



MONONA  
CATERING

Dear Exhibitor,

We would like to introduce ourselves as the on-premise caterer at Monona Terrace and let you know we are here to assist you with any food and beverages needs you may have, as well as any sampling questions that may arise.

If you will be offering free samples of any food or beverage product during the show, the following policies apply:

**An exhibitor may dispense or serve a free sample of a food product, non-alcoholic beverage, or other type of product at an Event in the Convention Center provided the product is one that made or sold in the regular course of business by the exhibitor.** In the event an exhibitor wishes to dispense alcoholic beverages, special arrangement must be made in advance with Monona Catering.

**Exhibitors authorized to offer sample food and beverage product 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. Monona Catering's food license and insurance will specifically not be in effect, unless said exhibitor wishes to hire Monona Catering staff to handle their allowable sampling.

The attached Hold-Harmless Waiver must be completed and returned to Monona Catering one week prior to the start of your show to assure the approval of the listed sampling items. The waiver may be mailed to Monona Catering, One John Nolen Dr., Madison, WI 53703 or faxed to 608-261-4023. Should any of the listed items be disallowed, Monona Catering will notify you as quickly as possible, once waiver has been received in our office.

As you are setting-up for the show, we will be available from any beige house phone by dialing 4040, to assist with food and beverage related questions. Thanks for your cooperation and have a great show!

Sincerely,

*Patty*

Patty Lemke, CPCE  
Director of Sales and Marketing

Attachment(s)