



Our sales team is available from 9am to 5pm Central Standard Time, Monday through Friday, to assist you with your food and beverage selections. Please contact our catering department for additional information:

Christi Rath  
[crath@levyrestaurants.com](mailto:crath@levyrestaurants.com)  
(402) 599-6868

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(402) 599-6858

Levy is proud to be the exclusive provider of all food and beverage services at the Century Link Center Convention Center. To follow, are some general guidelines to get you started with your event planning process. We look forward to working with you on your upcoming show.

### **SELLING OF FOOD AND/OR BEVERAGE PRODUCTS BY ANY OTHER ENTITY IS STRICTLY PROHIBITED**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named directly below.

#### **GUIDELINES**

1. All food and beverages served within the exhibit halls must be ordered through Levy , exclusive caterer at the Century Link Center Omaha.
1. No food or beverages will be permitted to be brought into the convention center by any exhibitor or any other entity without prior written authorization by Levy. This includes product samples. Please see attached Sampling Policy and Authorization Request Form for details. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.
2. **No food or beverage is permitted to be sold in any capacity on the show floor.** Please contact Levy for sub-contractor information if applicable.
3. We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and services are regulated by the Nebraska Liquor Control Board. Levy, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.** Applicable alcohol taxes will be applied to your order.
4. Order form or sample request form must be received no later than two weeks prior to show dates to ensure confirmation.
5. Orders submitted less than two weeks in advance will be subject to a 10% increase in all pricing.
6. Full payment must be received no later than one week prior to the start of services. All replenishment orders during the show must be guaranteed by a credit card; any balance of charges due will be billed to the credit card unless payment is received prior to the end of the show.
7. Any changes for the next day must be made by 3pm the previous day. Cancellations require a 72 hour notice or full charges will be incurred.
8. The exhibitor is responsible for supplying any electrical power needed for food service equipment through the convention center.

## SAMPLING POLICY

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Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions named directly below.

#### GENERAL SAMPLING CONDITIONS

Items dispensed are limited to products *Manufactured* or *Processed* by exhibiting companies and are *related to the purpose* of the show.

All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:

1. Non-Alcoholic Beverages limited to maximum of 2 oz. Sample Size *See Below for Sampling of Alcoholic Beverages*
2. Food items are limited to “bite size” (1 X 1 inches or 1 ounce)
3. All foods must be from an approved commercial source – **no home canned or home processed foods will be allowed.**
4. Food handling and storing within your booth or designated area must be in accordance with local health department guidelines.
5. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured.
6. If vendor is sampling hot items (reheat, baking, grilling, frying, or microwaving) in booth, they are required to have a valid Temporary Food Permit from the Douglas County Health Department and it must be displayed throughout the show. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

**If vendor desires to sell any edible product, please see below under “Selling of Any Food or Beverage”**

#### ALCOHOLIC BEVERAGE SAMPLING CONDITIONS

Alcoholic beverages not purchased through Levy that are *Manufactured* or *Processed* by the Company and are *related to the purpose of the show* may be sampled if the following policies are strictly adhered to:

1. All products must be addressed and delivered to Levy on a “zero” invoice from a properly licensed alcohol distributor.
2. Vendors **MUST** submit proof of having \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured, and are responsible for **STATE AND LOCAL** laws pertaining to the distribution of alcohol.
3. Samples must be under 2oz. and served in plastic, disposable cups. No cans or bottles will be permitted.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other CenturyLink Center Omaha Services.
5. Vendors are responsible for the staffing of an alcohol monitor to ensure proper service and consumptions by guests.
6. All laws and Levy’s policies with regard to the service of alcohol must be strictly adhered to, including checking identification of individuals appearing under the age of 30 and refusing service to minors and intoxicated individuals.



## **FOOD SAMPLING AND SELLING OF READY TO EAT FOODS SANITATION GUIDELINES**

The following food safety guidelines shall be adhered to by all food sampling operations to protect the public from food borne illness. Health Department officials will monitor compliance. Unsafe practices will result in immediate cessation of operations.

**NO PERMIT:** Food sampling (no charge) will be allowed with the regulation of sample sizes not to exceed 1" square or less than 2 oz liquid. Event Coordinator will monitor that Sample personnel will adhere to temporary food safety requirements at all times and provide a three bucket utensil cleaning area as well as a hand washing station, food contact surface sanitizer bucket with wiping cloth, sanitizer test strips, and probe thermometer. (See Diagram Below)

**PERMIT REQUIRED:** For any HOT Potentially Hazardous Food Sampling (Cook, Reheat, or Microwave) will require a Temporary Food Permit. Application -> [Application is available online](http://Douglascountyhealth.com) at Douglascountyhealth.com  
**All foods must be from an approved commercial source – no home canned or home processed foods will be allowed.**

All booths providing food samples must do so in a clean and sanitary manner. Tongs, single serving napkins, toothpicks or dispensing units (i.e. cups, etc.) must be used. Open displays of food are prohibited; All food must be covered, wrapped, or under sneeze shields to guard against contamination.

Disposable gloves must be properly used when engaged in direct food handling activities.

Proper food temperatures must be maintained at all times:

\*\* cold foods at 41 degree F. Cold foods may not be stores in direct contact with ice.

