

Greater Richmond Convention Center  
403 North Third Street, Richmond, Virginia  
804-783-7368

## ***EXHIBITOR SAMPLING GUIDELINES***

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The practice of exhibitors bringing in their own food or beverage is in direct conflict with the ARAMARK exclusive contract at the **Greater Richmond Convention Center**. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify ARAMARK in writing as to the nature of the proposed product give-away (Fees are applicable unless waived by ARAMARK or purchased through ARAMARK). Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business.

ARAMARK and the **Greater Richmond Convention Center** do require all food and non-alcoholic beverage to be of sample size portions; 2 ounce portions for food and 2 ounce cups for non-alcoholic beverages. A written approval must then be obtained from ARAMARK at least seven (7) working days prior to the show opening whenever food or non-alcoholic beverage samples are being giving away.

Any exhibitor providing samples of food and non-alcoholic beverage samples must operate within the local Health Department guidelines.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of **Virginia** (Fees are applicable unless waived by ARAMARK or purchased through ARAMARK). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications.

Samples are limited to 1 ounce of beer or wine and 1/2 ounce of spirituous liquors.

Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: ***“Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required”***

If you have any questions, please feel free to contact ARAMARK at **804/783/7368**

Thank you in advance for your cooperation!

