

## Monona Catering Exhibitor Sampling

Exhibitors may only distribute free samples of food or non-alcoholic beverages that are made or sold in the ordinary course of business of the exhibitor. These samples must not exceed two-ounces of food or three-ounces of beverage. If the two-ounces of food is the normal full portion or the item being samples is a candy bar, granola bar, or like item, then the portion should be cut in half so as to truly represent a taste sample.

Exhibitors authorized to distribute free samples must sign a hold harmless agreement, indemnifying both the City of Madison and Monona Catering from any claims for injury or illness that may arise from said activity. Proper liability insurance must be supplied by said exhibitors.

The request to distribute free samples must be submitted in writing to Monona Catering at least 14 days prior to the opening of the event with precise product descriptions, along with the executed hold harmless agreement.

## Alcoholic Beverages

Due to State regulation, should an exhibitor wish to distribute alcoholic beverage samples, they must purchase all alcoholic beverages from Monona Catering. The distribution of this product must be directly supervised by a State of Wisconsin licensed bartender, whether that person is a Monona Catering employee or representative of the exhibitor. Should this person be a representative of the exhibitor, a copy of their bartender license must be on file with Monona Catering prior to the opening of the event. Additionally, a copy of the exhibitor's liquor liability insurance indemnifying the City of Madison and Monona Catering from any claims, as a result of service of alcohol by their employees or representative, will be required.

## Hospitality Food Distributed by Exhibitor

Should an exhibitor wish to distribute food or beverage products that are not made or sold in the ordinary course of their business, these products must be ordered through Monona Catering. If the exhibitor is handling the distribution of these products, then compliance to all regulations set forth by the Wisconsin Department of Health for proper food handling will be adhered to via the supervision of Monona Catering.

## Right to Terminate

Monona Catering reserves the right to terminate the distribution of any samples should it be in violation of Federal, State, County or City laws relating to food and beverage handling, or if deemed necessary for public safety reasons.