

# Sampling Policy

For additional services or information, please contact Chicago Signature Services:  
600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • [www.navypiercatering.com](http://www.navypiercatering.com)

## Sampling and Serving of Food and Non-Alcoholic Beverages

Chicago Signature Services retains the exclusive right to provide and control all food and beverage services throughout the Navy Pier Festival Hall, Grand Ballroom and related spaces for events, including concessions and the sale of alcoholic and non-alcoholic beverages, and to provide, control and retain any revenues therefore.

Sponsoring organizations and/or their exhibitors may distribute packaged sample food and/or beverage product *only upon express written authorization from Chicago Signature Services management using the attached Authorization Request Form.*

Items dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

*Free samples are limited to 1 oz. portions served in 2 oz. portion cups for food and beverage.*

Exhibitors and Show Managers are not permitted to bring food, beverage and/or alcoholic beverages for use in hospitality or backstage areas.

Any exhibitor giving away packaged or unpackaged food or beverage products will be fully responsible for any and all liabilities that may result from consumption of their products.

## Sampling of Alcoholic Beverages

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board of the State of Illinois, or employ the services of Chicago Signature Services bartenders in order to be covered under our liquor license. Samples dispensed are limited to those products which are manufactured, processed or distributed by the entity requesting permission as long as those items are closely related to the central theme of the show.

*Samples are limited to one ounce of beer or wine and ¼ ounce of spirituous liquors.*

Persons dispensing alcoholic beverages must be 21 years of age or older. Samples are only to be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D. is required."

Vendors **must** submit proof of holding \$1,000,000.00 in liability insurance naming Chicago Signature Services, LLC and Metropolitan Pier and Exposition Authority as additional insured.

All products that are to be samples must be delivered and stored through the show contractor.

*All Food and Beverage that is not part of a sampling must be contracted through Chicago Signature Services. Please see your Catering Manager for menus and ordering procedures.*



**Navy Pier Catering**

Menu Offerings as of March 1, 2012 - All pricing subject to change without notice. All listed prices are subject to applicable sales tax (currently 10.75%) and gratuity (currently 22.5%). All bottled sodas and carbonated waters are subject to City of Chicago soda tax (currently 3%).

# Sampling Request Form

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Chicago Signature Services holds the exclusive rights to all food and beverage service within the Festival Hall Complex at Navy Pier. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food or beverage into Navy Pier without the written approval of Chicago Signature Services. *This policy is strictly enforced. Violations will result in products being removed from the show floor.*

Please complete this form to receive authorization to distribute food or beverages not purchased through Chicago Signature Services.

Name of Show/Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

On-Site Contact (if different than above): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Products you wish to distribute: \_\_\_\_\_

Size of portion to be dispensed: \_\_\_\_\_ Anticipated Quantity: \_\_\_\_\_

Reason for offering samples: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

If you do not meet the conditions required for sample distribution, corkage or service fees will be quoted. Any such fees must be paid in advance of the show. All food and beverage distribution must receive advance approval from Chicago Signature Services.

This policy is strictly enforced. Exhibitors who do not comply will be asked to remove items from the facility. Please return this form to Chicago Signature Services at least two weeks prior to the start of the show.

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

Catering Manager

General Manager



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