



CAESARS FORUM

FOOD AND BEVERAGE DISTRIBUTION REQUEST FORM

CAESARS FORUM is the exclusive food and beverage provider of the facility and maintains all licenses and permits in accordance with local and state health codes. Accommodations may be made for companies dispensing sample products they manufacture, process or distribute. Items that are not manufactured, processed or distributed by the exhibiting company may not be provided as samples unless they are purchased through CAESARS FORUM.

General Policies:

A food and beverage sample size is defined as a portion of 2oz or less, measured by weight or volume. Spirits do not fall under this policy and must be provided and served by CAESARS FORUM. Should samples exceed more than 2oz, additional fees to include corkage will apply.

- All outside vendors must place on file with the facility, a certificate of insurance showing a minimum of \$2,000,000.00 for each occurrence.

This certificate must show the following: Eastside Convention Center, LLC. dba as Caesars Forum on behalf of "CAESARS FORUM" are named as additional insured under above policies.

- A hand washing station is also required under most circumstances. Facility has a limited quantity, and these may be rented at a cost of \$300 each plus state sales tax per day.
- All equipment and service-related items are the sole responsibility of the exhibitor.
- Any vendor serving food and/or beverage must obtain a Southern Nevada Health District food service permit. If show organizer has not obtained a blanket permit for sample distribution, individual exhibitors must pull their own permit. Applications may be submitted by the exhibitor or the show organizer. Further information may be found on the Southern Nevada Health District website: <https://www.southernnevadahealthdistrict.org/permits-and-regulations/food-establishment-regulations/chapter-15-special-events-and-temporary-food-establishments/>

Application for Tasting Events, Conventions and Trade Shows Temporary Permit:
<http://www.southernnevadahealthdistrict.org/download/temp-permits/EC-App-for-Tasting-Events-Fillable-04.09.18-Three.pdf>

Temporary Food Establishment Quick Reference Checklist: <http://www.southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf>

- Any exhibitor or vendor providing alcoholic samples is required to hold a valid Southern Nevada Health and TAM card. If you do not possess the required cards you must hire a CAESARS FORUM bartender.
- All alcoholic products must be provided and delivered by a licensed wholesaler in the state of Nevada and received at the CAESARS FORUM loading dock.
- Exhibitors are responsible for any trash removal and booth cleaning related to sample distribution.
- CAESARS FORUM does not have onsite storage for food and beverage items brought in from the outside.
- Request to distribute sample food and beverage items must be received 14 days in advance for approval.



CAESARS FORUM

SAMPLE DISTRIBUTION APPROVAL FORM

Sample Distribution Approval Form _____

Event Name: _____ Sampling Dates: _____ Booth #: _____

Ballroom Name: _____ Exhibiting Company: _____

Name: _____ Address: _____ City/State: _____ Zip: _____

Telephone: _____ Email: _____

Onsite Contact#: _____ Onsite Cell Phone #: _____

Item(s) Description (quantity, portion size, method of and reason for dispensing): _____

Handwashing Station:

() \$300.00 Electric handwashing sink per day. Includes water disposal/replenish, sanitizer bucket or wipes and 20 amp circuit.

*Handwashing sink inventory is limited. Availability is based on a first come first serve basis.

Please note approval must also be obtained from the show organizer to distribute food and beverage samples in addition to obtaining the facility's approval.

The company requesting sampling approval acknowledges it has sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all state, federal and local laws. All alcoholic products must be provided and delivered by a licensed wholesaler in the state of Nevada and received at the CAESARS FORUM loading dock. Accordingly, the company agrees to indemnify and forever hold harmless CAESARS FORUM from liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (including alcoholic beverages).

Signature/Requested by: _____ Date: _____

Printed Name/Approved By: _____ Date: _____

Completed forms may be returned to your Catering Convention Services Manager.