



EXHIBITOR INFORMATION PACKET

Welcome to the America's Convention Center and Dome!

Please reference the attached packet for information on food and beverage sampling, selling, and booth ordering.

USGIF GEOINT 2021 Symposium

Please return all required items to:

Jenn Morrison, Sr. Catering Sales Manager

jmorrison@levyrestaurants.com

Ph: 314-342-5243

Food and Beverage Sampling and Selling Policies

Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. All food items must be provided by Levy Restaurants. Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may be brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function.

There is no charge for sampling of food or non-alcoholic beverage provided:

- (1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- (2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- (3) The product is properly dispensed in full compliance with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.

Storage and handling

Refrigerated, frozen, and dry storage is available at a rate of \$50.00+ per pallet. There is a onetime handling fee of \$50.00+ and a \$25.00+ charge per delivery. Use of the kitchen facility is available for a fee with prior approval of the Executive Chef. Storage may not always be available; it is the responsibility of the exhibitor/vendor to supply adequate storage in this case. Levy Restaurants is not responsible for any loss of product.

Selling of food or beverage

Requests for the right to sell food must be submitted prior to an event by both the sponsoring event management and the requesting vendor. **Upon approval**, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. **Outside food and beverage is not permitted in the America's Center/The Dome and MUST be approved before the show.**

All approved vendors selling products must submit pricing and specifications to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services. Vendors must also have \$1,000,000.00 Liability Insurance naming Levy Restaurants as additional insured, and are responsible for all local and state laws. A Certificate of Insurance must be provided. **NO EXCEPTIONS.**

Alcoholic beverage sampling

All alcoholic products to be sampled must be approved prior to show. All alcoholic products must be delivered to the America's Center dock (off of Cole Street) from an **approved** distributor, and delivery times are to be coordinated between the exhibitor and Levy. All invoices must be invoiced to Levy Restaurants and paid in full to Levy Restaurants by the exhibitor 2 weeks prior to the event. The distributor will then be reimbursed according to Missouri State liquor laws within 30 days of the invoice. With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a \$0 invoice with receipt of payment 2 weeks prior to the event. A Certificate of Insurance must be provided and an Alcohol Release and Indemnity Contract signed, and they must be exact. This is law and we can't allow any exceptions.

Alcohol sampling requires service from union bartenders through Levy Restaurants. Bartender fees of \$150.00+ per 4 hours with a 4 hour minimum will be applied.

Name(type or print): _____ Signature: _____
Date: _____

Exhibitor Sampling Form

Page 1

To be filled out by exhibitor & emailed to Jenn Morrison at Levy Catering at the America's Center: jmorrison@levyrestaurants.com

Name of Show: **USGIF GEOINT 2021 Symposium**

Date(s) of Show: **October 5 – 8, 2021**

Exhibiting Company: _____ Booth #: _____

Contact Name: _____

Company Address: _____

Telephone: _____ Email: _____

List of food items to be displayed and/or served, method & location of preparation and method of holding food product for service.

ITEM	PREP LOCATION	STORAGE

Name (type or print): _____ Signature: _____

Date: _____



Exhibitor Sampling Form

Page 2

1. All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.
2. Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the Booth Form. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.
3. The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
4. The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.
5. The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations. Local Health Department permits are not required but the completed Exhibitor Sampling Form for Levy Restaurants will still be required.
6. All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.
7. Food temperatures must be 140 degrees or above (hot), 45 degrees or below (cold).
8. Metal-stemmed thermometers must be provided at booth to monitor product temperature.
9. Each booth must have adequate refrigeration (mechanical or dry ice).
10. Ice must come from a licensed commercial source (not made at home).
11. Wet ice can be used for canned or bottled soda in cold storage.
12. Wet ice used for drinks must be kept in separate containers with an ice scoop provided.
13. Ice cream dipping- see Event manager for special instructions.
14. Food containers (transportation and storage) must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam).
15. Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor.
16. Tongs, plastic gloves or other appropriate utensils are required in the handling of food products and provided by the exhibitor.
17. Eating or smoking in the booth is prohibited.
18. Proper hand wash facilities must be provided at booth (sanitary towelettes are acceptable).
19. Persons with any type of infection are prohibited from handling food and from working in a food preparation area.
20. Sufficient clothing must be worn while working in booth (no tank tops or similar attire).
21. At least a five (5) gallon container of water with approved sanitizing such as 1 tsp. Bleach for each 2 gallons of water must be available to clean and sanitize utensils or pans that may have been dropped or need cleaning.

