

ALCOHOLIC BEVERAGE POLICY

Levy retains the exclusive right to provide alcoholic beverages per the PLCB Liquor License for the David L. Lawrence Convention Center.

Exhibitors may request to sample/sell alcohol and receive permission only upon written authorization from LEVY and by completing the appropriate forms, PLCB documentation and submitting these with certificate of insurance to the Levy Catering Department **thirty (30) days prior to the start of the show.**

REQUIREMENTS TO TASTE & SELL ALCOHOL

Any exhibitor requesting product tastings and/or the sale of alcoholic beverages must receive permission from Levy.

Alcohol tastings are for market research and for educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representative, distributors, importing distributors or retail licensees provided they adhere to the following, per the Pennsylvania State Liquor Control Board and Levy Policies.

Exhibitors who qualify for a **Limited Winery Permit, Limited Distillery Permit, or Limited Brewery Permit** from the State of Pennsylvania are permitted with Levy approval to sample and sell product at the DLCC.

- 1) The exhibitor is required to provide a copy of the **PLCB Limited Exposition Permit** reflecting the dates of the show – *See sample permit on page 4.*
- 2) The exhibitor must complete the **Authorization Request & Payment Form (page 3)**. This is only a request to exhibit and sample alcoholic beverages - Levy reserves the right to approve or deny any application.
- 3) The exhibitor must submit the **Certificate of Insurance** exactly as show on page - *See sample on page 5 & 6*
- 4) Exhibitors must adhere to the sampling and selling guidelines outlined below:

ALCOHOL SAMPLE SIZE & SELLING GUIDE

WINERIES	DISTILLERIES	BREWERIES
<ul style="list-style-type: none"> • Sample size not to exceed one (1) ounce • Selling by the bottle or case lot only • No individual glasses to be sold 	<ul style="list-style-type: none"> • Sample size not to exceed half (0.5) ounce • Selling by the bottle or case lot only. • No individual beverages to be sold 	<ul style="list-style-type: none"> • Sample size not to exceed two (2) ounces • Selling by the case lot only & not to exceed 192 ounces • No individual glasses, bottles or growlers to be sold

Any exhibitor that is **not** a Limited Winery, Limited Distillery or Limited Brewery in the State Pennsylvania is **not permitted to pour or serve their own samples, and is not permitted to sell products onsite.**

Please contact the Levy Catering Sales Department for quotes on Bartender Fees.

ALCOHOLIC BEVERAGE POLICY

**ALCOHOL SOLD BY AN EXHIBITOR CANNOT TO BE CONSUMED ON DLCC PROPERTY.
THIS IS A VIOLATION OF THE DLCC LIQUOR LICENSE AND PROHIBITED BY THE PLCB.**

In addition to the requirements on Page 1, each booth must adhere to the following:*

- Signage provided by the DLCC stating that alcohol sold is NOT to be opened on DLCC property as this is a violation of the DLCC liquor license and prohibited by the PLCB (see page 7 for example)
- **VenueShield**
 - If items are **NOT** pre-packaged or sealed, vendors must have a breath barrier (sneeze guard) protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently.
- **Per the Allegheny County Health Department**
 - Both Hand Sanitizer and Sanitizing wipes **MUST** be at each booth for staff use to disinfect/sanitize high-touch areas that are frequently used

~If any of the above are not complied, Levy reserves the right to revoke approval on-site~

**Requirements for food and beverage dispensing are subject to change based upon state requirements*

Delicensing Booth Fees:

Exhibitors who qualify for a Limited Winery Permit, Limited Distillery Permit or Limited Brewery Permit from the State of Pennsylvania are required to pay the \$107.00 Delicensing Booth Fee.
All fees include PA sales tax of 7%.

The de-licensing process allows the sampling and sale of alcohol from your designated booth space only.

The \$107.00 Delicensing Booth Fee is per show and must be accompanied by the following:

1. PLCB Limited Exposition Form
2. Certificate of Insurance with correct language
3. Authorization Request & Method of Payment Form

**ALCOHOL SOLD BY AN EXHIBITOR CANNOT TO BE CONSUMED ON DLCC PROPERTY.
THIS IS A VIOLATION OF THE DLCC LIQUOR LICENSE AND PROHIBITED BY THE PLCB.**

For additional information, please contact the Levy Catering Sales Department

Betsy Johnson-Rusnic, Director of Catering Sales – bjohnson@pittsburghcc.com – 412.325.6194

Caroline Mays, Catering Sales Manager - cmays@pittsburghcc.com - 412.325.6162

Hannah Bortmas, Catering Sales Coordinator - hbortmas@pittsburghcc.com - 412.325.6121

AUTHORIZATION REQUEST FORM & PAYMENT FOR DELICENSING

Please complete this form for consideration to receive authorization to sample and/or sell Alcohol at the David L. Lawrence Convention Center.

Authorization Request Form:

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy. Please complete and return this form to receive authorization to sample product.

This policy is strictly enforced. Violations will result in products being removed from show floor.

