

# 2023 Sampling Guide

For companies or organizations to prepare and sample products that they prepare or sell in normal day-to-day operations



# 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 Martin Marietta Center for the Performing Arts require approval from Centerplate in writing prior to the event and must 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 granted items are not temperature sensitive.
- A company or organization must provide a Certificate of Liability Insurance that names Centerplate at the Raleigh Convention Performing Arts Complex as the certificate holder.
- Food samples are limited to (2) ounce portions and must be **non-perishable**.
- Non-alcoholic beverage samples are limited to (2) ounce portions.

A written description that outlines the product and portion size to be sampled shall be submitted in advance to Centerplate. Please use the form included in this guide.

Approval of sampling arrangements will be provided to the company or organization in writing from Centerplate.



# Alcoholic Beverage Sampling Guidelines

**Beer and wine sampling only permitted. No sampling/tasting of spirituous liquors is permitted.**

**Sampling and/or tasting is only permitted by licensed breweries and/or wineries, if the following requirements are upheld. All other groups are prohibited from all alcohol beverage sampling; these services can be ordered through Centerplate.**

**The sampling/tasting request must comply with the following guidelines:**

- NC ABC Board Wine-Tasting Permit and/or Malt Beverage Tasting Permit must be on-site throughout sampling event.
  - Winery's and/or brewery's representative(s) must be on site overseeing sampling.
  - A Centerplate bartender is required to facilitate all alcoholic beverage sampling.
  - Wine and/or malt beverage (beer) sampling/tasting event shall not exceed four hours.
  - Sample/tasting size may not exceed:
    - 2 ounces for wines
    - 2 ounces for malt beverages (beers)
  - At any one tasting area, there may not be more than (6) wines sampled and/or more than (4) malt beverages (beers) sampled.
- No sale of alcoholic beverages is permitted, including sale of packaged items.
  - There can be no Centerplate bar service (cash nor hosted) in operation during the sampling/tasting event.

Note: To include a bar(s) during any sampling/tasting event, all sampling wine(s) and/or malt beverage(s) (beer) must be served by Centerplate bartender(s) with a \$150++ fee per bartender.
  - Sampling beverage can be established as premier beverage at bar to be served or sold. If product is not in current Centerplate bar selections, full payment required for product costs.
  - Brewery and/or winery display can be set up next to bar to showcase product.

# 2023 Sample Food / Beverage Distribution Authorization Request Form

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- 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 of non-perishable food items.
  - Non-alcoholic beverage samples are limited to (2) ounce portions.

<b>Event Name</b> _____	<b>Event Date(s)</b> _____	<b>Firm</b> _____	<b>Booth Number</b> _____
Telephone # _____	Fax # _____	Email Address _____	
Address _____	City _____	State _____	Zip _____
Authorized by _____	Signature _____	Date _____	
<b>Product(s) to be sampled</b> _____			
_____			
Portion Size _____	Proposed Method of Distribution _____		
<b>Expected arrival date</b> _____	Method of delivery _____		

Please return this form via fax to 919-833-4836 or email to Cynthia.Dawson@Sodexo.com, 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: Applicable sales taxes apply to all charges.

**Centerplate Catering ONLY to complete this space:**

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ REASON: \_\_\_\_\_

