

FOOD & BEVERAGE EXHIBITOR PACKET

**Missouri Bridal Show and
Wedding Expo 2024**

December 1, 2024

Please return required materials to:
Sami Delaney, Catering Sales Manager
sdelaney@levyrestaurants.com 314-342-5122

All documents due no later than November 10, 2024

BOOTH ORDERING POLICIES

Absolutely no outside food or beverage is permitted to be brought into the America's Center and Dome by exhibitors or their affiliates.

**Please visit the following portal between October 2nd and November 10th to place a booth catering order:
<https://www.reservecloud.com/sspSignIn/ooP-NuO-FsQubi13134m>**

- All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center
- All standard food and beverage selections must be placed **21 Days** prior to the event. Orders that are submitted less than 21 Days in advance will be subject to a 10% increase and are subject to availability.
- Payment in-full must occur prior to the event and the designated card will be charged for anything added by the exhibitor during the event. A detailed invoice will be provided, and a secure link will be emailed directly to process order payment.
- Please note that all food and beverage items are subject to a 22% taxable service charge plus applicable 11.179% sales tax. A \$50 delivery fee will apply.
- Please allow for a minimum of 45 minutes to one hour for all replenishment requests during the show.
- A bartender is required to service all alcohol orders at a rate of \$150 plus tax per four hours. Any additional request for service attendants are a rate of \$150 plus tax per four hours.
- Exhibitors are responsible for supplying any tables or counters needed for food service, trash removal from booth, as well as electrical requirements for catering equipment. Levy is not responsible for any of these items inside the booth, and will not place food and beverage without the required items at time of function start.
- Orders are only accepted via ordering portal or via email.
- In order to ensure PCI-DSS compliance, we cannot accept credit card details through email for payment or refund processing. Please do not email your credit card information.
- Please inquire with your Levy Catering Sales Manager for specialty items. Specialty ordered items may require additional lead time to source and confirm.

F&B POLICIES

Levy Restaurants has the exclusive rights to sell food and beverage in and around the America's Center Complex and Dome. **All food items must be provided by Levy Restaurants, unless prior written approval has been provided by Levy.** Menu selections, room requirements and all other arrangements must be received by Levy Restaurants, in writing, 30 days prior to the function date. No food or beverage items may be brought onto the premises unless written permission is requested by the customer and written permission is granted as stipulated under contract terms and conditions. No food items may be removed from any function

NON-ALCOHOLIC F&B SAMPLING

There is no charge for sampling of food or non-alcoholic beverage provided:

- (1) The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.
- (2) The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time.
- (3) The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations.

REQUIRED ITEMS:

- Certificate of Insurance with \$1,000,000.00 Liability Insurance, naming the America's Center and Levy Restaurants/Convention Hospitality Partners as additionally insured
- Completed Exhibitor Packet
- St. Louis City Health Department Temporary Permit (must be obtained in advance and displayed on-site in booth) For more information, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online> for more information.
- Handwashing Station and Minimum 5 of Each Utensil Needed with Clean/Dirty Bins (Applicable for any items that are NOT pre-packaged and must be served or prepared/packaged on-site)

SELLING F&B + FULL-SIZE HAND-OUTS

Requests for the right to sell food or hand-out full-size food or beverage must be submitted prior to an event by both the sponsoring event management and the requesting vendor. All approved vendors selling or handing out full-size products must submit specifications and/or pricing to Levy Restaurants 30 days in advance. All approved vendors are responsible for all booth rental fees, tables, electrical, plumbing, drayage, and all other America's Center Services.

Upon approval, there will be a charge per location per day which must be paid in advance to Levy Restaurants. This fee is non-negotiable and non-refundable. Outside food and beverage is not permitted in the America's Center/The Dome and **MUST** be approved before the show.

REQUIRED ITEMS:

- Certificate of Insurance as outlined in the Levy Indemnity and Release Agreement
- Completed Levy Indemnity and Release Agreement (contained within this packet)
- Completed Exhibitor Packet
- St. Louis City Health Department Temporary Permit (must be obtained in advance and displayed on-site in booth) For more information, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online> for more information.
- Handwashing Station and Minimum 5 of Each Utensil Needed with Clean/Dirty Bins (Applicable for any items that are NOT pre-packaged and must be served or prepared/packaged on-site)

If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies

COMPANY: _____ NAME (PLEASE PRINT): _____

DATE: _____ SIGNATURE: _____

F&B POLICIES

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ALCOHOLIC PRODUCTS

(1) All alcoholic products must be approved prior to show, and must be delivered to the America's Center dock (off Cole Street) via a Levy-approved distributor. **Absolutely no product may be brought into the facility by the client, exhibitor, or any affiliates of the the client or exhibitor.** Deliveries to be coordinated with Levy Catering Sales Manager and Purchasing team.

