



# 2011 AUTHORIZATION TO DISTRIBUTE SAMPLE FOOD AND BEVERAGE

ARMARK  
FOOD SERVICES DIVISION  
1201 SOUTH FIGUEROA STREET  
LOS ANGELES, CA 90015  
(213) 765-4512  
FAX: (213) 765-4552  
TDD: (213) 763-5080

**Events Held: January 1 - December 31, 2011**

NAME OF EVENT		EVENT DATES		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON SITE SHOW CONTACT (PLEASE PRINT)		
ADDRESS		CITY		STATE	
TELEPHONE		FAX		E-MAIL	
<b>PLEASE SEE BACK OF FORM FOR INFORMATION AND CONDITIONS FOR SERVICES PROVIDED</b>					

### GENERAL CONDITIONS

- 1) **INSURANCE REQUIREMENTS** - Product liability insurance is required when sample food is distributed in the LACC.
- 2) Samples distributed are limited to products manufactured, processed, distributed by and germane to the business of the exhibiting firm.
- 3) Items be given away are limited to the following samples sizes:
  - ALCOHOLIC BEVERAGES** - Distribution of alcoholic beverages is prohibited unless the required approvals and permits have been obtained from the LACC. Please see item #8 on the back of this form.
  - NON-ALCOHOLIC BEVERAGES** - Maximum of 2 oz. per serving.
  - FOOD ITEMS** - "BITE SIZE" samples not to exceed 2 oz. per sample.
- 4) Items requiring preparation such as heating, cooling, and refrigeration, must meet the requirements of the LACC and obtain from the county of Los Angeles Health Department a permit to sell food.
- 5) Disposal of food items must be arranged and disposed in the proper manner established by the LACC.
- 6) **Exhibitors may not sell food or beverage in the LACC.**

### PRODUCT INFORMATION

Product To Be Dispensed \_\_\_\_\_ Portion Size \_\_\_\_\_

Proposed Method of Dispensing \_\_\_\_\_

Food samples may be subject to display protection such as sneeze guard or other Health Department requirements.

How will product be prepared ? \_\_\_\_\_

Please explain purpose of offering sample. \_\_\_\_\_

Please return **all** copies no less than thirty (30) days prior to show date to:

LOS ANGELES CONVENTION CENTER  
c/o ARAMARK  
1201 South Figueroa Street  
Los Angeles, CA 90015

### LACC USE ONLY

DISPOSITION	<input type="checkbox"/> Forwarded to Food Service For Review	Date _____	ORIGINAL (ARAMARK)
	<input type="checkbox"/> LACC Approved _____	Date _____	YELLOW (EXHIBITOR)

In submitting this order, the parties requesting service acknowledge that they have read and understand the Terms and Conditions on the reverse side of this order form and agree to accept the terms therein.

## TERMS AND CONDITIONS

1. Please provide the information requested on this form to ensure a timely response to this request.
2. Return **all** copies to the LACC **not less than thirty (30) days** prior to scheduled show.
3. If further description of food/beverage samples is necessary, please attach explanation to form.
4. Food and beverage items **NOT** manufactured, processed, or germane to the business of the exhibiting firm **MUST** be purchased from the LACC.
5. Please notify Food Services (ARAMARK) if any changes are made to original request.
6. Method of trash disposal, perishable food items, and cooking material from the exhibit booths will be subject to review and approval of the LACC.
7. Dispensing, storage, and disposal of food/beverage product is the responsibility of the exhibitor and must meet all provisions required by the LACC and local public health agencies.
8. Companies approved for dispensing food or beverage must provide liability insurance **prior** to dispensing of product.

The following endorsements must be included:

- a. **COMPREHENSIVE GENERAL LIABILITY** with a minimum limit of \$1,000,000 for each occurrence. Insurance must include product and vendor liability, blanket contract liability, water damage legal liability and independent contractor's liability.
  - b. **WORKER'S COMPENSATION AND EMPLOYEE LIABILITY** with a minimum limit of \$1,000,000 for each occurrence.
  - c. The coverage must include the City of Los Angeles, the Los Angeles Convention Center, and ARAMARK Sports and Entertainment Services, LLC.
  - d. Insurance provided shall be in form and issued by companies authorized to do business in the State of California.
9. **ALCOHOLIC BEVERAGES**

Distribution of alcoholic beverages in pre-approved sample portions requires the following:

- a. Additional insurance coverage for liquor and host liability in the amount **not less than** \$1 million.
- b. Sample portions restricted to 1 ounce for beer; 1 ounce for wine; and ¼ ounce for liquor.
- c. Purchase and handling of alcoholic beverages required through appropriate agencies.

Please direct all inquiries to :      ARAMARK  
Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015  
(213) 741-1151, X4512

**THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY**