

# SAMPLING & SELLING POLICY FOR FOOD & NON-ALCOHOLIC BEVERAGES

Levy retains the exclusive right to provide all food and beverage services throughout the Portland Expo Center.

Prior to booking booth space, exhibitors must request to sample/sell food & NA beverage and receive permission only upon written authorization from LEVY. Once approved by Levy, exhibitors must complete the appropriate forms with certificate of insurance and returning the forms to the Levy Catering Department seven (7) days prior to the start of the show.

**\*\*\* Food/Beverage prepared in a private home that is not a facility licensed by the Health Department or Department of Agriculture may not be used or sold at the Portland Expo Center. \*\*\***

## SAMPLING REQUIREMENTS

- Food Sampling will be permitted by those exhibitors whose products/business they represent are being sampled.
- Exhibitors wishing to give away food and non-alcoholic beverages from their booth, who do not qualify for sampling must purchase such give-away food and beverage items from Levy Restaurants.
- Food sampling will be bite sized portions (no larger than 1 oz). Anything larger must be pre-approved by Levy Restaurants Director of Sales. Any Exhibitor distributing samples that do not meet Levy Restaurants sampling policy may be asked to discontinue sampling from their booth.
- All non-alcoholic beverage samples must be in 1 to 3 oz. containers (see - Alcohol Authorization Form for sampling of alcoholic beverages).
- The selling of products is only allowed for off-premise consumption. Products must be factory sealed to discourage on premise consumption.
- It is the responsibility of the exhibitor to acquire all necessary permits and licenses if required for such sampling. Multnomah County Health Department, Environmental Health, 3653 SE 34th Avenue Portland, Oregon 97202. All exhibitors are expected to carry such permits if required while on-site and may be subject to inspection of such permits by the Multnomah County Health Department.
- A copy of the exhibitor's certificate of insurance with the following insurance coverages are required and must be submitted with this form:
  - **General Liability:** Each occurrence limit of \$1,000,000 with a general aggregate of \$1,000,000. This coverage must name the Additional insured entities as an Additional insured, must be primary and non-contributory, and must waive subrogation against the Additional Insured entities.
  - **Automobile Liability:** \$1,000,000 combined single limit. This coverage must name the Additional insured entities as an Additional insured, must be primary and non-contributory, and must waive subrogation against the Additional Insured entities.
  - **Workers Compensation and Employer's Liability:** \$500,000 for each category, and must waive subrogation against the Additional insured entities.
  - **Additional Insured Entities:** Levy, Levy Premium Foodservice Limited Partnership, Metro, a metropolitan service district, Oregon Convention Center, Portland Expo Center, Portland'5 Centers for the Arts, Oregon Zoo and all of these entities respective related partnerships, affiliates, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, trustees, agents, employees and representatives, all as their interests may appear. Additional insured entities are held harmless against any claim incurred by Exhibitor
- If required by the Multnomah County Health Department sanitizing/hand washing stations will be the responsibility of the exhibitor to provide for exhibitors sampling food products.

If any of the above are not complied, Levy reserves the right to revoke approval on-site

\*Requirements for food and beverage dispensing are subject to change based upon state requirements\*

# AUTHORIZATION REQUEST FORM

## FOOD & NON-ALCOHOLIC BEVERAGES

### Authorization Request Form:

Levy retains the exclusive right to provide all food and beverage services throughout the Portland Expo Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the Portland Expo Center without written approval of Levy. Complete and return this form to receive authorization to sample or sell product prior to booking your booth space.

This policy is strictly enforced. Violations will result in products being removed from show floor.

Name of Show/Event: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Product you wish to sample (if applicable): \_\_\_\_\_

Product you wish to sell (if applicable): \_\_\_\_\_

Size of the item: \_\_\_\_\_

Anticipated Quantity: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature identifies that you have read and understand the terms and conditions of this policy)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Levy Director of Sales

Please return this form to the Levy Catering Department seven (7) days prior to the start of the show along with the Certificate of Insurance & payment.





# SAMPLE - CERTIFICATE OF INSURANCE

Your insurance MUST have the exact information as highlighted on the sample.  
Below are the SPECIFIC LANGUAGE REQUIREMENTS.

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.  
Levy, Levy Premium Foodservice Limited Partnership, Metro, a metropolitan service district, Oregon Convention Center, Portland Expo Center, Portland's Centers for the Arts, Oregon Zoo and all of these entities respective related partnerships, affiliates, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, trustees, agents, employees and representatives, all as their interests may appear. Additional insured entities are held harmless against any claim incurred by Exhibitor. Each policy shall require that thirty (30) days prior to the cancellation or non-payment of the policy, written notice is provided to Levy.

## CERTIFICATE HOLDER

Levy Restaurants  
Portland Expo Center  
2060 Marine Drive W  
Portland, OR 97217

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Description of Operations Must Include:

To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.

Levy, Levy Premium Foodservice Limited Partnership, Metro, a metropolitan service district, Oregon Convention Center, Portland Expo Center, Portland's Centers for the Arts, Oregon Zoo and all of these entities respective related partnerships, affiliates, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, trustees, agents, employees and representatives, all as their interests may appear. Additional insured entities are held harmless against any claim incurred by Exhibitor Each policy shall require that thirty (30) days prior to the cancellation or non-payment of the policy, written notice is provided to Levy.