



EXHIBITOR GUIDELINES SAMPLING & SELLING





Whether you're hosting an event or just looking to drive more traffic to your booth, we are here to help! Levy, our exclusive food and beverage provider for catering and on-site concessions, can fulfill your every food and beverage need.

Our sales team is available from 9am to 5pm Central Standard Time, Monday through Friday to assist you with your food and beverage selections.

Brittany Joseph
bjoseph@levyrestaurants.com
(402) 599-6868

Felicity Flesher
fflesher@levyrestaurants.com
(402) 599-6858

PLEASE TAKE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES

SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED WITHOUT WRITTEN AUTHORIZATION

No food or beverages will be permitted to be brought into the location by any exhibitor or any other entity without prior written authorization by Levy. **This includes product samples.** Please see Sampling Policy and Authorization Request Form for details.

If you import products without written authorization, you will be asked to remove them from the location. **This includes traffic promoters such as bottled water, popcorn, candy, etc.**

SPACE REQUIREMENTS: Adequate table space will be provided by Levy in the case there is not existing or enough counter space in the booth, at no additional charge. Please take booth size into account while developing your menu. Where specialty equipment is utilized, please consult with your catering sales manager as they will be able to provide you with dimensions for your planning purposes.

ELECTRICAL NEEDS: All electrical needs for food and beverage items are included with the catering orders. Please contact your general contractor to confirm adequate power is available for the food and beverage items. Any menus/items that require additional power are marked with an "*E".

All food and beverage orders require full payment in advance. Confirmation and payment link will be sent via email once your order is submitted.

Catering services are subject to 21% service charge and 7% sales tax.

Disposable service ware is used for all food and beverage functions on the Exhibit floor.



Levy is proud to be the exclusive provider of all food and beverage services at the CHI Health Center Omaha and Charles Schwab Field Omaha. To follow are general guidelines. Please contact our catering department for additional information.

SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED WITHOUT WRITTEN AUTHORIZATION

GUIDELINES

All food and beverages served within the premises must be ordered through Levy, exclusive caterer at the CHI Health Center Omaha and Charles Schwab Field Omaha

1. No food or beverages will be permitted to be brought into the location by any exhibitor or any other entity without prior written authorization by Levy. This includes product samples. Please see attached Sampling Policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the location. This includes traffic promoters such as bottled water, popcorn, candy, etc.
2. **No outside food or beverage is permitted to be sold in any capacity without written authorization.** Please contact Levy for sub-contractor information if applicable.
3. **PER DOUGLAS COUNTY HEALTH DEPARTMENT:** any company that is selling TEMPERATURE CONTROLLED FOOD or handling exposed food for immediate consumption will need a Douglas County Health Permit.
4. We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and services are regulated by the Nebraska Liquor Control Board. Levy, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.** Applicable alcohol taxes will be applied to your order.
5. Order form or sample request form must be received no later than two weeks prior to the event dates to ensure confirmation.
6. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
7. Full payment must be received no later than one week prior to the start of services. All replenishment orders during the event must be guaranteed by a credit card; any balance of charges due will be billed to the credit card unless payment is received prior to the end of the event.
8. Any changes for the next day must be made by 3pm the previous day. Cancellations require a 72-hour notice or full charges will be incurred.
9. The exhibitor is responsible for supplying any electrical power needed for food service equipment through MECA Services.

SAMPLING POLICIES

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.

PER DOUGLAS COUNTY HEALTH DEPARTMENT: any company that is sampling or selling TEMPERATURE CONTROLLED FOOD or handling exposed food for immediate consumption will need a Douglas County Health Permit.

To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

[LINK TO DCHD FOOD PERMITS](#)

GENERAL SAMPLING CONDITIONS

Items dispensed are limited to products **manufactured or processed** by exhibiting companies and are **related to the purpose** of the event.

All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:

1. Non-Alcoholic Beverages limited to maximum of 2 **oz.** Sample Size.
See Below for Sampling of Alcoholic Beverages
2. Food items are limited to "bite size" (1 X 1 inches or 1 ounce)
3. All foods must be from an approved commercial source – **no home canned or home processed foods will be allowed.**
4. Food handling and storing within your booth or designated area must be in accordance with local health department guidelines.
5. 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.

ALCOHOLIC BEVERAGE SAMPLING CONDITIONS

Alcoholic beverages not purchased through Levy that are **Manufactured or Processed** by the Company and are **related to the purpose of the event** may be sampled if the following policies are strictly adhered to:

1. All products must be addressed and delivered to Levy on a "zero" invoice from a properly licensed alcohol distributor.
2. 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.
3. Samples must be under 2oz. and served in plastic, disposable cups. No cans or bottles will be permitted.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other MECA Services.
5. Vendors are responsible for the staffing of an alcohol monitor to ensure proper service and consumption by guests.
6. All laws and Levy's 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.

FOOD SAMPLING AND SANITATION GUIDELINES

**The following food safety guidelines shall be adhered to by all food sampling operations to protect the public from Food Borne Illness. Unsafe practices will result in immediate cessation of operations. All Foods must be from a Licensed Approved Source.
No Home Prepared Foods Allowed.**

All booths providing food samples must do so in a clean and sanitary manner. Tongs, single serving napkins, toothpicks or dispensing units (i.e. cups, etc.) must be used. Open displays of food are prohibited; All food must be covered, wrapped, or under sneeze shields to guard against contamination.

