



FOOD AND / OR BEVERAGE DAILY SAMPLING APPROVAL FORM

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, MCCNO's exclusive Food Service Contractor, **SODEXO LIVE!** requires specific information for all on-site Food and Beverage preparation, dispensing, and sampling. This form must be completed and returned to **SODEXO LIVE!** for approval not less than (30) thirty days prior to event start date. **SODEXO LIVE!** will provide approval of sampling arrangements to the sampling company in writing only with 7-10 business days.
Without **SODEXO LIVE! approval, sampling of food and/or beverages will not be allowed on-site.**

GENERAL CONDITIONS:

1. All food products brought into the building must comply with The Louisiana Administrative Code – Title 51, Public Health.
2. All items to be given away are limited to sample sizes:
 - a. **Food Samples** – “bite size” maximum sample size
 - b. **Non-Alcoholic Beverage Samples** – (4) four ounce maximum sample size
3. **Alcoholic Beverage Samples** – (½) one half ounce of distilled spirits and (2) two ounces of beer or wine
4. Items dispensed are limited to products manufactured, processed or distributed the business of the exhibiting firm and must be germane to the conference or event. General Food and Beverage items not manufactured, processed, or distributed by the exhibiting firm must be purchased from the MCCNO's exclusive Food Service Contractor, **SODEXO LIVE!** See Page 2 for the regulations and restrictions on dispensing alcoholic beverages.
5. Food and/or Beverage may not be sold within MCCNO except by MCCNO's exclusive Food Service Contractor, **SODEXO LIVE!**
6. All supplies needed to serve samples are the responsibility of the exhibitor. **SODEXO LIVE!** is able to provide service items for a fee.
7. MCCNO's exclusive Food Service Contractor, **SODEXO LIVE!** is solely licensed by the State of Louisiana to sell and/or dispense Alcoholic Beverages.

Name of Convention _____	Dates of Convention _____
Exhibiting Firm _____	Booth # _____
Address _____	City _____ State _____ Zip code _____
Contact Name _____	Email _____ Phone # _____
On-Site Contact Name _____	Email _____ Phone # _____

**ONE FORM PER
PRODUCT, PER DAY IS
REQUIRED**

Product to be Sampled _____	
Quantity of Samples _____	Exact Sample Size _____
Sampling Date _____	Start Time _____ End Time _____
Method of Preparing/Dispensing Samples _____	
List all Catering Supplies Required (ex. ice, cups, napkins, etc.) _____	
Is Storage Needed? If yes, please indicate type. _____	

A representative of SODEXO LIVE! will contact you within 7-10 business days upon receipt of completed form.

APPROVED: _____	_____	_____
SODEXO LIVE!	DATE	COMMENT
_____	_____	_____
PUBLIC SAFETY (If Applies)	DATE	COMMENT

ALCOHOLIC BEVERAGE SAMPLING POLICY & GUIDELINES:

All Alcoholic Beverages used for sampling purposes must have approval from **MCCNO Catering Department (SODEXO LIVE!)** in writing prior to group's events and adhere to the following guidelines:

- Approved alcohol for sampling must arrive from a Louisiana distributor to New Orleans Convention Center at Dock G with a zero balance invoice.
- Samples of beer & wine is limited to (2) two ounces per serving of per individual.
- Samples of distilled spirits with more than 23 percent alcohol by volume is limited to (.5) one-half ounce per serving per individual.
- Alcoholic beverage sampling is limited to (1) one day of service only.
- Samples must be given away complimentary.
- The wholesaler or manufacturer must provide the Louisiana Alcohol and Tobacco Control (ATC) with written notice of the date, time, place, permit number and brand of Beverage Alcohol to be sampled. The On-Site Sampling Form can be downloaded from the LA ATC's website: <http://www.atc.la.gov/onsite-sampling.php>
- SODEXO LIVE! bartenders are required to dispense all alcoholic beverage samples.
- The bartender fee is \$225.00 per bartender for up to five (5) consecutive hours of service, *plus 23% taxable service charge and 10.20% sales tax.*
- Additional hours of service are available at \$45.00 per hour per bartender, *plus 23% taxable service charge and 10.20% sales tax.*
- Samples of alcoholic beverages will only be served at a bar front staffed with SODEXO LIVE! bartenders.
- Dispensing samples is not permitted in any other location or manner.
- SODEXO LIVE! bartenders must follow Louisiana responsible vendor laws and will ask for proper identification when necessary
- SODEXO LIVE! bartenders reserve the right to refuse service.

Signature _____ Date _____

Print Name _____ Title/Company _____

RETURN TO: **Ernest N. Morial Convention Center – New Orleans**
ATTN: **SODEXO LIVE!** Catering Department
900 Convention Center Blvd.
New Orleans, LA 70130

Linsey Marriott
Catering Sales Manager
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