



FOOD AND BEVERAGE SAMPLING POLICY & GUIDELINES

Centerplate retains the exclusive right to provide, control and retain all food and beverage services within the Calvin L. Rampton Salt Palace Convention Center and Mountain America Exposition Center. Concessions, the sale of alcoholic or non-alcoholic beverages, and the providing of snacks, treats or candies are included under this provision.

- ❖ A company/organization may not bring any food, beverages and/or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.
- ❖ All food and beverage samples or traffic promoters brought into the Salt Palace Convention Center and Mountain America Exposition Center must have written approval 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 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 for the purpose of promoting the merchandise.
 - Food samples are limited to a “bite size” sample.
 - Samples of non-alcoholic beverages are limited to a (4) four-ounce maximum.
- ❖ A written description must be submitted in advance that details the product and portion size to be sampled. Centerplate will provide approval of sampling arrangements to the sampling company/organization in writing only.
- ❖ Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm.
- ❖ General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from **CENTERPLATE** the exclusive Food Service Contractor.

Traffic Promoters

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

Food Production Services

- ❖ If an organization requires food preparation, heating or other kitchen services, arrangements must be made no later than 4 weeks in advance of the start of the event. Only Centerplate 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 Centerplate Catering Sales Representative for more information.

Food & Beverage Sampling - ICE

- ❖ Ice may also be ordered in advance for delivery to your booth during the show. The fee for ice is \$26.00 for each 40-pound bag.

Labor Fees

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

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

Food & Beverage Sampling Guidelines

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, Calvin L. Rampton Salt Palace Convention Center, Mountain America Exposition Center, SMG, the City of Sandy and the City of Salt Lake City.



Payment

- ❖ A 50% deposit and signed Food and Beverage contract is due 60 days prior to your event, or upon receipt of the preliminary invoice. The remaining balance will be due fourteen (14) business days prior to the start of your event. Any additional charges incurred during the Event, (the adjusted remaining balance) is required within 10 days following receipt of the Final Invoice. A completed Credit Card Authorization form must be provided by the Customer as a guarantee of payment for services rendered.
- ❖ 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.

Please note, 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.