

Centerplate

Raleigh Convention and Performing Arts Complex

SAMPLE FOOD / BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

FOOD AND BEVERAGE SAMPLING GUIDELINES

Centerplate 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 Raleigh Convention Center and or Progress Energy Center for the Performing Arts require approval from Centerplate in writing prior to the event and 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. 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.

Non-alcoholic beverage samples are limited to (2) ounce portions. Sample cups can be no larger than (2) ounces.

Event Name _____ Event Date(s) _____ Booth Number _____
 Firm _____ Telephone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Authorized by _____ Signature _____ Date _____
 Product(s) to be sampled _____
 Portion size _____ Proposed Method of distribution _____

Services Required:

Storage Yes ___ No ___

Type ___ Freezer \$5.00+ per cubic foot per day
 ___ Refrigerated \$3.50+ per cubic foot per day
 ___ Dry \$3.00+ per cubic foot per day
 ___ Other _____

Expected arrival date _____ Method of delivery _____

Delivery contact info _____

Ice Charge - \$25.00 per bag (25#). There will be a \$25.00+ delivery charge per delivery if delivered to a booth.

APPROVED _____ NOT APPROVED _____
 Centerplate Catering Centerplate Catering

Please return this form to Centerplate two weeks prior to start of show to ensure confirmation. Any request received within the two week period prior to the event will be assessed a \$50.00 processing fee. NOTE: A 6.75% NC Sales Tax applies to all charges.