



SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Renaissance Austin Hotel is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Hotel. Renaissance Austin is the exclusive provider of all food and beverage for the Hotel and our liability insurance only allows original manufacturer/producers to distribute food items (including bottled water). Your Event Manager is happy to work with you to assist with any special requests.

If you are the manufacturing/producing company and wish to sample your product, please fill out the following form. In addition, you will need to supply your Certificate of Insurance naming the Marriott International, Inc., Renaissance Hotel Operating Company, AF RHA Holdings, LP (owner) and Renaissance Austin Hotel as Additionally Insured. Please wait for approval from the Events Department. Please send to luz.santana@marriott.com

REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
 1. Non-Alcoholic Beverages limited to maximum 4 oz. in a cup, Container with 3 oz of product.
 2. Food items limited to "bite size", not to exceed portions or a 2oz prepackaged samples. Must be dispensed/distributed in accordance to Health Codes
 3. Food and/or beverage items used as traffic promoters (i.e. cookies, coffee, bottled water, bar service, alcoholic beverages etc.) MUST be purchased from our Catering Department.
 4. If product/items do not fit in your hand carry, they must be shipped through your show decorator.

Name of Event: _____

Company Name: _____

Contact: _____

Address: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____ Booth #: _____

1. Products you wish to sample:

2. How do you plan on sampling this product (i.e. trays, 4oz cups):

3. Please explain purpose of offering these samples:

4. Is the item pre Package?

☐ Yes

☐ No

Approved By:

Event Manager

Date

CERTIFICATE OF INSURANCE INFORMATION

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/08	
ABC Insurance Brokers 1234 Insurance Broker Lane New York, NY 10895 Phone: (212) 320-5340 Fax: (212) 324-8904				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED Joe Vendor, Inc. 1234 Vendor Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 324-5349 Fax: (212) 324-9819				INSURERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: INSURER E:		
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS Refer to Requirements	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ 5 <input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE (Per accident)	
					AUTO ONLY-EA ACCIDENT	
	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/>				OTHER THAN AUTO ONLY: EA AGG	
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/08	01/01/09	EACH OCCURRENCE	\$4,000,000
					AGGREGATE	\$4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	<input checked="" type="checkbox"/> WC STATUS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA	\$1,000,000
					E.L. DISEASE - POLICY LIMIT	\$1,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Marriott International, Inc. Renaissance Hotel Operating Company, AF RHA Holdings (owner) and Renaissance Austin Hotel are additional insured on the vendors and/or group's General and Aviation Liability Policies. Waiver of subrogation apply in favor of the Hotel Management Entity and Owner Entity. Coverage is primary without the right of contribution from the Additional Insured or their insurers. REFERENCE HOTEL: Renaissance Austin, Austin TX						
CERTIFICATE HOLDER		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
Renaissance Austin Hotel 9721 Arboretum Blvd. Austin, TX 78759 Attn: Director of Finance, C/O Event Management				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS.		
				AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC		

REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Originals only - NO photocopies.
2. Name of insured on certificate must be identical to name on the License Agreement.

3. Description of Operations

Must disclose:

Additional Insured Include: Marriott International, Inc., Renaissance Hotel Operating Company, AF RHA Holdings, LP (owner) and Renaissance Austin Hotel

Event name, Dates (Move-in, Show, & Move-out)

4. Certificate Holder -

Renaissance Austin Hotel

9721 Arboretum Blvd. Austin, TX 78759

Attn: Director of Finance, C/O Event Management

5. Cancellation - must be for 30 days.

Contractor shall furnish insurance against any and all loss or claims arising out of the operations of its agents, employees, sub-contractors or invitees for the protection of Renaissance Austin Hotel, Marriott International, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in the State of Texas and holding a rating of A or better in the current Best's Manuals.

A. Worker's Compensation

\$1,000,000.00 Each Accident

B. Employers' Liability

\$4,000,000.00 Each Accident

\$4,000,000.00 Aggregate

C. Comprehensive General Liability

\$1,000,000.00 Each Occurrence

\$1,000,000.00 Personal & ADV Injury

\$50,000.00 Fire Damage (Any one Fire)

\$2,000,000.00 General Aggregate

\$5,000.00 Medical Expenses (any one Person)

\$1,000,000.00 Products-Comp/OP AGG

D. Automobile Liability

\$1,000,000 Combined Single Limit



FIRE CODE & SAFETY REQUIREMENTS

All cooking exhibits shall comply with the following:

1. Hotel carpet surface must be protected if there are any food preparation and/or cooking demonstration.
2. Electric table top deep fryers, 288 sq-in maximum opening, limited to 3 gals. of cooking oil, and has a cut-off switch.
3. Fryers must have metal lid to cover appliance's cooking surface.
4. Class K extinguisher available for each fryer.
5. Equipment must be located on non-combustible surface as well as 3 feet around on floor area (non-combustible).
6. No other cooking equipment/open flames within 3' of appliances and separate from other combustibles minimum of 10'.
7. Two can maximum of butane fuel (16 oz max) if open flame devices are in use per booth (one in use, one as spare).
8. Flamed proof treated materials are required: Curtains, drapes, table cloths, etc.
9. NO propane cooking tanks allowed inside the Hotel

Signature required to confirm the above fire code and regulations have been reviewed:

Food Vendor Representative (if Cooking On-Site is Applicable)

FOOD WAIVER AND INDEMNIFICATION AGREEMENT

(THIRD PARTY VENDOR)

Renaissance Austin – 9671v

(Hotel Name and Unit Number)

HOTEL POLICY

It is the policy of this Hotel to discourage Hotel patrons from (a) purchasing food from sources other than the Hotel, (b) using Hotel facilities to prepare or store food, (c) serving food to Hotel patrons or (d) contracting with a third party caterer to do so. Improper handling of food may lead to food poisoning and other health hazards. However, the Hotel recognizes that for religious or other special reasons it may be necessary to permit third party caterers to deliver food to the Hotel, store food on Hotel premises, or serve food to Hotel patrons. In the event that a Hotel patron insists on using a third party caterer, the Hotel may allow such activity or activities only if such third party caterer acknowledges, by its signature below, its agreement to accept responsibility and abide by the terms set forth in this Agreement.

WAIVER

The undersigned third party caterer ("Caterer") agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel manager, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill effect, injury, or loss incurred by a Hotel patron or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the delivery of food to the Hotel, the storage of food on Hotel premises, or the service of food to Hotel patrons by persons other than Hotel employees.

INDEMNIFICATION

Caterer agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the delivery of food to the Hotel, the storage of food on Hotel premises, or the service of food to Hotel patrons by persons other than Hotel employees.

INSURANCE

Caterer shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than \$1 million for each occurrence. Caterer shall provide the Hotel with a certificate of insurance evidencing such coverage and naming the Hotel manager and the Hotel owner as additional insureds prior to using the Hotel facilities.

EXHIBITOR'S ACKNOWLEDGMENT

Exhibitor's signature below indicates that they has read and understood this Agreement and agrees to its contents. Exhibitor also acknowledges that the person signing on behalf of Vendor is authorized to bind to the terms of this Agreement.

Exhibitor:

By: _____

Name: _____

Title: _____

Company Name _____

Dated: _____, 20____