

FOOD AND / OR BEVERAGE SAMPLING APPROVAL FORM

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the **MCCNO Catering Department** requires specific information for all on-site food and Beverage preparation, dispensing, and sampling. This form must be completed and returned to the **MCCNO Catering Department** for approval not less than (7) seven business days prior to event start date. **MCCNO Catering** will provide approval of sampling arrangements to the sampling company in writing only. Without approval, sampling will not be allowed on-site.

GENERAL CONDITIONS:

1. All food products brought into the building must comply with The Louisiana Administrative Code – Title 51, Public Health.
2. All items to be given away are limited to sample sizes:
 - a. **Food Samples** – (2) two ounce maximum sample size
 - b. **Non-Alcoholic Beverage Samples** – (4) four ounce maximum sample size
 - c. **Alcoholic Beverage Samples** – (½) one half ounce of distilled spirits and (2) two ounces of beer or wine **(see page 2 for Alcoholic Beverage Sampling Policy & Guidelines)**
3. Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm. General food and Beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **MCCNO's** exclusive Food Service Contractor, **CENTERPLATE**.
4. Food or Beverage may not be sold within **MCCNO** except by **MCCNO's** exclusive Food Service Contractor, **CENTERPLATE**.
5. **MCCNO Catering Department** is solely licensed by the State of Louisiana to sell and/or dispense Alcoholic Beverages.
6. See Page 2 for includes the Your Catering Sales Manager will provide you with the regulations and restrictions on dispensing Alcoholic Beverages.

Name of Show _____	Dates of Show _____
Exhibiting Firm _____	Booth # _____
Address _____	City _____ State _____ Zip code _____
Contact Name _____	Email _____ Phone # _____
On-Site Contact Name _____	Email _____ Phone # _____

Product to be Sampled _____	
Quantity of Samples _____	Sample Size _____
Sampling Date _____	Start Time _____ End Time _____
Method of Dispensing Samples _____	
List all Catering Supplies Required (ex. ice, cups, napkins, etc.) _____	
Is Storage Needed? If Yes, lease list details (availability based on needs) _____	

*A representative of **CENTERPLATE** will contact you within (3) business days upon receipt of completed form.*

APPROVED:	_____	_____	
	CENTERPLATE	DATE	COMMENT
	_____	_____	_____
	PUBLIC SAFETY (If Applies)	DATE	COMMENT

RETURN TO: Ernest N. Morial Convention Center – New Orleans ATTN: Centerplate Catering Department 900 Convention Center Blvd. New Orleans, LA 70130	Linsey Marriott Catering Sales Manager Phone: (504) 670.7200 Fax: (504) 670.7201 Email: linsey.marriott@centerplate.com
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ALCOHOLIC BEVERAGE SAMPLING POLICY & GUIDELINES:

All Alcoholic Beverages used for sampling purposes must have approval from **MCCNO Catering Department** (Centerplate) in writing prior to group's events and adhere to the following guidelines:

- Approved Alcohol for Sampling must arrive from a Louisiana distributor to New Orleans Convention Center at Dock G with a zero balance invoice.
- Samples of Alcoholic Beverages are limited to (2) two ounces per serving per individual.
- Samples of Alcoholic Beverages are limited to (.5) one-half ounce per serving per individual of distilled spirits having more than 23 percent by volume.
- Samples of Alcoholic Beverages are limited in duration to (1) one day.
- Samples must be given away complimentary.
- The wholesaler or manufacturer must provide the Louisiana Alcohol and Tobacco Control (ATC) with written notice of the date, time, place, permit number and brand of Beverage Alcohol to be sampled. The On-Site Sampling Form can be downloaded from the LA ATC's website: <http://www.atc.la.gov/onsite-sampling.php>
- Centerplate Bartenders are required to dispense all Alcoholic Beverage Samples.
- The fee for staff necessary to dispense product will be determined by an hourly, per person rate with a five-hour minimum.
- Bartender Fee is \$200.00 per Bartender for up to five (5) consecutive hours of service, *plus 21% taxable service charge and 10.75% sales tax.*
- Additional hours \$40.00 per hour per Bartender, *plus 21% taxable service charge and 10.75% sales tax.*
- Samples of Alcoholic Beverages will only be served at a bar front staffed with Centerplate Bartenders.
- Dispensing Samples is not permitted in any other location or manner.
- Attendees must show identification before the Alcoholic Beverage Sample will be served to them. This must be done by the Centerplate Bartender serving the Sample.

Signature _____ Date _____

Print Name _____ Title/Company _____