(2) For specialty-ordered product, the exhibitor is to pay Levy no later than two weeks prior the event for product that Levy is ordering. These items are not billed on consumption, and the exhibitor will pay Levy for all product that is ordered.

(3) With prior approval from Levy, sponsored or donated alcohol is permitted, and Levy should receive a SO invoice with receipt of payment 2 weeks prior to the event. A corkage fee will be assessed and paid by the exhibitor for all donated or sponsored product. In some cases, A Certificate of Insurance will also need to be provided and an Alcohol Release and Indemnity Contract signed. Please inquire with your Catering Sales Manager for further details.

(4) Alcohol pouring and sampling requires service from union bartenders through Levy Restaurants at \$150.00+ rate per 4 hours with a 4 hour minimum billable shift. If service times are not consecutive, fees cannot be split and will be considered different shift times.

REQUIRED ITEMS:

- Union Bartender Labor as determined by requested service time
- Payment of Product (For Specialty-Ordered Items)
- Corkage Fee (For Donated Product)
- SO Invoice from Levy-approved Distributor prior to delivery of product (For Donated Product)

Please note that the Health Department has the right to visit the America's Center for checks, and is within their right to close down any vendor that is not in compliance with policies. Levy also reserves the right to close down vendors that do not abide by policies.

If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies

COMPANY: _____ NAME (PLEASE PRINT): _____

DATE: _____ SIGNATURE: _____

RELEASE AND INDEMNITY AGREEMENT - PAGE 1/2

This Release and Indemnity Agreement (the “Release and Indemnity” or the “Agreement”) is executed this ____ day of ____, 202__ by and among _____ individually and as agent and host for all guests attending the Event (“Client”), and Convention Hospitality Partners, a Missouri partnership (“Levy”) and the Released Parties (as that term is hereinafter defined).

Recitals:

WHEREAS, Client is having an event on _____ (the “Event” or the “Term”) at America’s Center Convention Complex, located in St. Louis, Missouri (the “Location”);

WHEREAS, Client desires to transport, store and serve certain food products and non-alcoholic beverages (collectively, the “Products”) for the Event;

WHEREAS, Levy does not allow the service of third-party food and non-alcoholic beverage products at an event at the Location for a variety of health, sanitation and liability concerns;

WHEREAS, Client has requested that Levy make an exception to its policy and allow Client to serve the Products at the Event; and

WHEREAS, Levy is willing to make an exception for Client’s request, provided that Client agrees to indemnify, defend and forever hold harmless, on behalf of themselves and any other individual consuming any portion of the Products at the Event, and any and all claims against the Released Parties which may occur in connection with the Products and Client at the Event, except that which results from the sole gross negligence or willful misconduct of Levy.

NOW, THEREFORE, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Indemnification. To the fullest extent permitted by law, Client hereby protects, indemnifies, defends and forever holds harmless the Released Parties (as defined below), from and against all claims, losses, liabilities, expenses or damages to persons or property (including, but not limited to, business interruption claims), government charges, fines and reasonable costs (including, but not limited to, reasonable attorneys’ and para-professionals’ fees), arising out of or in any way connected with the Products and Client, including, but not limited to, all food borne illness and personal injury claims, and any and all acts or omissions by Client or any agent, employee or any independent contractor hired, employed or utilized by Client, except for only those claims that arise out of the sole gross negligence or willful misconduct, if any, of Levy.

2. Equipment; Compliance with laws; Damages to Location. Client represents and warrants that no equipment, supplies, vehicles and improvements of Levy will be used by Client in connection with the Products at the Event. Client shall be responsible for compliance with all Federal, state and local laws and regulations with respect to the operations described herein. Client shall, at its expense, obtain all permits and licenses required for the conduct of the operations hereunder. Client agrees that Client will be solely responsible for all injuries to persons, damages at the Location and adjacent areas and the loss of, or damage to, Levy’s equipment or property. Levy will notify Client of any such damage or loss, and the costs related thereto. Client shall pay all such amounts to Levy within ten (10) days after such notification. In no event shall Levy be liable for such damages recited herein.

