

**LEVY / RP FUNDING CENTER AUTHORIZATION REQUEST**  
***Sample Food and/or Beverage Distribution Authorization Request***

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the RP Funding Center (RPFC) and has the responsibility to the City of Lakeland to strictly regulate any food and beverage activity within the RPFC.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

**General Conditions**

1. Items dispensed are limited to products ***Manufactured, Processed, Sold and/or Distributed*** by exhibiting company.
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
  - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged sample.
3. Exhibiting Firm must provide Levy with:
  - a. Completed Sample Food and/or Beverage Distribution Authorization Request (Page 2 of this document)
  - b. Certificate of Insurance showing evidence of Commercial General Liability with an "EACH OCCURRENCE" limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and RP Funding Center as additional insured.
  - c. If the exhibiting company does NOT have a licensed establishment from which to operate, a copy of the health permit AND a letter from the establishment stating they have permission to use the facility.
4. Exhibiting Firm is responsible for all booth rental fees, electrical, plumbing, drainage and all other Levy and/or RP Funding Center Services.

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**IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES** Any Food and Beverage brought on premises without the Written Authorization from Levy, the RP Funding Center and **Show Management** is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than **2 weeks prior to date of event**
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy. An appropriate buy-out fee will be determined by Levy on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy.

If these services are required the following charges will assessed:

1. \$150.00 per day minimum for dry or refrigerated storage
2. \$25.00 per drop off and per pick-up for steward
3. \$6.00 per 5 pound bag of ice

*\*Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy should be shipped to Levy. You must contact Levy prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy, all standard fees mentioned above will be charged where applicable, including 21% Administrative Fee and applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy and the RP Funding Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Information must be received no later than close of business (5:00 PM EST) on 2 weeks prior to event**

***Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.***

| COMPANY INFORMATION    |  |               |  |
|------------------------|--|---------------|--|
| Company Name:          |  | Booth Number: |  |
| Billing Address:       |  |               |  |
| City, State, Zip Code: |  | Country:      |  |
| Telephone Number:      |  |               |  |
| Email Address:         |  |               |  |
| Onsite Contact Name:   |  |               |  |

| SAMPLING INFORMATION  |  |
|-----------------------|--|
| Sample Item:          |  |
| Distribution Purpose  |  |
| Quantity:             |  |
| Portion Size:         |  |
| Method of Dispensing: |  |

Agreed \_\_\_\_\_

Approved \_\_\_\_\_

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PLEASE RETURN FORM TO LEVY BY (2 weeks prior to date of event) TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy:

[Michele Lightsey- Michele.Lightsey@Levyrestaurants.com](mailto:Michele.Lightsey@Levyrestaurants.com)

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| Billing Address:       |  |               |  |
| City, State, Zip Code: |  | Country:      |  |
| Telephone Number:      |  |               |  |
| Email Address:         |  |               |  |
| Onsite Contact Name:   |  |               |  |

|                       |  |
|-----------------------|--|
| SAMPLING INFORMATION  |  |
| Sample Item:          |  |
| Distribution Purpose  |  |
| Quantity:             |  |
| Portion Size:         |  |
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