

# ALCOHOLIC BEVERAGE POLICY

Levy retains the exclusive right to provide alcoholic beverages per the PLCB Liquor License for the David L. Lawrence Convention Center. Exhibitors may not provide any food or beverage items, for any purpose, unless specifically approved by Levy under the following guidelines:

Exhibitors may request to sample/sell alcohol and receive permission only upon written authorization from LEVY and by completing the appropriate forms, PLCB documentation and submitting these with certificate of insurance to the Levy Catering Department

## REQUIREMENTS TO TASTE & SELL ALCOHOL

**Any exhibitor requesting product tastings and/or the sale of alcoholic beverages must receive permission from Levy.**

Alcohol tastings are for market research and for educating consumers as to the qualities and availability of wines, spirits or malted brewed beverages and may be conducted by manufacturers, their representative, distributors, importing distributors or retail licensees provided they adhere to the following, per the Pennsylvania State Liquor Control Board and Levy Policies.

Exhibitors who qualify for a **Limited Winery Permit, Limited Distillery Permit, or Limited Brewery Permit** from the State of Pennsylvania are permitted with Levy approval to sample and sell product at the DLCC.

- 1) The exhibitor is required to provide a copy of the **PLCB Limited Exposition Permit** reflecting the dates of the show – See *sample permit on page 4*.
- 2) The exhibitor must complete the **Authorization Request & Payment Form (page 3)**. This is only a request to exhibit and sample alcoholic beverages - Levy reserves the right to approve or deny any application.
- 3) The exhibitor must submit the **Certificate of Insurance** exactly as show on page - See *sample on page 5 & 6*
- 4) Exhibitors must adhere to the sampling and selling guidelines outlined below:

## ALCOHOL SAMPLE SIZE & SELLING GUIDE

WINERIES	DISTILLERIES	BREWERIES
<ul style="list-style-type: none"> <li>• Sample size not to exceed one (1) ounce</li> <li>• Selling by the bottle or case lot only</li> <li>• <b>No individual glasses to be sold</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sample size not to exceed half (0.5) ounce</li> <li>• Selling by the bottle or case lot only.</li> <li>• <b>No individual beverages to be sold</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sample size not to exceed two (2) ounces</li> <li>• Please speak to the Levy Sales Team about case lot sales</li> <li>• <b>No individual glasses, bottles or growlers to be sold</b></li> </ul>

Any exhibitor that is **not** a Limited Winery, Limited Distillery or Limited Brewery in the State Pennsylvania is **not permitted to pour or serve their own samples, and is not permitted to sell products onsite.** Please contact the Levy Catering Sales Department for quotes on Bartender Fees.

# ALCOHOLIC BEVERAGE POLICY

**ALCOHOL SOLD BY AN EXHIBITOR CANNOT TO BE CONSUMED ON DLCC PROPERTY. THIS IS A VIOLATION OF THE DLCC LIQUOR LICENSE AND PROHIBITED BY THE PLCB.**

**In addition to the requirements on Page 1, each booth must adhere to the following:\***

- Signage provided by the DLCC stating that alcohol sold is NOT to be opened on DLCC property as this is a violation of the DLCC liquor license and prohibited by the PLCB (see page 7 for example)
- **VenueShield**
  - If items are NOT pre-packaged or sealed, vendors must have a breath barrier (sneeze guard) protecting the non-packaged items. The breath barrier shall be obtained by the vendor; in which they can do so independently.
- **Per the Allegheny County Health Department**
  - Both Hand Sanitizer and Sanitizing wipes MUST be at each booth for staff use to disinfect/sanitize high-touch areas that are frequently used

**~If any of the above are not complied, Levy reserves the right to revoke approval on-site~**

*\*Requirements for food and beverage dispensing are subject to change based upon state requirements*

## Delicensing Booth Fees:

Exhibitors who qualify for a Limited Winery Permit, Limited Distillery Permit or Limited Brewery Permit from the State of Pennsylvania are required to pay the \$107.00 Delicensing Booth Fee.

All fees include PA sales tax of 7%.

The de-licensing process allows the sampling and sale of alcohol from your designated booth space only.

**The \$107.00 Delicensing Booth Fee is per show and must be accompanied by the following:**

1. PLCB Limited Exposition Form
2. Certificate of Insurance with correct language
3. Authorization Request & Method of Payment Form

As of March 23, 2022 per the Pennsylvania Liquor Control Board,

**CONSUMABLE CBD CANNOT BE SOLD, SAMPLED OR CONSUMED ON DLCC PREMISES**

**AS THIS VIOLATES THE DLCC LIQUOR LICENSE AND IS UNLAWFUL IN PENNSYLVANIA.**

Examples include gummies, edibles, non-alcoholic beverages and tinctures.

For additional information, please contact the Levy Catering Sales Department

Lindsey Custozzo, Director of Catering Sales—[lindsey.custozzo@levyrestaurants.com](mailto:lindsey.custozzo@levyrestaurants.com) - 412.325.6162

Cailin Calub, Catering Sales Manager - [cailin.calub@levyresturants.com](mailto:cailin.calub@levyresturants.com) - 412.325.6194

Danielle Williams, Catering Sales Manager—[danielle.williams@levyrestaurants.com](mailto:danielle.williams@levyrestaurants.com) - 412.325.6173

Rachel Whaley, Catering Sales Manager—[RWhaley@levyrestaurants.com](mailto:RWhaley@levyrestaurants.com) - 412.325.6121

# AUTHORIZATION REQUEST FORM & PAYMENT FOR DELICENSING

Please complete this form for consideration to receive authorization to sample and/or sell Alcohol at the David L. Lawrence Convention Center.

