

**CENTERPLATE/NBSE
WASHINGTON CONVENTION CENTER
801 MT. VERNON PLACE, N.W. WASHINGTON, DC 20001
PHONE (202) 249-3524 FAX (202) 249-3522**



**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

Centerplate/NBSE has exclusive food and beverage distribution rights within the Washington Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization.

GENERAL CONDITION:

A. Items dispensed are limited to products manufactured or processed by exhibiting firm and are related to the purpose of the show.

B. All items limited to **SAMPLE SIZE**.

- 1. Beverage limited to *maximum of 4oz.* container.
- 2. Food items *limited to 2 oz.*

C. DISTRICT OF COLUMBIA LAW PROHIBITS ANYONE OTHER THAN THE ALCOHOL LICENSE HOLDER TO DISTRIBUTE, GIVEAWAY OR BRING INTO THE LICENSED ESTABLISHMENT (WASHINGTON CONVENTION CENTER) ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF TRAFFIC PROMOTION. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM THE ALCOHOLIC BEVERAGE LICENSE HOLDER.

D. The firm named below acknowledges they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Food Services by Centerplate/NBSE and the Washington Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Items are to be used as samples only; no cash sales are permitted.

E. Standard fees for storage, handling, delivery, etc. will be charged where applicable.

F. Food and/or beverage items used as traffic promoters (i.e. coffee, popcorn, sodas, **Bottle Water [Logo or other]** ice cream, etc.) **MUST** be purchased from Centerplate/NBSE at the Washington Convention Center.

G. A Certificate of Liability Insurance naming Centerplate/NBSE and the Washington Convention Center must be received a minimum of seven (7) days prior to the sampling.

Please be sure to list Convention, Convention Date and Your company name on insurance in which you send in.

PLEASE PRINT ALL INFORMATION CLEARLY.

Name of the Event _____ Booth No.: _____
Firm Name _____ Tel: _____ Fax: _____
Address _____ City: _____ State: _____ Zip _____
Contact _____ Title _____
Signature _____ Date _____ 19 ____
Product(s) you wish to dispense: _____
Size of portion to be dispensed: _____
Proposed method of dispensing : _____
Reason for offering samples: _____

SERVICES REQUIRED:

STORAGE: Yes ____ No ____ TYPE: Freezer ____ Refrigeration ____ Dry ____ Other _____

ALL PRODUCTS MUST BE DELIVERED TO CENTERPLATE/NBSE LOADING DOCK.

A MINIMUM OF 48 HOURS REQUIRED PRIOR TO THE DATE OF EVENT.

TOTAL CUBIC FEET OF ITEMS BEING SHIPPED: _____

(Freezer is \$3.50 per cubic foot per day. Refrigeration is \$3.50 per cubic foot per day. Dry storage is \$3.50 per cubic foot per day).

All products must be delivered to your booth. There is a \$45.00 delivery charge for each delivery.

FIRST DATE OF STORAGE: _____ **LAST DAY OF STORAGE** _____

TIME OF PRODUCT DELIVERY TO BOOTH EACH DAY: _____

AMOUNT OF PRODUCT TO BE DELIVERED EACH DAY: _____

Ice _____ Ice charges are \$20.00 per 40 lb. bag. **There will be a \$45.00 delivery charge per delivery.**

APPROVED: _____ cc: Show Manager

General Manager WCC Event Service Dept.
Centerplate/NBSE Client's copy

Please Return To Our Office at least two (2) weeks prior to start of show to ensure confirmation.

NOTE: 10% DC Sales Tax applies to all charges. For additional information on services available, please (202) 371-3135 or Fax (202) 789-8356.

CREDIT CARD INFORMATION AND AUTHORIZATION NEEDED.

NO DELIVERIES ACCEPTED WITHOUT COMPLETED PAPERWORK PRIOR TO THE DATE OF EVENT.