



EXHIBITOR SAMPLING GUIDELINES

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the OVG Hospitality exclusive contract at the Atlantic City Convention. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage items are required to notify OVG Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by OVG Hospitality or purchased through OVG Hospitality).

Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business. (IE: Company or Organization produces or sells in its normal day-to-day operations).

OVG Hospitality and the Atlantic City Convention require all food and non-alcoholic beverage to be of sample size portions; (2) ounce portions for food and (4) ounce cups for non-alcoholic beverages. A written approval must then be obtained from OVG Hospitality at least (30) working days prior to the show opening.

If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, and Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

NOT APPROVED: ELECTRIC GRILLS OR ANY ITEMS CREATING "GREASE LADEN VAPORS".

All booths cooking food must be clear of all combustible materials and contain at least (1) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey. (Fees are applicable unless waived by OVG Hospitality or purchased through OVG Hospitality). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must hire a OVG Hospitality union bartender to serve alcoholic beverages. Bartender fee is \$250.00 four hour minimum, \$35.00 for each additional hour. Samples are limited to (1) ounce of beer or wine, 1/2 ounce of spirituous liquors,.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required".

INSURANCE REQUIREMENTS:

General Certificate Liability Insurance for \$2,000,000 Each Occurrence and \$2,000,000 Aggregate. Certificate must name as additional insured OVG Hospitality and Atlantic City Convention Center on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.



SAMPLING AUTHORIZATION FORM

Deadline: 30 Days Prior to Event

Please submit the following information for approval to distribute product sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **"bite size", 2oz or fewer portions of their own food products and 4oz container of non-alcoholic beverages.** **MUST PROVIDE CERTIFICATE OF INSURANCE FOR APPROVAL.**

COMPANY NAME _____ **BOOTH #** _____

CONTACT NAME _____

PHONE # _____ **EMAIL** _____

DESCRIPTION OF PRODUCT(S) TO BE DISTRIBUTED FOR SAMPLING:

_____	Sample Size _____
_____	Sample Size _____
_____	Sample Size _____
_____	Sample Size _____

METHOD OF DISTRIBUTION: ☐ Sealed Package ☐ Cooked Sample (plate, napkin, toothpick, other)
☐ Cup (Liquid) ☐ Cup (Solid)

DOES PRODUCT NEED ADDITIONAL PREPARATION ON-SITE PRIOR TO DISTRIBUTION? ☐ Yes ☐ No

If yes: ☐ By your staff in the booth ☐ By in-house kitchen staff*

PRODUCT IS SERVED: ☐ Hot ☐ Cold ☐ Room Temperature

PRODUCT IS STORED IN: ☐ Booth ☐ Refrigerated Storage* ☐ Frozen Storage*

*Additional Charges May Apply

Return To:

FAX OR EMAIL TO:

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