## Authorization Request Form:

Levy retains the exclusive right to provide all food and beverage services throughout the David L. Lawrence Convention Center. This exclusive agreement prohibits exhibitors or other event participants from importing ANY food and beverage into the David L. Lawrence Convention Center without written approval of Levy. Please complete and return this form to receive authorization to sample product.

***This policy is strictly enforced. Violations will result in products being removed from show floor.***

Name of Show/Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Product you wish to sample & sell : \_\_\_\_\_

## **METHOD OF PAYMENT:**

Levy accepts Credit Card or Check. All payments must be received no later than 7 business days prior to the start of the show. *Any vendor with outstanding payment will be asked to leave the facility.*

Please check the appropriate box for the method of payment being provided to Levy for the **\$107.00 delicensing fee:**

**Credit Card Payment:**

Secure link via email

Email: \_\_\_\_\_

**Payment via Check:**

Made payable to **Levy Convention Centers**  
**Mail to: 1000 Ft. Duquesne Blvd.**  
**Pittsburgh, PA 15222**

## CHECKLIST

- Completed DLCC Authorization Request & Method of Payment Form**
- PLCB Limited Exposition Permit**
- Certificate of Insurance** - with correct language (see example page 5 & 6)
- Hand Sanitizer and Sanitizing Wipes** for booth staff to clean and sanitize frequently touched surfaces and hands.
- Booth Signage** - The provided signage will be posted visibly at my booth referencing alcohol cannot be opened on DLCC Property (page 7)

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature identifies that you have read and understand the terms, payment terms and conditions of this policy)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Levy General Manager

# SAMPLE - PLCB LIMITED EXPOSITION PERMIT



Month, Date, Year

Company Name  
Address  
Address

RE:  
License No.  
File/Job No.  
Licensing Information Center

Dear Licensee:

An Exposition Permit is hereby granted to the above-referenced licensee for the premises/location listed herein. The hours of operation are limited to the hours permitted by law for your license type.

Dates:

Location: David L Lawrence Convention Center, 1000 Fort Duquesne Boulevard, Pittsburgh, Allegheny County, PA  
Inside area: 8' x 10'

This permit authorizes sales of your product in volumes permitted under the authority of your license and to provide tasting samples in individual portions as permitted by law.

The area in question is currently subject to Levy Premium Foodservice, LP. However, during the dates in question, the area will be deemed to be subject to the special permit and not Levy Premium Foodservice, LP.

The areas approved by this permit must be defined by physical separation from any other areas or business, so as to clearly delineate the areas under the sole control for the purpose of the event and the subject permittee.

The Bureau of Liquor Control Enforcement of the Pennsylvania State Police is responsible for enforcement of the Liquor Code and PLCB regulations.

Sincerely,

A handwritten signature in black ink that reads 'Tim Holden'.

Tim Holden  
Chairman

A handwritten signature in black ink that reads 'Michael Negra'.

Michael Negra  
Member

A handwritten signature in black ink that reads 'Michael Newsome'.

Michael Newsome  
Member

THIS IS THE LICENSE AUTHORITY

Bureau of Licensing  
Northwest Office Building | Harrisburg, PA 17124 | 717.783.8250 | F 717.772.2165 | lcb.pa.gov

# SAMPLE - CERTIFICATE OF LIABILITY INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Date Issued

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Name	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURED	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	Carrier with at least A Best rating & VIII Financial Si
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

Coverage limits must be no less than what is stated

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO THE EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	12345			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	123456			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	123456		PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<input checked="" type="checkbox"/> Liquor Liability	Y	Y	123456			Each Common Caus \$ 1,000,000 Aggregate \$ 5,000,000

Policy dates ("effective" and "expiration") need to be current and cover the period work will be performed

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance

Levy Premium Foodservice Limited Partnership; Levy, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, the City of Pittsburgh, Allegheny County, the Commonwealth of Pennsylvania, ASM and SMG, including, but not limited to, all related partnerships, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors and managers. 30 day cancellation notice.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Levy Restaurants David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15212	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

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# SAMPLE - CERTIFICATE OF INSURANCE

Your insurance **MUST** have the exact information as highlighted on the sample.

DESCRIPTION OF OPERATIONS BELOW				INSURANCE PERIOD		LIMITS	
A	Liquor Liability	Y	Y	123456		Each Common Caus Aggregate	1,000,000 5,000,000
<p><b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</b></p> <p>To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance</p> <p>Levy Premium Foodservice Limited Partnership; Levy, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports &amp; Exhibition Authority of Pittsburgh and Allegheny County, the City of Pittsburgh, Allegheny County, the Commonwealth of Pennsylvania, ASM and SMG, including, but not limited to, all related partnerships, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors and managers. 30 day cancellation notice.</p>							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
Levy Restaurants David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15212				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE			

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## Description of Operations Must Include:

To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance. Levy Premium Foodservice Limited Partnership; Levy, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, the City of Pittsburgh, Allegheny County, the Commonwealth of Pennsylvania, ASM and SMG, including, but not limited to, all related partnerships, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors and managers. 30 day cancellation notice.

# SAMPLE - BOOTH SIGNAGE FOR ALCOHOL

Each vendor/exhibitor is required to visibly post the below document at their booth. This document will be provide to you upon move-in.

**Alcohol purchased  
from this booth  
cannot be opened on  
DLCC property as this  
is a violation of the  
DLCC liquor license  
and prohibited by the  
PLCB.**

Thank you for your  
cooperation.