3. No Sale or Service of Alcoholic Beverages. Client shall not have the right to serve, sell or provide alcoholic beverages at any time during the Event.

4. Release. Client hereby releases Levy and the Released Parties (as defined below) from any and all claims related to the Products and Client, and any damage occurring as a result of the Products and Client, except for such claims that arise out of the sole gross negligence and/or willful misconduct, if any, of Levy.

RELEASE AND INDEMNITY AGREEMENT - PAGE 2/2

5. Insurance. Client shall procure, and shall maintain in full force and effect at all times during the Term of this agreement, insurance for Client, against risks as customarily carried, paying as the same become due all premiums thereof, including, without limitation:

(i) Workers' Compensation (statutory limits), including Employers' Liability for limits not less than \$500,000 each accident, \$500,000 disease-policy limit, and \$500,000 disease-each employee;

(ii) Commercial General Liability insurance with limits not less than \$1,000,000 each occurrence and \$5,000,000 in the aggregate. The each occurrence limit and annual aggregate limit may be satisfied by using a combination of primary and umbrella (excess) insurance coverages. Such insurance shall include coverage for products-completed operations liability, personal injury, property damage and bodily injury liability;

(iii) Business Automobile Liability coverage with a combined single limit of not less than \$1 million;

(iv) The following entities are to be named as additional insured with respect to Employers' Liability coverage, Commercial General Liability coverage, and Business Automobile coverage:

Levy, Convention Hospitality Partners, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corporation, Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Tri-Tec, Inc., America's Center Food Service Partners, specifically including all of their respective partners; America's Center; St. Louis Convention and Visitors Commission; The City of St. Louis; The St. Louis Regional Convention and Sports Complex Authority; St. Louis County; State of Missouri; AMBAC Assurance Corporation; and The Bank of New York Mellon Trust Company, N.A. Trustee, including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").

Upon execution of this agreement, Client shall deliver to Levy a Certificate of Insurance evidencing the above required insurance coverages for Client.

6. Client hereby declares that the terms of this Release and Indemnity have been completely read and are fully understood and voluntarily accepted as a release of any and all claims, disputed or otherwise, hereafter arising. Moreover, this Release and Indemnity is delivered for the express purpose of precluding forever any claims against the Released Parties arising out of the Products and Client, , except for which results from the sole gross negligence or willful misconduct of Levy. Client acknowledges the availability of consulting with a legal representative of its choosing prior to executing this Release and Indemnity.

8. The parties executing this Release and Indemnity on behalf of the parties have full right, power and authority to execute this Release and Indemnity and bind the parties to the terms hereof.

IN WITNESS WHEREOF, the undersigned has caused this Release and Indemnity Agreement to be executed as of the date first above written.

CLIENT:

Signature:_____

Name:_____

Its:_____

Date:_____

LEVY:

Convention Hospitality Partners

Signature:_____

Name:_____

Its: Authorized Representative

Date:_____



HEALTH DEPARTMENT POLICIES

All products prepared and/or sampled must be approved by America's Center Catering and are subject to the Terms and Conditions and applicable service charges. Food sampling is permitted only by the manufacturing company or the distributor of the product.

St. Louis City Health Department Permit **must** be obtained in advance and displayed on-site in booth. For more information and to obtain the temporary food handlers permit, please visit: <https://www.stlouis-mo.gov/government/departments/health/environmental-health/food-control/temporary-food-permits.cfm?option=online>

Any food that is fully or partially baked, grilled, fried, heated or otherwise prepared in the booth for attendee sampling must be listed on the Booth Form. Temperature sensitive foods such as milk or egg products (dips, ice cream, mayonnaise, etc.), cold cuts, fish, or any other product that requires a regulated temperature should also be listed on this Booth Form.

The exhibitor is the manufacturer or distributor of the product(s) and the sole purpose of the exhibit is to market the product to the show attendees and not for the purpose of retail sales of the product(s) for profit.

The product is offered in single bite portions no larger than 2 inch by 2 inch dimensions or no larger than 4 ounce liquid portions. No liquid product may be handed out in their original packaging at any time and product must be non-alcoholic unless permits have been provided and approved by Levy.

The product is properly dispensed in full compliancy with all applicable federal, state and local health and sanitation regulations.

All food must be prepared on-site or at an approved food establishment, which obtains its products from an approved source.

