

EXHIBITOR GENERAL INFORMATION & POLICIES

EXCLUSIVITY

- All food and beverage items must be supplied and prepared by Savor...San Francisco, **THIS INCLUDES BOTTLED WATER.**
- No food, beverage, or alcohol will be permitted to be brought into or removed from a San Francisco Convention Facility by the client or any of the client's guests or invitees without written approval by Savor...San Francisco.
- Requests must be received by Savor...San Francisco no less than four (4) weeks prior to the first day of the event.
- Savor...San Francisco reserves the right to assess a charge for such exclusions

BILLING, PAYMENTS, AND CANCELLATIONS

- All prices are subject to change at any time, this includes menu prices, service charge, and sales tax.
- Full payment of your total estimated charges and signed contract are due in our office two (2) weeks prior to your first scheduled food function.
- Should you decide to cancel any or all of your functions less than one week prior to your event you will be subject to a cancellation fee.
- Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery date.
- Event pre-payments and balances with charges less than \$10,000 may be paid by credit card and/or company check.
 - **Events with charges greater than \$10,000 must be pre-paid by company check or wire transfer.**
 - Please make checks payable to SMG Food and Beverage LLC.

EMPLOYEES, SERVICE AND LABOR CHARGES, SALES TAX

- Catering personnel are covered by Union Local 2's collective bargaining agreement
 - Catering employees will deliver food and beverage, service, and clean related areas.
 - Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel.
- All food and beverage charges are subject to a 22% service charge and 8.75% state sales tax for 2014.
 - The 22% service charge is also taxable under SBOE Regulation #1603
 - Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption two weeks prior to the event.

ALCOHOLIC BEVERAGES

- All alcoholic beverage sales and consumption are regulated by the California Alcoholic Control.
- Savor... San Francisco is responsible for the administration of these regulations/
- Savor... San Francisco requires that all alcoholic beverages be dispensed by only Savor... San Francisco employees or agents.
- A server is required for all alcoholic services at the convention center.

SAVOR...

San Francisco

FOOD & NON-ALCOHOLIC BEVERAGE SAMPLING

All food and beverages samples or traffic promoters brought into the Moscone Center must have approval from Savor...San Francisco in writing prior to the event and adhere to the following guidelines:

- A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Food samples are limited to “bite size” portions (1 oz. or less).
 - Samples of non-alcoholic beverages are limited to a maximum of 2 oz. containers.
- A written description (detailing the product and portion size to be sampled) must be submitted in advance to Savor...San Francisco. Approval of sampling arrangements to the sampling company/organization will be provided in writing only. Please contact your Catering Sales Representative for appropriate sampling form.
- Exhibitors must be responsible for securing a City of San Francisco Health Permit, (415) 554-2500, in order to distribute food and/or beverages.

ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLY ADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.

FOOD STORAGE, DELIVERY & PRODUCTION SERVICES

If an organization requires food preparation, heating, cold or dry storage, or other kitchen services, arrangements must be made no later than three (3) weeks in advance of the start of the event. Charges for these services will be based on the requirements of the arrangements. Please contact your Catering Sales Representative for more information.

- Standard fees for storage, handling, delivery, etc. may be charged where applicable.
- Use of cooking/heating equipment must have prior approval from the building Fire Marshal, 1.415.974.4007.
- Delivery of any foods and any beverages to the facility must be coordinated with your Catering Sales Representative. Savor...San Francisco will not assume responsibility for incorrectly delivered products, damaged products at delivery, or inferior products.