



2015-2016

CENTURYLINK CENTER OMAHA

FOOD AND BEVERAGE

POLICIES

INDEX

A. Public and Private Events involving Exhibitors

- 1. General Sampling Conditions**
- 2. Alcoholic Beverage Sampling Conditions**
- 3. Selling of any Food or Beverage**
- 4. Food or Beverage Related Services**

B. Donations or Sponsorships

- 1. Food or N/A Beverages**
- 2. Donations for Non-Profit Fundraisers**

C. Sample Request Form

Levy Restaurants

A. Public and Private Event Exhibitor Food/Beverage Booths

Levy Restaurants at CenturyLink Center Omaha has exclusive food and beverage Distribution rights within CenturyLink Center Omaha.

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

Sponsoring Organizations 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 directly below.

1) GENERAL SAMPLING CONDITIONS

- a) Items dispensed are limited to products **Manufactured** or **Processed** by exhibiting companies and are **related to the purpose** of the show.
- b) All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - i) Non-Alcoholic Beverages limited to maximum of 2 **oz.** Sample Size See Below for Sampling of Alcoholic Beverages
 - ii) Food items are limited to "bite size" (1 X 1 inches or 1 ounces). Food handling and storing within your booth or designated area must be in accordance with local health department guidelines. If vendor is cooking (baking, grilling, frying, or microwaving) in booth, they are required to have a valid Douglas County Health Permit and it must be displayed throughout the show. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240. If vendor desires to sell any edible product, please see below under "if you do not meet all conditions above".

2) ALCOHOLIC BEVERAGE SAMPLING CONDITIONS

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 from a properly licensed alcohol distributor.
- b) Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership 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 CenturyLink Center Omaha Services.
- e) Vendors are responsible for the staffing of an alcohol monitor to ensure proper service and consumptions by guests.
- f) All laws and Levy Restaurants' policies with regard to the service of alcohol must be strictly adhered to, including checking identification of individuals appearing under the age of 30 and refusing service to minors and intoxicated individuals.
- g) 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.

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3) SELLING OF ANY FOOD OR BEVERAGE

- a) If you are selling pre-packaged food or beverage items that are in direct competition with what Levy Restaurants will provide during the show (see attached menus). Your booth must provide the items listed below to Levy Restaurants:
 - b) Certificate of Insurance – see example and insurance levels required
 - i. Detailed list of items that you are selling to the public
 - ii. Sample authorization form – if you are handing out samples in addition to selling items
 - iii. \$75 fee per day of the show paid to Levy Restaurants via credit card. Use credit card authorization form within the packet.
 - iv. Valid Douglas County Health Permit
 - c) If you are selling pre-packaged food or beverage items that are **NOT** in direct competition with what Levy Restaurants will provide during the show, your booth must provide the items listed below:
 - i. Certificate of Insurance – see example and insurance levels required
 - ii. Detailed list of items that you are selling to the public
 - iii. Sample authorization form – if you are handing out samples in addition to selling items
 - iv. Valid Douglas County Health Permit
 - d) If you are selling “made to order/ready to eat food or beverage items” then you will be considered a subcontractor of Levy Restaurants. Due to this, your booth is subject to:
 - i. 35% commission of your daily total sales to Levy Restaurants
 - ii. Provide a detailed list of items that you are selling to the public
 - iii. Count in/out inventory on a daily basis with a Levy Restaurants representative
 - iv. Signed contract with Levy Restaurants
 - v. Certificate of Insurance – see example and insurance levels required
 - vi. Valid Douglas County Health Permit
- All paperwork mentioned above must be turned into your Levy Restaurants Catering Sales Manager no later than 14 days prior to the event. If for some possibility you are missing any paperwork at the start of the show, your booth could be shut down.
 - All Douglas County Health Permits must be displayed at your booth

4) FOOD OR BEVERAGE RELATED SERVICES

Includes 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 apply. Prices below do not include applicable tax or service charge.

- b) \$75 per day/pallet for refrigerated, freezer, and dry storage
- c) \$45 one time handling fee for 1-4 skids and \$90 handling fee for 5 or more skids
- d) \$25 delivery charge each time product is delivered to the Booth/Room/Space
- e) \$125 per hour rental for kitchen space. Kitchen rental/space is reserved on a first come, first served basis and must be left in same condition prior to usage. *Cleaning fee may apply
- f) \$20 per hour shift per bartender/server/cook/alcohol monitor (four hour minimum required)

Levy Restaurants and CenturyLink Center Omaha have the sole right to approve or deny requests or to solicit additional information

B. DONATIONS OR SPONSORSHIPS WITH FOOD AND/OR BEVERAGE

1. Any donation or sponsorship involving food or beverage must be approved by Levy Restaurants and MECA before being shipped to facility. Approval process is a minimum of 14 business days and may take up to 30 days. Please note the following minimum requirements and regulations for donations or sponsorships.

- a. Products are subject to a User Fee and Corkage Fee for Food and Beverage Products. This charge is determined based on the individual show/event at a **minimum** of \$500 per event.
- b. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured, and are responsible for **STATE AND LOCAL** laws pertaining to the distribution of alcohol, if applicable.
- c. Any storage outside of the event window is subject to a storage and handling fee.
- d. Any alcohol donated for any Non-Profit event auction, must be pre-approved by Levy Restaurants and is not allowed to be opened at CenturyLink Center Omaha. It must be distributed to guests at the conclusion of the event.

C) SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

AUTHORIZATION REQUEST FORM

The Company named below acknowledges that it has read and agrees to abide by the Rules & Regulations related to the sampling of food and/or beverages at the facilities. The Company also acknowledges that 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 Company agrees to indemnify and forever hold harmless Levy Restaurants, the Metropolitan Entertainment & Convention Authority and the City of Omaha 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: _____

Telephone: _____ E-Mail: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Event Name: _____ Booth #: _____

Product(s) and reasons you wish to dispense them: _____

Portion Size and Method of Dispensing Samples: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Approved by Levy Restaurants: _____ Date: _____

**PLEASE RETURN THIS FORM TO LEVY RESTAURANTS 14 DAYS PRIOR TO START OF THE
EVENT TO ENSURE CONFIRMATION AND APPROVAL**

For additional information, please contact:

Levy Restaurants – 455 North 10th Street – Omaha, NE 68102
Telephone (402) 599-6868 or (402) 599-6858 – Fax (402) 599-6851

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