispensing items

Approved _____

Levy Restaurants,
Quest Center Omaha

Date _____

**PLEASE RETURN THE ATTACHED FORM TO LEVY RESTAURANTS TWO WEEKS PRIOR TO
START OF SHOW TO ENSURE CONFIRMATION AND APPROVAL**

For additional information, please contact:

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8/18/03