FOOD SAMPLE GUIDELINES

* Food and beverage samples must be individually pre-packaged and may not exceed **3 ounce portions**.

* Any food and beverage samples larger than **3 ounces or not individually pre-packaged** and distributed there will be applicable to a corkage fees, 23% Service Charge based on hotel's selling price and 8.875% New York State Sales Tax. Hotel reserves the right to stop distribution on the show floor if not advised prior to the show.

* Any food or beverage samples must be produced and dispensed by the exhibiting company in their regular course of business. For instance, an insurance company cannot dispense samples of food and beverage unless purchased from Hilton New York.

* Any exhibitor wishing to dispense food or beverage samples must be reviewed and approved by Hilton New York.

* Hilton New York maintains exclusive rights with respect to specialized services for exhibitors, including food and beverage service, product storage, food preparations, product delivery, etc. Please note that storage space is made available on a first come first served basis.

* Please note guests/staff of the event are not permitted in the following areas: kitchen, loading dock, storage and other Hilton New York authorized preparation areas.

* All exhibitors must complete the enclosed Hold Harmless Agreement if distributing ANY form of food or beverage. Hotel reserves the right to stop distribution on the show floor if this agreement has not been completed and submitted to the Hilton New York.

Signature: _____ Date: _____