



Navy Pier Catering

Sampling Policy

Sampling and Serving of Food and Non-Alcoholic Beverages

Navy Pier Catering 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 Navy Pier Catering 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 Navy Pier Catering 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 1/4 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 Navy Pier Catering, LLC and NPI 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 Navy Pier Catering. Please see your Catering Manager for menus and ordering procedures.

For additional services or information, please contact Navy Pier Catering:
600 East Grand Avenue, Chicago, IL 60611 • Main Telephone: (312)595-5130 • Fax: (312)595-5079 • www.navypiercatering.com



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Sampling Request Form

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Navy Pier Catering 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 Navy Pier Catering. 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 Navy Pier Catering.

Name of Show/Event: _____

Event Date(s): _____ Booth Number: _____

CompanyName: _____

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 Navy Pier Catering.

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

Approved: _____ Approved: _____

Catering Manager

General Manager

Menu Offerings as of JANUARY 1, 2018 – All pricing subject to change without notice. All listed prices are subject to applicable sales tax (currently 11.5%) and service charge (currently 25%). All bottled sodas and carbonated waters are subject to City of Chicago soda tax (currently 3%).