



Los Angeles Convention Center

ARAMARK
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, Ext. 4512
FAX: (213) 765-4552
TDD: (213) 763-5080

AUTHORIZATION TO DISTRIBUTE
SAMPLE FOOD AND BEVERAGE

Show Name, Exhibiting Firm, Address, City, State, Zip, Contact, Telephone No., Fax No., E-Mail, Show Date(s), Booth Number(s)

GENERAL CONDITIONS

PLEASE SEE BACK OF THIS FORM FOR FURTHER INSTRUCTIONS

- 1) INSURANCE REQUIREMENTS - Product liability insurance is required when sample food is distributed in the Convention Center.
2) Samples distributed are limited to products manufactured, processed, distributed by and germane to the business of the exhibiting firm.
3) Items to be given away are limited to the following sample 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 ozs. 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 Los Angeles Convention Center and local public health standards.
5) Disposal of food items must be arranged and disposed in the proper manner established by the Los Angeles Convention Center.
6) Exhibitors may not sell food or beverage in the Los Angeles Convention Center.

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 Dept. requirements. How will product be prepared?, Please explain purpose for 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: Forwarded to Food Service For Review, LACC Approved, Date, Copies Forwarded To: White-Event File, Green-Aramark, Pink-Show Management, Yellow-Exhibitor

1. Please provide the information requested on this form for the a timely response to this request.  
Return **all** copies to the LACC **not less than thirty (30) days** prior to scheduled show.
2. If further description of food/beverage samples is necessary, please attach explanation to form.
3. Food and beverage items **NOT** manufactured, processed, or germane to the business of the exhibiting firm **MUST** be purchased from the LACC.
4. Please notify Food Services (ARAMARK) if any changes are made to original request.
5. Method of trash disposal, perishable food items, and cooking material from the exhibit booths will be subject to review and approval of the LACC.
6. Dispensing, storage, 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.
7. Companies approved for dispensing food or beverage must provide product 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 per occurrence. Insurance must include product and vendor liability, blanket contract liability, water damage legal liability and independent contractors 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.
8. **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 1/4 ounce for liquor.
- c. Purchase and handling of alcoholic beverages required through appropriate agencies.
- d. Permits available via LACC food services, ARAMARK.

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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**