

LEVY RESTAURANTS / JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

Sample Food and/or Beverage Distribution Authorization Request

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the John B. Hynes Veterans Memorial Convention Center has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling products within the above-mentioned parameters must submit a sampling form to Levy Restaurants for approval.

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 **SAMPLES** of food and/or beverage products **ONLY** with 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 and/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 4 oz.** sample size, served in biodegradable (or plastic) cups. No cans or bottles are permitted. Levy Restaurants is able to provide biodegradable service wares for all services if necessary. Please contact your Catering Sales Manager for a price list of available items.
 - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz. for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or 2 oz. prepackaged samples.
 - d. All food/beverage items brought into the Hynes are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor and bottled water. The process of applying and obtaining the temporary permit will be coordinated through your Catering Sales Manager.
3. Exhibiting Firm must provide Levy Restaurants with:
 - a. Completed Sample Food and/or Beverage Distribution Authorization Request (Page 2 of this document)
 - b. Completed Temporary Food Service Application
 - c. Certificate of Insurance (COI) showing evidence of Commercial General Liability with an "EACH OCCURRENCE" limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured.
 - d. If the exhibiting company is NOT licensed in the City of Boston, a copy of their license from the town in which they are licensed, along with ServSafe & Allergen certification.
 - e. If the exhibiting company does NOT have a licensed establishment from which to operate, a copy of the health permit AND a letter from the establishment stating they have permission to use the facility.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and any other Levy Restaurants and/or Hynes services.
5. All Items must be served in individual plates or cups. Covers are not required for items.

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

Any food and beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and **NECANN** is strictly prohibited. If the guidelines are not adhered to, the exhibiting company will be subject to fees charged by Levy Restaurants and may result in confiscation of the product(s).

TAKE-AWAY ITEMS will be assessed and approved on a case-by-case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Exhibitor must be the manufacturer, producer, and/or distributor of the take-away item. Requests for take-away items must be submitted no later than **3/7/25.**

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.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, 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 Levy Restaurants.

If these services are required, the following charges will be assessed if able to be accommodated:

1. \$150.00 per day minimum for dry or refrigerated storage
2. \$150.00 for a small visi cooler
3. \$300.00 for a large double visi cooler
4. \$25.00 per drop off and per pick-up for steward
5. \$10.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be stored and/or prepared by Levy Restaurants should be shipped to Levy Restaurants. Please request a shipping label from your Catering Sales Manager and follow the shipping instructions to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping, as items that are not expected will not be received. For all food and beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 22% Administrative Fee and Applicable Sales Tax.

The company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the John B. Hynes Veterans Memorial Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Information must be received no later than close of business (5:00 PM EST) on 3/7/25.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

NECANN 2025

3/21-3/22

COMPANY INFORMATION

Company Name:		Booth Number:	
Billing Address:			
City, State, Zip Code:		Country:	
Telephone Number:			
Email Address:			
Onsite Contact Name:			

SAMPLING INFORMATION

Sample Item:	
Distribution Purpose	
Quantity:	
Portion Size:	
Method of Dispensing	

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY 3/7/25 TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Exhibitor Catering Sales Manager
900 Boylston Street, Boston, MA 02115
HynesExhibitorOrders@levyrestaurants.com