



### **SAMPLE & RETAIL FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST**

OVG Hospitality has exclusive food and beverage distribution rights within the Pasadena Convention Center and Civic Auditorium. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization. Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration. All open to the public events that would like to sample product must apply and obtain approval through the City of Pasadena Health Department at 626-744-6004 or [envhealth-specialevents@cityofpasadena.net](mailto:envhealth-specialevents@cityofpasadena.net).

**The Selling of Food and/or Beverage products other than OVG Hospitality is strictly prohibited.**

#### **REGULATIONS:**

1. All products sampled must be commercially manufactured and FDA approved.
2. Exhibitors must adhere to the California Retail Food Codes and proper food handling procedures.
3. Sampling may not include items that directly compete with OVG Hospitality Catering and/or its retail concession outlets.
4. Only approved items may be distributed.
5. All sample food items are limited to 2oz portions.
6. Non-alcoholic beverages are limited to a maximum of a two (2) ounce container and no more than one (1) ounce of product. No cans or bottles will be permitted. All samples must be served in plastic cups.
7. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages sampling sizes:
  - a. Wine – (2) ounce
  - b. Beer – (4) ounce
  - c. Liquor – (0.25) ounce

Additional fees for a floor supervisor or bartender will apply.

\*Commercial cannabis activities including displaying, sampling, and selling of cannabis or cannabis related products (including CBD edible products) are not permitted, unless authorized by the City of Pasadena. Approval must be obtained prior to confirming an exhibitor's participation at your event. The City of Pasadena will require the vendor to provide proof the product was manufactured under an IHEO Authorization from the California Department of Public Health prior to issuing their Health Permit. The PCOC is not a licensed dispensary establishment, therefore retail sale, trade, sampling, and displaying of any cannabis or cannabis related products is not allowed. Please contact the City of Pasadena at 626.744.6004 for any questions and approval.

**BOOTH REQUIREMENTS:**

1. All food items, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
2. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
3. Hand-washing facilities must be provided in each booth handling unpackaged food and beverage items. Hand washing facilities include warm water (100F) (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towel dispensers. Hand washing kits are available for rental through OVG Hospitality for \$30.00++ /per day.

**BUY-OUT/WAIVER FEES**

Any Food and Beverage brought on the premises without the written authorization from OVG Hospitality is prohibited.

Hosted catering/booth or events that do not fall within the Sampling parameters listed above may incur a Buy-Out/Waiver Fee by OVG Hospitality. An appropriate buy-out/waiver fee will be determined by OVG Hospitality on a case-by-case basis; however, the buy-out fee is subject to applicable taxes.

Unauthorized products brought onsite will be subject to an additional 25% buyout cost.

**SAMPLING AGREEMENT:**

In consideration of granting a waiver of the food and beverage service restrictions, the undersigned Exhibitor hereby waives, and agrees to indemnify, defend, and hold OVG Hospitality at the Pasadena Convention Center and Civic Auditorium, and their respective officers, directors, and agents (collectively the "Indemnities"), harmless from, any and all liabilities, claims, damages, costs and fees (including attorneys' fees) that may be suffered or incurred by the Indemnities and arising from the preparation, presentation, delivery or consumption of the food and/or beverage products provided by Exhibitor.

**Sampling requests must be submitted no less than fourteen (14) days prior to the event date for consideration.**

A copy of current business license and a Certificate of Insurance with \$1,000,000 of Commercial and General Liability. Also, naming OVG Hospitality and PCOC as additional insured is required along with the completed sampling request form.

**Failure to adhere to the above guidelines may result in removal from the show floor and the Licensor will not be responsible for any liability associated as a result.**



EXHIBITOR/COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ ON-SITE CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. Product(s) you wish to dispense: \_\_\_\_\_
2. Proposed method of dispensing (*including all food heating and holding equipment and procedures as well as cleaning and sanitation practices*):  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICES REQUIRED:**

**STORAGE:** \_\_\_\_\_ NO \_\_\_\_\_ YES; indicate approximate amount needed \_\_\_\_\_ cu. ft.  
\_\_\_\_\_ Freezer (rental dependent on amount of space needed) \_\_\_\_\_ Refrigerator - \$75/\$150

*\*Both freezer/refrigerator requires power from Edlen Electrical.*

\_\_\_\_\_ Ice / \$15/per 10lb bag \_\_\_\_\_ Catering Attendant / \$175/4 hr

\_\_\_\_\_ Floor Supervisor / \$175/4 hr \_\_\_\_\_ Bartender/ \$200/4 hr

\_\_\_\_\_ Booth Handwashing Station / \$30 \_\_\_\_\_ Delivery Fee / \$35 per delivery

*\*All other services, i.e., use of kitchen, warming product, product storage, subject to additional fees. Check with the catering representative.*

**\*All services are subject to 24% service charge and current tax.**

**CLIENT:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_  
Client Name Director of Catering

**Note: We will contact you ONLY if we foresee a problem or have questions regarding your sampling application.**

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**OVG HOSPITALITY CATERING DEPARTMENT**

Return to: OVG Hospitality at the Pasadena Convention Center

Tricia Galloway, Director of Catering

**Phone** 626-817-5635

**Fax** 626-795-9656

**Email** [Tricia.Galloway@oakviewgroup.com](mailto:Tricia.Galloway@oakviewgroup.com)



### **BOOTH INFORMATION**

#### **Cooking Demo Guidelines**

To ensure the safety of our venue and protect our facilities, please adhere to the following guidelines for any cooking demonstrations taking place in the ballroom and/or on our stages:

**1. Floor Protection:**

A tarp or Visqueen must be laid down prior to setup to protect the carpet. Any damage to the flooring will result in additional charges.

**2. Heating Equipment:**

- Only electric heating systems are permitted.
- All electrical needs must be coordinated through **Edlen Electrical**.

**3. Open Flame Use:**

- Event Managers must be informed in advance of any vendors using **sternos** or **butane**.
- The **Fire Marshal** will determine whether a standby officer is required. If so, additional fees will apply.
- **Gel sternos are not allowed.**

**4. Prohibited Equipment:**

- **Propane burners and grills are strictly prohibited.**

Please ensure all vendors and participants are made aware of these requirements in advance.

Thank you for your cooperation.