SAMPLING GUIDE

For companies or organizations to prepare and sample products that they prepare or sell in normal day-to-day operations.

Food and Beverage Sampling Guidelines

Sodexo Live! retains the exclusive right to provide, control and maintain all food and beverage services throughout the facilities.

All food and non-alcoholic beverage samples brought into the facilities require approval from Sodexo Live! in writing prior to the event and must comply with the following guidelines:

- A company or organization may not bring on to the premises, food or beverage for use in the hospitality lounge, staff offices or backstage areas.
- A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or organization produces or sells in its normal day-to-day operations, granted items are not temperature sensitive.
- A company or organization must provide a Certificate of Liability Insurance that names Sodexo Live! at the Raleigh Convention Performing Arts Complex as the certificate holder.
- Food samples are limited to (2) ounce portions and must be **non-perishable**.
- Non-alcoholic beverage samples are limited to (2) ounce portions.

A completed Sample Food / Beverage Distribution Authorization Request Form, provided in this guide, must be submitted in advance to Sodexo Live!

Approval of sampling arrangements will be provided to the requesting organization in writing from Sodexo Live!

Alcoholic Beverage Sampling Guidelines

Beer and wine sampling only permitted. No sampling/tasting of spirituous liquors is permitted.

Sampling and/or tasting is only permitted by licensed breweries and/or wineries, if the following requirements are upheld. All other groups are prohibited from all alcohol beverage sampling; these services can be ordered through Sodexo Live!.

The sampling/tasting request must comply with the following guidelines:

- NC ABC Board Wine-Tasting Permit and/or Malt Beverage Tasting Permit must be on-site throughout sampling event.
- Winery's and/or brewery's representative(s) must be on site overseeing sampling.
- A Sodexo Live! bartender is required to facilitate all alcoholic beverage sampling.
- Wine and/or malt beverage (beer) sampling/tasting event shall not exceed four hours.
- Sample/tasting size may not exceed:
    - 2 ounces for wines
    - 2 ounces for malt beverages (beers)
- At any one tasting area, there may not be more than (6) wines sampled and/or more than (4) malt beverages (beers) sampled.

No sale of alcoholic beverages is permitted, including sale of packaged items.

- There can be no Sodexo Live! bar service (cash nor hosted) in operation during the sampling/tasting event.
    - To include a bar(s) during any sampling/ tasting event, all sampling wine(s) and/or malt beverage(s) (beer) must be served by Sodexo Live! bartender(s) with a $175++ fee per bartender.
    - Sampling beverage can be established as premier beverage at bar to be served or sold. If product is not in current Sodexo Live! bar selections, full payment required for product costs.
    - Brewery and/or winery display can be set up next to bar to showcase product.

Sample Food / Beverage Distribution Authorization Request Form

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- A company or organization may not bring on to the premises, food or beverage for use in the hospitality lounge, staff offices or backstage areas.
- A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
    - Food samples are limited to (2) ounce portions of non-perishable food items.
    - Non-alcoholic beverage samples are limited to (2) ounce portions.

Event Name_____ **Event Date(s)**_____

Requesting Organization Name: _____ **Booth Number**_____

Telephone Number: _____ Email Address _____

Address_____ City_____ State_____Zip_____

Requester Name: _____Signature_____Date _____

Product(s) to be sampled_____

_____

_____

Portion Size_____Proposed Method of Distribution_____

Expected Arrival Date_____Method of Delivery_____

Return this form via email to Samantha.Amodio@Sodexo.com, two weeks prior to start of show for review.
Any request received within the two-week period prior to the event will be assessed a $50.00 processing fee. NOTE: Applicable sales taxes apply to all charges.

Sodexo Live! Catering ONLY to complete this space:

APPROVED_____ NOT APPROVED_____REASON: _____

sodexo live!