

AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Chicago Restaurant Partners. Chicago Restaurant Partners, has exclusive food and beverage distribution rights within McCormick Place Convention Center.

The 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 outlined below.

General Conditions-Food Industry Related Shows

1. Items dispensed are limited to products *Manufactured, Processed or Distributed* by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to maximum of **8oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
*See Below for Sampling of Alcoholic Beverages
 - b. Food items are limited to "bite size", not to **exceed 6oz.** portions
3. ALCOHOLIC BEVERAGES not purchased through **Chicago Restaurant Partners**, that are *Manufactured, Processed or Distributed* by the Company and are *related to the purpose of the show* may be sampled if the following policies are strictly adhered to:
 - a. Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Chicago Restaurant Partners, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - b. Sample portions must be under the following limits:
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - c. Distribution of alcoholic products must be monitored & overseen by a staff bartender from Chicago Restaurant Partners in compliance with Illinois Liquor Laws.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

CORKAGE/USER FEES APPLY FOR THE FOLLOWING:

Any Food and Beverage brought on premises without the Written Authorization from Chicago Restaurant Partners, McCormick Place Food Service Partners is strictly prohibited.

1. Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet /booth events will incur a **Corkage Fee** equal to fifty percent (50%) of the Chicago Restaurant Partners, retail pricing and is subject to all applicable taxes and service charges.
2. Distribution of alcoholic products must be monitored & overseen by a staff bartender from Chicago Restaurant Partners in compliance with Illinois Liquor Laws.
3. Requests for all Food Products brought on the premises for consumption at hosted banquet /booth events will incur a **User Fee** equal to fifty percent (50%) of the Chicago Restaurant Partners, retail pricing and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of User or Corkage Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, kitchen use or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Chicago Restaurant Partners. If these services are required the following charges will assessed:

- a. \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- b. \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- c. \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- d. \$250.00 Per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- e. Additional charge for Rental of Equipment, subject to availability.

For all Food and Beverage not purchased through Chicago Restaurant Partners,, all standard fees mentioned above will be charged where applicable, including 21% Service Charge and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Chicago Restaurant Partners, and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Show/Event _____ Date of Event _____

Company Name _____ Booth No. _____

Contact Name _____ Telephone () _____ Ext _____

Fax () _____ E-Mail _____

Company Address _____ City _____ State _____ Zip _____

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved _____
Chicago Restaurant Partners,

Date _____

PLEASE RETURN FORM TO Chicago Restaurant Partners, TWO WEEKS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION AND APPROVAL
For additional services and information, please contact Chicago Restaurant Partners:

Chicago Restaurant Partners at McCormick Place
2301 South Lake Shore Drive Chicago, IL 60616
Telephone (312) 791-7252 Fax (312) 791-7280