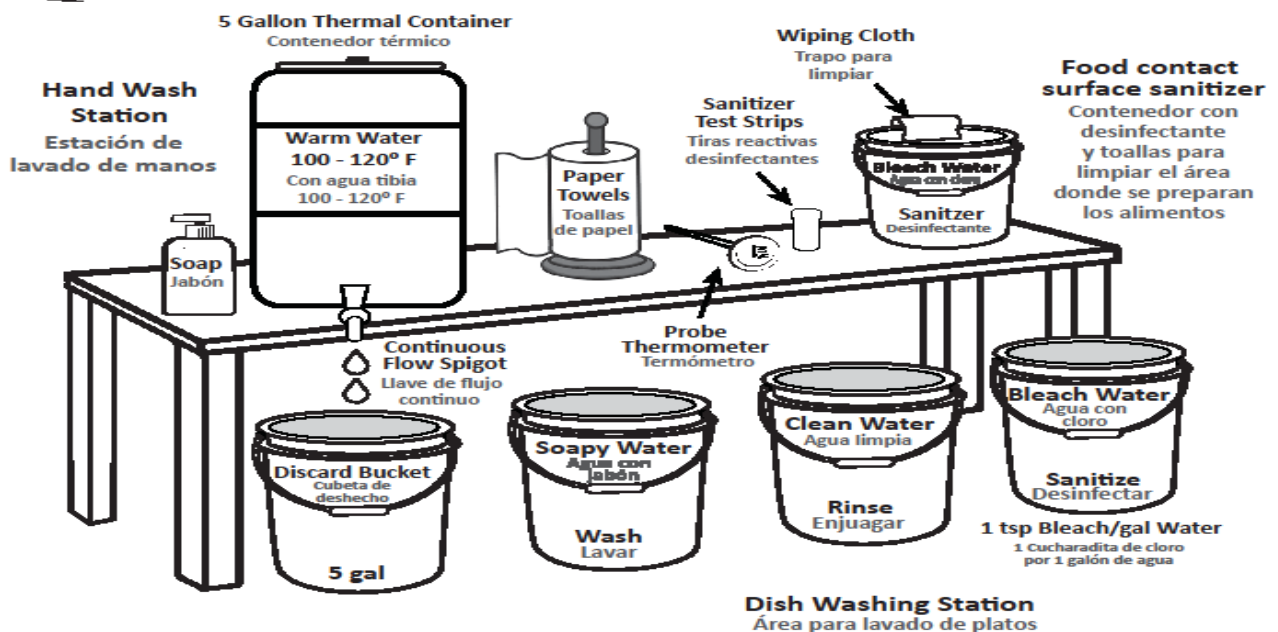
\*\* hot foods at 135 degree F or higher. All foods held for longer than 4 hours must be discarded.

\*\* foods must be cooked/reheated to an internal temperature of 165 degree F or higher.



### **Temporary Event Booth Setup**

**Cómo instalar la mesa para la venta de alimentos en eventos temporales**



# **SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

## **AUTHORIZATION REQUEST FORM**

The Company named below acknowledges that it has read and agrees to abide by the Rules & Regulations related to the sampling of food and/or beverages at the facilities. The Company also acknowledges that they have sole responsibility for the use, sales, servicing, or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws.

Accordingly, the Company agrees to indemnify and forever hold harmless Levy, the Metropolitan Entertainment & Convention Authority and the City of Omaha from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, sale, serving, or other disposition of such items (including alcoholic beverages).

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Product(s) and reasons you wish to dispense them: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Portion Size and Method of Dispensing Samples: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM AND PROOF OF INSURANCE TO LEVY 14 DAYS PRIOR TO START OF THE EVENT TO ENSURE CONFIRMATION AND APPROVAL**

**IF SAMPLING HOT ITEMS, PLEASE RETURN THIS FORM AND PROOF OF INSURANCE ALONG WITH A COPY OF DOUGLAS COUNTY HEALTH DEPARTMENT TEMPORARY PERMIT**

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## SELLING OF ANY FOOD OR BEVERAGE

If you are selling pre-packaged food or beverage items that are in direct competition with what Levy will provide during the show, your booth must provide the items listed below to Levy :

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. \$75 fee per day of the show paid to Levy via credit card.
5. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

If you are selling pre-packaged food or beverage items that are NOT in direct competition with what Levy will provide during the show, your booth must provide the items listed below:

1. Certificate of Insurance- \$1,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
2. Detailed list of items that you are selling to the public
3. Sample authorization form – if you are handing out samples in addition to selling items
4. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

If you are selling “made to order/ready to eat food or beverage items” then you will be considered a subcontractor of Levy . Due to this, your booth is subject to:

1. 35% commission of your daily total sales to Levy
2. Signed contract with Levy
3. Count in/out inventory on a daily basis with a Levy representative
4. Certificate of Insurance – Certificate of Insurance- \$5,000,000.00 liability naming Levy Premium Foodservice Limited Partnership and the Metropolitan Entertainment & Convention Authority as additional insured
5. Provide a detailed list of items that you are selling to the public
6. Valid Temporary Food Permit from Douglas County Health Department. To obtain a permit, contact the Douglas County Health Department at (402) 444-7240

All paperwork mentioned above must be turned into your Levy Catering Sales Manager no later than 14 days prior to the event. If for some possibility you are missing any paperwork at the start of the show, your booth could be shut down. All Douglas County Health Permits must be displayed at your booth.

To obtain a permit, contact the Douglas County Health Department at (402) 444-7240.

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