Name of Show/Event: _____

Event Date: _____

Company Name: _____ Booth Number: _____

Contact Name: _____ Phone Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Product you wish to sample & sell : _____

METHOD OF PAYMENT:

Levy accepts Credit Card or Check. All payments must be received no later than 7 business days prior to the start of the show. *Any vendor with outstanding payment will be asked to leave the facility.*

Please check the appropriate box for the method of payment being provided to Levy for the **\$107.00 delicensing fee:**

Credit Card Payment:

Secure link via email

Email: _____

Payment via Check:

Made payable to **Levy Convention Centers**

**Mail to: 1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15222**

CHECKLIST

- Completed DLCC Authorization Request & Method of Payment Form**
- PLCB Limited Exposition Permit**
- Certificate of Insurance** - with correct language (see example page 5 & 6)
- Hand Sanitizer and Sanitizing Wipes** for booth staff to clean and sanitize frequently touched surfaces and hands.
- Booth Signage** - The provided signage will be posted visibly at my booth referencing alcohol cannot be opened on DLCC Property (page 7)

Vendor Signature: _____ Date: _____
(Your signature identifies that you have read and understand the terms, payment terms and conditions of this policy)

Approved: _____ Date: _____
Levy General Manager

SAMPLE - PLCB LIMITED EXPOSITION PERMIT



Month, Date, Year

Company Name
Address
Address

RE:
License No.
File/Job No.
Licensing Information Center

Dear Licensee:

An Exposition Permit is hereby granted to the above-referenced licensee for the premises/location listed herein. The hours of operation are limited to the hours permitted by law for your license type.

Dates:

Location: David L Lawrence Convention Center, 1000 Fort Duquesne Boulevard, Pittsburgh, Allegheny County, PA
Inside area: 8' x 10'

This permit authorizes sales of your product in volumes permitted under the authority of your license and to provide tasting samples in individual portions as permitted by law.

The area in question is currently subject to Levy Premium Foodservice, LP. However, during the dates in question, the area will be deemed to be subject to the special permit and not Levy Premium Foodservice, LP.

The areas approved by this permit must be defined by physical separation from any other areas or business, so as to clearly delineate the areas under the sole control for the purpose of the event and the subject permittee.

The Bureau of Liquor Control Enforcement of the Pennsylvania State Police is responsible for enforcement of the Liquor Code and PLCB regulations.

Sincerely,

Tim Holden
Chairman

Michael Negra
Member

Michael Newsome
Member

THIS IS THE LICENSE AUTHORITY

Bureau of Licensing
Northwest Office Building | Harrisburg, PA 17124 | 717.783.8250 | F 717.772.2165 | lcb.pa.gov

SAMPLE - CERTIFICATE OF INSURANCE

Your insurance MUST have the exact information as highlighted on the sample.

CERTIFICATE OF INSURANCE				ISSUE DATE	
PRODUCER NAME		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
COMPANIES AFFORDING COVERAGE					
INSURED Third - Party Concessionaire		COMPANY LETTER	A	Carrier with at least A Best rating & VIII Financial Size	
		COMPANY LETTER	B		
		COMPANY LETTER	C		
		COMPANY LETTER	D		
		COMPANY LETTER	E		
COVERAGES					
THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	12345			GENERAL AGGREGATE \$ 5000000 PRODUCTS-COMP/OP AGG \$ 5000000 PERSONAL & ADV. INJURY \$ 1000000 EACH OCCURRENCE \$ 1000000 FIRE DAMAGE (Any one line) \$ 50000 MED EXPENSE (Any one person) \$ 5000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> OTHER	12345			COMBINED SINGLE LIMIT \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	12345			STATUTORY LIMITS EACH ACCIDENT \$ 500000 DISEASE-POLICY LIMIT \$ 500000 DISEASE EACH EMPLOYEE \$ 500000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
The entities and individuals listed are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages. Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents, collectively, the "Released Parties".					
CERTIFICATE HOLDER			CANCELLATION		
Levy Restaurants David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE		

Coverage Limits must be no less than what is stated.

Policy dates ("Effective" and "Expiration") need to be current and cover the dates of the event.

SAMPLE - CERTIFICATE OF INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample.

A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	12345	STATUTORY LIMITS	
			EACH ACCIDENT	\$ 500000
			DISEASE-POLICY LIMIT	\$ 500000
			DISEASE EACH EMPLOYEE	\$ 500000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS				
The entities and individuals listed are hereby collectively named as additional insureds with respects to the foregoing General Liability and Automobile Liability coverages.				
Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees and agents (collectively, the "Released Parties").				
CERTIFICATE HOLDER			CANCELLATION	
Levy Restaurants David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.	
			AUTHORIZED REPRESENTATIVE	

CD 37 (6-94)

Description of Operations Must Include:

Additionally Insured "Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties")."

SAMPLE - BOOTH SIGNAGE FOR ALCOHOL

Each vendor/exhibitor is required to visibly post the below document at their booth. This document will be provide to you upon move-in.

**Alcohol purchased
from this booth
cannot be opened on
DLCC property as this
is a violation of the
DLCC liquor license
and prohibited by the
PLCB.**

Thank you for your
cooperation.