Name(type or print):_____Signature:_____

Date:_____



Exhibitor Catering Information

Page 1

CONTACT

Levy Convention Centers

At The America's Center

701 Convention Plaza

St. Louis, MO 63101



Jenn Morrison

314-342-5243

jmorrison@levyrestaurants.com

- All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center
- All food and beverage selections must be placed **30 Days** prior to the event. Orders that are submitted less than 30 Days in advance will be subject to a 10% increase.
- Payment in-full will occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided.
- Please note that all food and beverage items are subject to a 22% taxable service charge plus applicable 11.179% sales tax.
- Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.
- All exhibitor orders less than \$150, exclusive, will be subject to a \$50 delivery fee.
- A bartender is required to service all alcohol orders at a rate of \$150 plus tax per four hours.
- Exhibitors will be responsible for supplying any electricity required for service equipment, trash removal from booth, as well as tables needed for food service.



ABSOLUTELY NO FOOD OR BEVERAGE FROM AN OUTSIDE SOURCE IS ALLOWED IN THE CONVENTION CENTER OR DOME. ALL FOOD AND BEVERAGE IS SUPPLIED BY CONVENTION HOSPITALITY.



Exhibitor Catering Information



BEVERAGES	Price	QTY	Date	Time (Start and End)
Freshly Brewed Regular And Decaf Coffee Per Gallon (*Attendant Required*)	52.00			
Hot Water With Assorted Tea Bags Per Gallon (*Attendant Required*)	40.00			
Assorted Soft Drinks (Each)	4.00			
Bottled Water (Each)	4.00			
20 Lb. Bag Of Ice	12.50			
Wine – Red, White, Rose, Or Sparkling	Market Price			
Domestic Beer (Each; *Bartender Required*)	6.50			
Imported Beer (Each; *Bartender Required*)	7.50			
AM SNACKS	Price	QTY	Date	Time (Start and End)
Assorted Muffins (Each)	4.00			
Low Fat Fruit Yogurts (Each)	3.00			
Fresh Whole Fruit (Each)	2.00			
PM SNACKS	Price	QTY	Date	Time (Start and End)
Pretzels (Each)	3.00			
Assorted Baked Cookies (Each)	3.00			
Snack Mix (Each)	3.00			
Bag of Chips (Each)	3.00			
Assorted Candy Bars (Each)	4.00			

Company: _____ Contact Name: _____
 Show Name: _____ Booth #: _____ Contact #: _____

Exhibitor Catering Information

Page 3

***Catering Requirements**

Catering contracts are required for all events. A contract will be provided to you, once your order form has been received.

***Ordering Forms**

Orders are only accepted via email.

Prior payment in full is required for all exhibitor orders. Upon order placement, a secure link will be emailed directly to process order payment.

In order to ensure PCI-DSS compliance, we cannot accept credit card details through email for payment or refund processing. *PLEASE DO NOT EMAIL ANYONE AT LEVY YOUR CREDIT CARD DETAILS.*

***Payments & Deposits**

Our credit policy requires pre-payment in full for all catering events.

***Service Charge & Tax**

A taxable 22% service charge and 1.5% tourism tax will be added to all food and beverage items, service charge, equipment rental, labor fees and décor. Sales tax will also be applied with exception to organizations that are tax exempt in the state of Missouri.

***Service Assistance**

Staff Culinaricians, Special Attendants, and Bartenders are \$150/four hour shift minimum.

