



Aramark Sports and Entertainment Service, LLC  
Walter E. Washington Convention Center 801 Mt Vernon  
PI NW Washington DC 20001 Phone (202) 249-3500

**AUTHORIZATION REQUEST  
SAMPLE FOOD AND/OR NON-ALCOHOLIC BEVERAGE DISTRIBUTION**

Aramark Sports and Entertainment Service, LLC (Aramark) has exclusive food and beverage service rights at the Walter E. Washington Convention Center. Organizations holding events at the Walter E. Washington Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of Aramark.

**GENERAL CONDITIONS:**

- 1) Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
- 2) All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
  - a) Beverage Sample Products (non-Alcoholic) are limited to a maximum of 3 fluid ounces.
  - b) Beverage sample Products (alcoholic) are limited to the following:
    - Spirits – ½ oz.
    - Beer and Wine 2 oz.
  - c) Food Sample Products are limited to a maximum of 3 oz.
- 3) District of Columbia law prohibits anyone other than the alcohol license holder to distribute, give away or bring into the licensed establishment (Walter E. Washington Convention Center) any alcoholic beverages for the purpose of traffic promotion. All alcoholic Beverages must be purchased from the license holder.
- 4) Standard fees or corkage, storage, handling, delivery, etc. will be charged where applicable.
- 5) Food and/or beverage items used as traffic promoters, and are not samples of the exhibitor's product, MUST be purchased from Aramark at the Walter E. Washington Convention Center.
- 6) Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, workers compensation as required by statute, commercial general liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products), and automobile liability insurance with limits not less than \$1,000,000 combined single limit for any owned, non-owed or hired vehicle for bodily injury and property damage. If Exhibiting Firm is providing Beverage Sample Products which are alcoholic, Exhibiting Firm shall also maintain liquor liability insurance with limits not less than \$1,000,000 per occurrence. The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in Washington D.C. and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Walter E. Washington Convention Center Authority (the "Authority") as additional insureds. All of the foregoing policies shall provide a waiver of subrogation in favor of Aramark and the Walter E. Washington Convention Center Authority. Nothing contained in this section shall be deemed in any way to waive, restrict or limit the liability of the Exhibiting Firm under this Authorization.
- 7) Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
- 8) Provided Exhibitors are licensed food distributors (IE: manufacturer, restaurant, distributor) they are not required to provide any additional health permits as long as the business currently has an active permit. In the event the exhibitor has an expired permit and/or does not have one, one must be obtained from the Department of Health.
- 9) Cash Sales are allowed on products not being consumed on Convention Center property.
- 10) Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
- 11) Take Away Items and Buy-Out fees: Any food and beverage brought on premises without written authorization from Aramark and the Walter E. Washington Convention Center is strictly prohibited.
- 12) Shipping/Receiving: Please note that only product you expect to be prepared by, stored by and delivered by Aramark should be shipped to Aramark. Please request a shipping label and ensure it is used properly to ensure proper receiving of your product. You must contact Aramark prior to shipping items – items not expected will not be received.



Information must be received no later than close of business (5:00 pm EST) on \_\_\_\_\_.  
The following information must be provided:

Name of Event: \_\_\_\_\_

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

Exhibiting Firm Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

Event Day Contact: \_\_\_\_\_

Product you wish to dispensed: \_\_\_\_\_

Size of Portion to be dispensed: \_\_\_\_\_

Method of Distribution: \_\_\_\_\_

Quantity to be dispensed: \_\_\_\_\_

Purpose of offering product: \_\_\_\_\_

**All samples must be distributed in sealed, single serve containers.**

**By Signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.**

By: \_\_\_\_\_  
Print Name:

**The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.**

**Aramark Sports and Entertainment Service, LLC**

By: \_\_\_\_\_  
Print Name:

Please email request form to [WEWCCExhibitorders@aramark.com](mailto:WEWCCExhibitorders@aramark.com)