



FOOD AND BEVERAGE SAMPLING AND DONATIONS POLICIES

Centerplate Catering retains the exclusive right to provide, control and retain all food and beverage services throughout the facility for the events and shall retain any revenues therefore. Concessions, the sale of non-alcoholic beverages, and the provision of snacks, treats, and/or candies are included under this provision.

- A company/organization may not bring any food or beverages for use in the hospitality lounge, staff offices, or backstage areas.
- All food and non-alcoholic beverage samples or traffic promoters brought in to the Colorado Convention Center must have approval from Centerplate Catering writing prior to the event and adhere to the following guidelines:

Food & Non-Alcoholic Beverage Sampling

- A company/organization may only distribute samples of food and non-alcoholic beverage products that the company/organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Food samples are limited to two (2) ounce portions
 - Samples of non-alcoholic beverages are limited to a four (4) ounce portion
 - The sampling of alcoholic beverages is prohibited.
- A written description must be submitted in advance to Centerplate Catering that details the product and portion size to be sampled. Centerplate Catering will provide approval of sampling arrangements to the sampling company/organization in writing only.

Traffic Promoters

- “Traffic Promoters” (i.e. coffee, bottled water, candy, popcorn, etc.) that are of a type that competes with products vended by Centerplate Catering, the sampling company/organization must contact Centerplate Catering to arrange an appropriate buy-out fee. Please contact your Catering Sales Representative for more information.

Food Storage, Delivery & Production Services

- If an organization requires food preparation, heating, cold or dry storage, or other kitchen services, arrangements must be made no later than 3 weeks in advance of the start of the event. Only Centerplate Catering staff may perform all preparation/cooking within the facility’s production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your Catering Sales Representative for more information.
 - For non-beverage & food vendors, refrigerated, freezer and dry storage is available for \$10.00 per cubic foot, per day.
 - Any special instructions for the handling of refrigerated product must be provided at time of order.
 - Delivery of any type of food and beverage product to the facility must be coordinated with your Catering Sales Representative. Volume Services will not assume responsibility for incorrectly delivered product, damaged product at delivery, or the quality of product.
 - Ice may also be ordered in advance for delivery to your booth during the show. The fee for ice is \$10.00 for each 20-pound bag.

Donated Alcoholic Beverages

- All donated alcoholic beverages must have approval from Centerplate Catering Corporation in writing prior to the event and adhere to the following guidelines:
 - The sampling of alcoholic beverages is strictly prohibited.
 - All products must be delivered from a licensed Colorado wholesaler and arrive with an invoice priced no less than the “laid-in” cost to the wholesaler. All deliveries must arrive through the Centerplate Catering purchasing department.
 - Only registered non-profit companies/organizations may have donated products. All donated alcoholic beverages must be received from a licensed Colorado wholesaler.
 - Centerplate Catering staff must dispense all alcoholic beverages. The fee for staff necessary to dispense product will be determined by an hourly, per person rate of \$19.00 an hour with a four-hour minimum.

Labor Fees

Centerplate Catering will determine the labor fees for donated alcoholic beverages. Prior written approval is required. **These fees apply to all alcoholic product delivered and invoiced whether used or unused.**

- Contact your Catering Sales Representative for more information on labor fees and to make the necessary arrangements.

All of the aforementioned policies will be strictly administered. Any violation of these will result in the removal of product from the show floor.

Liability

The sampling company/organization will be fully responsible for any and all liabilities that may result from consumption of their products, and shall waive any and all liability against Centerplate Catering, SMG and the City and County of Denver

Payment

- A deposit of 75% of the total contract value will be required 30 days in advance of the first function. The final 25% remaining balance due shall be paid in full 72 business hours prior to the start of the function. A completed Credit Card Authorization form must be provided by the Customer as a guarantee of payment for services rendered. A photocopy of the front and back of the credit card must also be included for verification. Master Card, VISA and American Express are gladly accepted for total charges.
- A statement describing the charges made and services rendered must be signed by the responsible person (representative or agent of the Customer) attending the function on the day of the function. Final payment for event charges in addition to those estimated on this contract must be paid at the conclusion of the event. Final payment will be due no later than ten (10) business days from receipt of the final invoice. Final payment shall be made by a company, certified or cashiers check or will be assessed to the credit card used to authorize the event. In the event the balance owing to Volume under this contract is not paid within ten (10) following the function, Volume may apply any final balance due to the credit card used to guarantee payment.

Please note the following:

If you are planning your event in less than 30 days from the date of the event, the required deposit will be 100% of the estimated balance due upon signing of the contract.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center, 700 14th Street, Denver, CO 80202 ? 303-228-8050 (phone) ? 303-228-8054 (fax)



Sampling Information Form

Name: _____

Booth #: _____

Company: _____

Phone #: _____

Event: _____

FAX: _____

Event Dates: _____

E-mail: _____

Please describe the core business and/or product lines or service typically sold by your company:

Do you and/or your company directly represent this product:

_____ Yes

_____ No

Please describe product to sampled:

Portion Size/Sampling Method:

Will you be SELLING product?: _____ Yes

_____ No

Please keep in mind that any product vended on the showfloor must be packaged for off-premise consumption...

(Please describe size, package & price or attach appropriate information)

Signature

Date

Please remit to:
Centerplate Catering
700 14th Street
Denver, CO 80202
FAX: (303) 228-8054