Food temperatures must be 140 degrees or above (hot), 40 degrees or below (cold).

Metal-stemmed thermometers must be provided at booth to monitor product temperature.

Each booth must have adequate refrigeration (mechanical or dry ice).

Ice must come from a licensed commercial source (not made at home).

Wet ice can be used for canned or bottled soda in cold storage.

Wet ice used for drinks must be kept in separate containers with an ice scoop provided.

Ice cream dipping- see Event manager for special instructions.

Food containers (transportation and storage) must be hard, food grade plastic or stainless steel and easy to clean (no Styrofoam).

Single service items such, as cups, plates, spoons, forks, etc., shall be used in dispensing of food and be provided by the exhibitor.

Tongs, plastic gloves or other appropriate utensils are required in the handling of food products and provided by the exhibitor.

Eating or smoking in the booth is prohibited.

Proper hand washing facilities must be provided at booth.

Persons with any type of infection are prohibited from handling food and from working in a food preparation area.

Sufficient clothing must be worn while working in booth (no tank tops or similar attire).

At least five (5) utensils of each needed to serve/package items must be provided by exhibitor with designated clean and dirty bins for each.

If sampling, selling, or handing out full-size F&B, please sign to acknowledge policies

COMPANY: _____ NAME (PLEASE PRINT): _____

DATE: _____ SIGNATURE: _____

BOOTH SAMPLING FORM

Missouri Bridal Show and Wedding Expo
2024

SHOW: _____ DATES: December 1, 2024

COMPANY: _____ BOOTH #: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____ PHONE #: _____

CONTACT EMAIL: _____

| Item | Prep Location | Storage Location |
|------|---------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

If providing F&B samples, please sign before submitting form

SIGNATURE: _____

DATE: _____



HEALTH PERMIT APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

IRS Tax ID No: _____ Date of Application: _____
 or SSN: _____

*Must apply a minimum of 2 business days prior to event or an additional fee of \$10 will be charged.

| Applicant Information | |
|---------------------------|----------------|
| Company/Organization Name | |
| Name of Applicant | |
| Street Address | City/State/Zip |
| Phone | E-mail |

| | |
|--|----------------|
| Name of Event | Street Address |
| Location (Describe location in detail if located in a park, college campus, or other large location) | |

Please circle dates of event. A separate permit is required for nonconsecutive days for a traditional temporary food permit.

Month (circle all that apply)

Jan Feb Mar Apr May Jun
 Jul Aug Sep Oct Nov Dec

Date(s) of Operation (circle all that apply)

1 2 3 4 5 6 7 8
 9 10 11 12 13 14 15 16
 17 18 19 20 21 22 23 24
 25 26 27 28 29 30 31

Times of Operation

Temporary Permit Fees are based on type of temporary permit (see reverse for additional information)
Temporary Permits are limited to 14 days per year for a traditional temporary food permit
Temporary Permits are only for the dates that appear on the permit.

I hereby certify that the information provided is correct, and I fully understand that any deviation from this information without prior permission from the Department of Health may nullify permit. I have received a copy of the requirements for approval to operate a temporary food establishment under Ordinance 71324 and will ensure that the requirements are met. I understand that permits are not transferable and that fees are non-refundable.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Total days of event: _____ Ward: _____

