



SAMPLING OVERVIEW

SAMPLING

Sodexo Live! (Caterer) has exclusive rights within the Baltimore Convention Center to provide, 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 shows or conventions that are of a food and/or beverage nature or germane to the show/convention and are not open to the general public.

Therefore, it is our policy that any Trade Show Exhibitor, who is providing any food or beverage item, be required to notify Caterer, in writing, as to the nature of the proposed product sample. Vendors may only sample food or dispense non-alcoholic beverages that they normally manufacture for resale in the ordinary course of their business in the contracted areas only. (Note: see separate policies and guidelines for sampling alcohol.) Additionally, Vendors must follow all prevailing Maryland state and city regulations regarding service of food and beverage.

In order to avoid any misunderstanding, exact descriptions of sample and portion size must be submitted to the Caterer Catering Sales Office, a minimum of three (3) weeks prior to the function. Proper proof of insurance and signed Release & Indemnity Agreement that releases Sodexo Live! 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 Sodexo Live! 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 and may not be used to circumvent catering services. No cash sales are permitted within the Baltimore Convention Center.

Again, following the sampling guidelines that have been listed below (see sampling form below), approved 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). Caterer 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.** and **Food: 2 oz**

Maryland law prohibits anyone other than the alcohol license holder (Caterer) to distribute, give away or bring into the licensed establishment (Baltimore Convention Center) any alcoholic beverages. All alcoholic beverages must be purchased from Caterer (see separate guidelines).

Show Management is responsible for regulating sample F&B guidelines to their exhibitors.

SHIPPING & STORAGE

If storage is required, exhibitors must make arrangements with Caterer a minimum of 30 days prior to the contracted 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:**
Attn: Sodexo Live! – Purchasing Office
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
- Shipped boxes or packages must clearly list storage needs on the outside of the box/package, if refrigeration or freezer space is needed (i.e. – box stamped “keep frozen”).

- ☉ **Storage**
 - Caterer 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).
- ☉ Caterer 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 \$225.00^{hr} per bartender will apply for the first four (4) hours of service. A \$60.00 per hour per bartender overtime charge will apply for each hour thereafter.
 - Banquet Staff: fee of \$150.00^{hr} 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 \$60.00 is applicable for each delivery or re-orders to your booth.
- ☉ For orders with a food and beverage sub-total of less than \$200 (excludes labor, rentals, service charge and tax), a small service fee will be applied (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 23% 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.
- ☉ It will take Caterer 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 our Director of Sales, Marsha Pratt-Davis at marsha.pratt@centerplate.com or 410.649.7009 with any questions or concerns you may have.

BALTIMORE CONVENTION CENTER SAMPLING FORM

FOOD/NON-ALCOHOLIC BEVERAGES

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Caterer has exclusive food and beverage distribution rights within the Baltimore Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by Sodexo Live!, 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:
 - 1. **Non-Alcoholic Beverage** limited to maximum of 4 oz.
 - 2. **Food Items** limited to 2 oz
 - B. 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/Beverage Servicing by Sodexo Live! and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or to be used as samples only. No cash sales are permitted by any exhibitors or conference.
 - C. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
 - D. Food and/or beverage items, not manufactured by exhibitor, being used as traffic promoter (i.e, coffee, bottled water, sodas, popcorn, cookies, candy etc.) **MUST BE PURCHASED FROM THE CATERER AT THE BALTIMORE CONVENTION CENTER.**
 - E. A Certificate of Liability Insurance*, naming Sodexo Live! and Baltimore Convention Center must be issued a minimum of seven (7) days prior to the sampling. 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 Caterer 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 Sodexo Live! (must be received prior to event)
*Certificate should include name of company being insured and event/show name
- F. Fees determined by Caterer are applicable to all sampling distribution, selling and giving away of all items at the Baltimore Convention Center.

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 Baltimore Convention Center's Caterer Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of show.

Signature _____ Date: _____

Sodexo Live! General Manager Signature: _____

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

The logo for Sodexo Live! features the word "sodexo" in a bold, sans-serif font with a purple-to-pink gradient. A small star is positioned above the letter 'o'. Below "sodexo", the word "live!" is written in a large, flowing, cursive script with a blue-to-pink gradient.