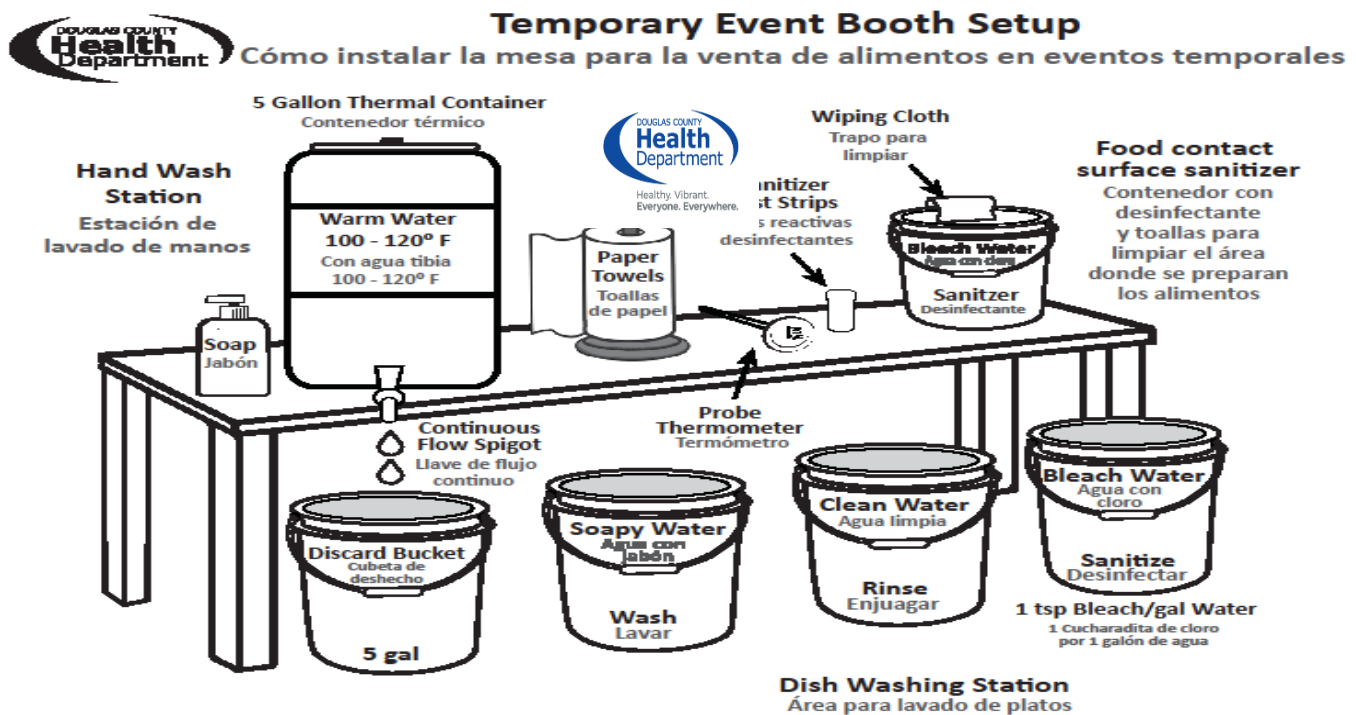
Disposable gloves must be properly used when engaged in direct food handling activities.

Proper food temperatures must be maintained at all times:

** cold foods at 41 degree F. Cold foods may not be stores in direct contact with ice.

** hot foods at 135 degree F or higher. All leftover Hot Foods must be discarded at the end of the day. (No Cooling)

** foods must be cooked/reheated to an internal temperature of 165 degree F or higher





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, 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: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

**PLEASE RETURN THIS FORM AND PROOF OF INSURANCE TO LEVY AT LEAST 14 DAYS PRIOR TO START OF THE EVENT
TO ENSURE CONFIRMATION AND APPROVAL**

For additional information, please contact:

Brittany Joseph
bjoseph@levyrestaurants.com
(402) 599-6868

Felicity Flesher
fflesher@levyrestaurants.com
(402) 599-6858



SELLING OF ANY FOOD OR BEVERAGE

If you are selling pre-packaged food or beverage items that are in direct competition with what Levy will provide during the event, your booth must provide to Levy:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. \$75 fee per day of the show paid to Levy via credit card.
5. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

If you are selling pre-packaged food or beverage items that are **NOT** in direct competition with what Levy will provide during the event, your booth must to Levy:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

If you are selling “made to order/ready to eat food or beverage items” you will be considered a subcontractor of Levy. Due to this, your booth is subject to:

1. 40% commission of your daily total sales to Levy
2. Background check and signed contract with Levy
3. Count in/out inventory on a daily basis with a Levy representative
4. Certificate of Insurance –\$5,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
5. Provide a detailed list of items that you are selling to the public
6. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

All paperwork must be turned into Levy no later than 14 days prior to the event
All Douglas County Health Permits must be displayed at your booth
To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.