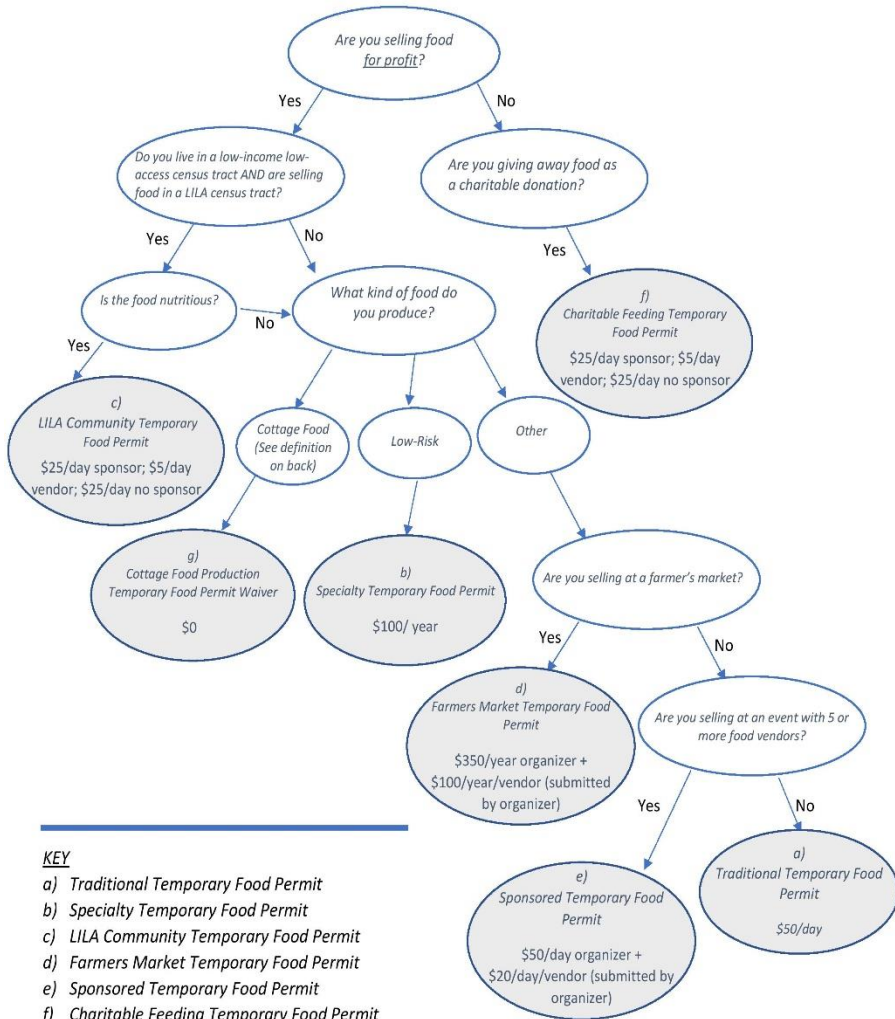
Fee Paid: _____ Clerk: _____ Date: _____

PERMIT APPLICATION FEES

See [Ordinance 71324](#) or <https://go.usa.gov/xH4hq> for more information on how to determine appropriate permit type.

Please circle the appropriate permit

Temporary Food Permit Criteria



KEY

- a) Traditional Temporary Food Permit
- b) Specialty Temporary Food Permit
- c) LILA Community Temporary Food Permit
- d) Farmers Market Temporary Food Permit
- e) Sponsored Temporary Food Permit
- f) Charitable Feeding Temporary Food Permit
- g) Cottage Food Production Temporary Food Permit

Charitable

Giving away food without charge
 \$25 Per day – Sponsor or Vendor w/o Sponsor
 \$5 Per day – Vendor with Sponsor

Cottage Food Production Operation

Food sold from the home direct to consumers limited to baked goods, canned jam or jelly or dried herb or her mix
 \$0 – Required Department of Health annual waiver

Farmers Market

Selling potentially hazardous foods with two or more farm vendors directly to customers at a common, recurrent physical location
 \$350 Annually – Overall Organizer
 \$100 Annually – Participating Vendor

Low Income Low Access Community

Resident of a Low Income Low Access (LILA) census track as identified by the Department of Health selling nutritious foods within the LILA census tract
 \$25 Per day – Sponsor or Vendor w/o Sponsor
 \$5 Per day – Vendor with Sponsor

Specialty Food

Selling lower risk foods such as popcorn, lemonade, or shaved ice/snow cones
 \$100 Annually

Sponsored

Five or more vendors in a common physical location with current permanent food establishment annually renewable permits from a jurisdiction within 50 miles of the City of St. Louis whether there are free samples or sale of food
 \$50 Per day – Overall Sponsor
 \$20 Per day – Participating Vendor

Traditional

Applicant does not qualify for any of the other categories and such permit is limited to no more than fourteen days in any calendar year
 \$50 Per day – Vendor for each proposed day

Expedited Temporary Permit Application

Applicants that fail to apply two days in advance are charged this additional fee
 \$10 – Application with less than two (2) days' notice

LIST OF FOOD ITEMS TO BE SOLD OR GIVEN AWAY

(Do not include canned or bottled water and soda or packaged items such as mustard, catsup, potato chips, etc.)

| | | | |
|---|--|----|--|
| 1 | | 9 | |
| 2 | | 10 | |
| 3 | | 11 | |
| 4 | | 12 | |
| 5 | | 13 | |
| 6 | | 14 | |
| 7 | | 15 | |
| 8 | | 16 | |