



ATTACHMENT "A"

CLIENT STEPS TO OFFER ALCOHOL SAMPLING AT A PUBLIC SHOW AT THE OREGON CONVENTION CENTER:

- Step 1:** Show Management must complete the "Sampling Request Form" available from their Catering Sales Manager or Account Executive/Event Manager and obtain the signature of the OCC Executive Director a minimum of 10 business days prior to the event. (Exhibit "B")
- Step 2:** Show Management will work with the assigned Catering Sales Manager and Account Executive/Event Manager to layout an appropriate "control plan" for the request form.
- Step 3:** The sampling area that will be monitored must be identified in the request and designated on the show floor plan as a tasting area.
- Step 4:** Show management must include a list of proposed manufacturers that will be providing samples of alcohol at their show and attach copies of their "certificates of approval" from the OLCC that allow them to pour alcohol. This list should be shared with the Catering Sales Manager and Account Executive/Event Manager during the control plan development process.
- Step 5:** Show management is responsible for ensuring the servers are the sampling manufacturer's employees or agents and that they are OLCC certified. Servers must have their permits with them and available for inspection when dispensing.
- Step 6:** Show management will be responsible to hire alcohol monitors. The number of monitors will be at the discretion of the OCC Executive Director or designee based on the control plan and the risk assessment. They are ordered through OCC Security.
- Step 7:** Show management is responsible for personnel to monitor the entry points and check ID's for all "over 21" events. These personnel are in addition to the alcohol monitors. OCC/Aramark will decide the sufficient number of ID checkers based on the projected number of attendees and the show will incur the charges. ID checkers must be OLCC certified; they will report to OCC security and ARAMARK management and will comply with ARAMARK's alcohol management plan.
- Step 8:** Show management will ensure that all alcohol sampling manufactures understand and abide by the following sample amounts.
- All beer samples are to be no more than 3.0oz. of alcohol in a cup that holds no more than 6.0oz.
 - All wine samples are to be no more then 1.5oz. of alcohol in a cup that holds no more than 3.5oz.
 - All hard liquor samples are to be no more then 1/4oz. of alcohol in a cup that holds no more then 1oz. (No more than 1/2oz. total per customer per day).

Special Note: The display and sampling of alcoholic beverages must be a necessary part of the show (*i.e.* a show about products made in Oregon sampling Oregon wines and microbrews has a direct link and would be acceptable ... a show about computers has no direct link to alcohol sampling so the sampling would not be approved).



Attachment B
Authorization Request
Request to Sample Alcoholic Beverages

The Oregon Convention Center has exclusive food and beverage distribution rights within the Convention Center. Exposition sponsoring organizations and/or exhibitors may distribute samples of alcoholic beverages **ONLY** upon written authorization of the Convention Center Executive Director. The Oregon Convention Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. The Oregon Convention Center Executive Director must approve all alcohol sampling taking place in the Oregon Convention Center via this form.
2. No sale of alcoholic beverage (beer, wine, cider, wine coolers, or hard liquor) by exhibitors or show management may take place on the Convention Center premises. Consumption is limited to sampling only.
3. A copy of the insurance certificate, holding Metro, MERC and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples of alcohol, must be attached to this form.

Event Date: _____

Name of Event: _____

Booth No(s) Where Samples of Wine, Beer, Wine Coolers, Cider or Hard Liquor Will Be Offered: _____

Firm Name: _____

Contact: _____

Address: _____

Phone: _____

Fax: _____

Product/Size Dispensed: _____

Proposed Method of Dispensing: _____

Please explain purpose of offering samples: _____

Authorized by:

Jeffrey A. Blosser, Executive Director
Oregon Convention Center

Date: _____



Attachment C
Authorization Request
Request to Sell Factory Sealed Bottles of Wine, Beer or Cider for Off-Site Consumption

The Oregon Convention Center has exclusive food and beverage distribution rights within the Convention Center. Licensed vendors may sell factory sealed containers of individual bottles of wine for off site consumption if they hold a "Special Event Winery License" and have the written approval of the OCC Executive Director via this form. The Oregon Convention Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. Selling must be approved by the Oregon Liquor Control Commission, Beer and Wine Supervisor, 9079 SE McLoughlin; Portland, Oregon 97222. The licensee, distributor or exhibitor acquires all necessary OLCC applications, permits and licenses for such selling. (See - OCC Food/Beverage Sampling Policies) OLCC applications, permits, licenses applicable to the requested selling must be attached to this request.
2. The Oregon Convention Center Executive Director must approve all alcohol sales taking place in the Oregon Convention Center via this form.
3. The sale of factory sealed bottles of wine, beer or cider will be for offsite consumption only.
4. A copy of the insurance certificate, holding Metro, MERC and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples of alcohol, must be attached to this form.

Event Date: _____

Name of Event: _____

Booth #(s) Where Sales of Factory Sealed Wine, Beer or Cider Will Be Sold: _____

Firm Name: _____

Contact: _____

Address: _____

Phone: _____

Fax: _____

Product/Size Dispensed: _____

Proposed Method of Dispensing: _____

Please explain purpose of offering samples: _____

Authorized by:

Jeffrey A. Blosser, Executive Director
Oregon Convention Center

Date: _____