



Dayton Convention Center

Outside Food & Beverage Provider Sampling Policies

At the sole discretion of the Dayton Convention Center (DCC) and the DCC Food & Beverage Director (F & B Director), from time to time, will allow private entities to offer samples at an event. The following policies govern the use of the DCC for such purposes through an outside provider.

- Every provider must communicate, either in person or virtually, with the Food & Beverage Director to discuss all of the details of their sampling event. The event plan must be submitted in writing to the Food & Beverage Director at that time.
- Every provider must provide, **no less than 90 days prior to the event** the following documents:
 - A copy of their most recent health department inspection report with a score of 90 or above
 - A copy of their liability insurance declarations waiver naming the Dayton Convention Center and MCCFA as additional insured. The total value of the policy cannot be less than \$1,000,000.00 (One Million US Dollars)
 - A copy of the Provider's current business license.
- Please note that home-based or non-licensed providers are not permitted to sample their wares to guests in our facilities. There are no exceptions.
- The Provider agrees to hold harmless the DCC/ MCCFA, Celebrate Dayton Hospitality/ ASM Global and all subsidiaries from any untoward event relating to the service of items provided.

Please review and complete this form to receive authorization to distribute food, supplements or beverages NOT purchased through Celebrate Dayton Hospitality, the exclusive food and beverage provider at the Dayton Convention Center.

1. Items dispensed are limited to products manufactured, processed, or distributed by providing companies.
2. If you do manufacture, process, or distribute the items, they must be dispensed and distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages can be a maximum of 8 oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - b. Food items are not to exceed 6 oz. portions.
 - c. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming ASM Global Convention Center Management LLC, SMG Food & Beverage LLC DBA Dayton Convention Center and the MCCFA, Montgomery County Convention Facilities Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - d. All Providers are responsible for adhering to State of Ohio, City of Dayton, County of Montgomery laws pertaining to the distribution of alcohol.
3. If your company manufactures, processes or distributes alcoholic beverages and this product is related to the purpose of the show, then you are able to serve your items in single serving sizes and it must be dispensed and distributed in accordance to Local and State Health Codes:
 - a. Vendors MUST submit proof of having \$1,000,000.00 liability insurance as stated above.
 - b. Sample portions must be under the following limits and consumers may not be given more than two(2) servings: i. Beer 12 oz. ii. Wine/wine coolers/spirit coolers 4 oz iii. Mixed beverages* 4 oz. iv. Liquor/liqueurs 1.5 oz. v. All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted. *In this instance, a mixed beverage does not refer to a drink made from a distilled spirits product with an alcohol content of more than 21% ABV (42 Proof or more) that has been blended with soda, juice or some other mixer. This reference is to pre-package, ready to drink products that require no mixing with any other products.
 - c. Distribution of alcoholic products must be monitored and overseen by a staff bartender from Celebrate Dayton Hospitality in compliance with Ohio Liquor Laws.

4. Vendors are responsible for arranging all booth set-up including electrical, plumbing, drayage and all other building services through conversations with and a written plan provided to the Food & Beverage Director.

5. Storage, Delivery, or Kitchen Use- if you as the manufacturer, processor, or distributor require any product storage, delivery, or kitchen use, the following charges may be assessed:

- a. \$150.00 per day/pallet for refrigerated, frozen or dry storage
- b. \$50.00 one-time handling fee for 1-4 skids and \$250.00 handling fee for 5 or more skids
- c. \$50.00 delivery charge each time product is delivered to the booth or room
- d. \$150.00 per hour for use of kitchen space, reserved on a first come, first served basis
- e. Additional charge(s) for rental of equipment, subject to availability

BAR & BEVERAGE POLICIES

- All bartending services must be provided by DCC/CDH staff bartenders. No exceptions.
- All events at the DCC will require the services of a DCC Event Manager (provided with rental of space)
- All alcohol and all beverages served must be supplied by the DCC
- There can be NO alcohol consumption by any one under the age of 21 regardless of parental permission. No exceptions

SHOW/EVENT INFORMATION

Show/Event Name

Date of Event: 06/03/2023_

Name & Address of Company Requesting Permission to Provide Food or Beverage Items:

On-Site Contact:

Name:

Cellular Phone Number:

Email Address:

Item(s) provided (be specific); please include quantity, portion size and method of dispensing item

Client Signature:

Phone: _____

Printed Name: _____

Catering Company Name: _____

Catering Company Representative: _____ Phone: _____

Date Signed: _____

DCC F & B Director: _____ Phone: 937-535-5315