



2026 SAMPLING AUTHORIZATION REQUEST FORM

Policy for Food and Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy, the exclusive food and beverage provider at The Wisconsin Center District (WCD).

The Selling of Food and/or Beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy. Sponsoring organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

General Information for Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact Levy and we will be happy to help you arrange these catering services.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a **SAMPLE SIZE** and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted. For Food Shows the maximum of an **8oz.** Sample Size is permitted.
- Food items are limited to "bite size", not to **exceed 2oz.** portions. For Food Shows the sample size should not exceed **6oz.**
- A charge of \$450.00 per day, per distribution location will be paid to Levy in full prior to show/event. This fee is non-negotiable and non-refundable.
- No Alcoholic Beverages or Food Beverage Items with CBD may be sampled, or distributed.
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy and the WCD as additional insured and are responsible for State and Local laws pertaining to the distribution of all food and non-alcoholic beverages.

3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other WCD services.

4. Storage, Delivery, or Kitchen Use

If you, as the **Manufacturer, Processor or Distributor**, require any product storage, delivery, or kitchen use the following charges may be assessed:

- \$375.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
 - Designated Attendant required for booths that request storage - \$350.00 for four hours, \$125.00 for each additional hour. Attendant to deliver product when requested.
- \$175.00 one-time Handling Fee for 1-4 Skids and \$300.00 Handling Fee for 5 or more Skids.
- \$175.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- Ice delivery, one time drop, of approximately 80 pounds, \$125.00. Additional deliveries require labor fees.
- \$500.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis, based on availability.
- Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Levy or the WCD.



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Sampling Permission Form

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Contact Name

Cell Phone #

Address

City

State

Zip

Email Address

Item(s) and Reason of distribution, please include quantity, portion size and method of dispensing items

Approved by:

Date:

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy and the WCD from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

IMPORTANT:

- Certificate of Insurance and completed Sampling Authorization Form must be sent back to levycatering@wcd.org a minimum of (14) business days prior to start of the show. Full payment must be received 7 business days prior to load in. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.