



## **Food or drink Sampling**

Centerplate UK Limited (“Centerplate”) is engaged exclusively on behalf of Arena and Convention Centre Liverpool Limited to provide all catering and hospitality services at the premises known as the ACC Liverpool Group.

Centerplate stand catering delivery service, is able to meet the requirements of most exhibitors and further details, together with a copy of their current order form, can be obtained by calling Lisa Hughes on 0151 239 6013

Any exhibitor providing food sampling during the exhibition will need authorisation from Centerplate and will be subject to Centerplate’s Event Catering Services Agreement and the Standard Terms and Conditions of Business for Provision of Services as contained therein (a copy of which is available on request).

All applications to provide food sampling should be emailed to Lisa Hughes at [lhughes@centerplate.co.uk](mailto:lhughes@centerplate.co.uk) for approval.

Once permission is given, the exhibitor will be advised of any rules and regulations that apply. Representatives from Centerplate will monitor compliance with any relevant legislation; however it remains your responsibility to ensure that you comply with all relevant legislation during events or functions at Exhibition Centre Liverpool.

Please refer to the venue E Guide for detailed information on Food Hygiene Regulations at The ACC Liverpool Group. Please be aware there are additions to the regulations; please contact your event manager at The ACC Liverpool Group regarding any E Guide queries.

Please find the Food Sampling application form on the next page:



## APPLICATION TO SUPPLY FOOD AND BEVERAGE PRODUCTS

### Exhibition details:

<b>Exhibition:</b>		
<b>Date:</b>	<b>Hall:</b>	<b>Stand No:</b>

<b>On stand hospitality</b> <input type="checkbox"/> (please specify any edible products you will be offering as hospitality).
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<b>Sampling</b> <input type="checkbox"/> (Please specify the name, size and category of product. Product must be bite sized food and not full portion. If a soft drink should be maximum of 50ml.)
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NB. *Sampling can be defined as a taster sample of a specific product being marketed at the show by the manufacturer/producer of that product.*

### Company details

<b>Name:</b>	<b>Contact name:</b>
<b>Address:</b>	
<b>Postcode:</b>	<b>Email:</b>
<b>Telephone</b>	<b>Fax:</b>

### For Administration Purposes only

Centerplate consents to the supply of food & beverages as requested in your application. Signed for and on behalf of the Centerplate

Full Name	Position
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## Facility Fees

In the event that it is agreed between the parties that the Customer can engage with third parties to provide or offer catering of any kind this will be subject to there being an agreement in writing between the parties and Centerplate having been provided with completed disclaimer forms by the Customer and/or its third party caterers.

Fees associated with external catering and/or any food or drink products to be offered at the Event by a third party are summarised in the table below:

Size	Charges / Conditions
<b>Sampling</b> (see sample sizes specified below)	No charge
<b>Category A</b> – if one or more of the following applies (to be determined at Centerplate’s sole discretion subject to acting reasonably and in good faith):  <i>(i) Pre-packed sealed product;</i> <i>(ii) stand size up to 3x2m (inclusive);</i> <i>(iii) one product for sale;</i> <i>(iv) low competitive products for sale;</i> <i>(v) products not to comprise of any cooked meat, fish or any other high temperature food.</i>	£100.00 exclusive of VAT for the duration of the Event
<b>Category B</b> – if one or more of the following applies (to be determined at Centerplate’s sole discretion subject to acting reasonably and in good faith):  <i>(i) Stands larger than 3x2m;</i> <i>(ii) multiple products for sale;</i> <i>(iii) competitive products;</i> <i>(iv) products intended for consumption on the premises;</i> <i>(v) products not to comprise of any cooked meat, fish or any other high temperature food.</i>	£250.00 exclusive of VAT for the duration of the Event
<b>Personal License Holder</b>  Personal License Holder to be present onsite for the duration of the Event.	£150.00 exclusive of VAT per day license fee if the organisers or exhibitors do not hold a valid license.



Product samples must not exceed the following limits unless otherwise agreed in writing by Centerplate in advance of the event:

<b>Product</b>	<b>Sample Size</b>
Spirits	10ml
Hot drinks, soft drinks and wine	50ml
Beer	75ml
Unwrapped food	Bite size portions (to be determined at Centerplate's sole discretion)

#### **Corkage Fees**

<b>Product</b>	<b>Corkage charge</b>
Beer & Soft Drinks	£1.00 per bottle excluding VAT
Mineral Water 500ml	£1.00 per bottle excluding VAT
Wine	£10.00 per bottle excluding VAT
Sparkling Wine	£15.00 per bottle excluding VAT
Champagne	£20.00 per bottle excluding VAT