



# 2018 Sampling Guide

Duke Energy Center  
for the Performing Arts

For companies or organizations to prepare and sample products that they prepare or sell in normal day-to-day operations



# Food and Beverage Sampling Guidelines

Centerplate retains the exclusive right to provide, control and maintain all food and beverage services throughout the facilities.

All food and non-alcoholic beverage samples brought into the Raleigh Convention Center and/or Duke Energy Center for the Performing Arts require approval from Centerplate in writing prior to the event and must comply with the following guidelines:

- A company or organization may not bring on to the premises food or beverage for use in the hospitality lounge, staff offices or backstage areas.
- A company or organization may only distribute samples of food and non-alcoholic beverage products that the company or 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 (2) ounce portions.
- Non-alcoholic beverage samples are limited to (2) ounce portions.

A written description that outlines the product and portion size to be sampled shall be submitted in advance to Centerplate. Please use the form included in this guide.

Approval of sampling arrangements will be provided to the company or organization in writing from Centerplate.



# Raleigh Convention Center On-Premise Cooking Regulations

A written description that outlines the on-premise cooking request shall be submitted in advance to Centerplate and the Raleigh Convention Center. Approval will be provided to the company or organization in writing from the Raleigh Convention Center.

**Cooking and warming equipment must have the approval of the Fire Marshal's Office 30 days prior to the date of the event.**

The on-premise cooking request must comply with the following guidelines:

- Appliances must be listed by a nationally recognized testing laboratory (UL and/or F.M.) for their use.
- Appliances shall be isolated from the public by at least four feet (measurement shall be from an aisle) or by a barrier.
- Appliances shall be limited to 288 square inches of cooking surface area.
- Appliances shall be placed on non-combustible surface material.
- A 20:BC fire extinguisher with a metal lid is needed for each appliance.
- Small cans of Sterno may be used for food warming purposes when proper precautions are taken to prevent ignition of combustible materials.
- Compressed flammable gases including LP gas tanks are **prohibited unless approved by the Fire Marshal's Office.** Other prohibited flammable gases include acetylene, hydrogen, propane and butane.
- NFPA 58 permits portable butane-fueled appliances in restaurants and in attended commercial food catering operations that are fueled by no more than two 10-oz. (0.28-kg) LP gas capacity non-refillable butane containers having a maximum 1.08-lb (0.4-kg) water capacity per container.
- Open flame devices are prohibited unless approved by the Fire Marshal's Office.
- All open flame devices and candles require a permit from the Fire Marshal's Office. Those requesting the use of open flame devices and candles shall provide a sample/picture for approval at least 30 days before the event.

# Alcoholic Beverage Sampling Guidelines

Beer and wine sampling only permitted. No sampling/tasting of spirituous liquors is permitted.

Sampling and/or tasting is only permitted by licensed breweries and/or wineries, if the following requirements are upheld. All other groups are prohibited from all alcohol beverage sampling; these services can be ordered through Centerplate.

The sampling/tasting request must comply with the following guidelines:

- NC ABC Board Wine-Tasting Permit and/or Malt Beverage Tasting Permit must be on-site throughout sampling event.
  - Winery's and/or brewery's representative(s) must be on site overseeing sampling.
  - Wine and/or malt beverage (beer) sampling/tasting event shall not exceed four hours.
  - Sample/tasting size may not exceed:
    - 2 ounce for wines
    - 2 ounces for malt beverages (beers)
  - At any one tasting area, there may not be more than (6) wines sampled and/or more than (4) malt beverages (beers) sampled.
- No sale of alcoholic beverages is permitted, including sale of packaged items.
  - There can be no Centerplate bar service (cash nor hosted) in operation during the sampling/tasting event.  
  
Note: To include a bar(s) during any sampling/tasting event, all sampling wine(s) and/or malt beverage(s) (beer) must served by Centerplate bartender(s) with a \$100++ fee per bartender.
  - Sampling beverage can be established as premier beverage at bar to be served or sold. If product is not in current Centerplate bar selections, full payment required for product costs.
  - Brewery and/or winery display can be set up next to bar to showcase product.



# 2018 Sample Food / Beverage Distribution Authorization Request Form



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  - Food samples are limited to (2) ounce portions.
  - Non-alcoholic beverage samples are limited to (2) ounce portions.

Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Firm \_\_\_\_\_ Booth Number \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Product(s) to be sampled \_\_\_\_\_

Portion Size \_\_\_\_\_ Proposed Method of Distribution \_\_\_\_\_

Expected arrival date \_\_\_\_\_ Method of delivery \_\_\_\_\_

Please return this form to Centerplate, via fax to 919-833-4836, two weeks prior to start of show to ensure confirmation. Any request received within the two week period prior to the event will be assessed a \$50.00 processing fee. NOTE: Applicable sales taxes apply to all charges.

Centerplate Catering ONLY to complete this space:

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ REASON: \_\_\_\_\_

