



Food and Beverage Distribution Request Form Instructions:

Approval for the distribution of food and beverage items must be obtained from the IMW Exposition Management and LEVY Restaurants, the exclusive provider of food and beverage at the Hynes Convention Center.

Exhibitor must submit a Food and Beverage Distribution Request Form through the online [Exhibitor Resource Center](#) for approval by **Wednesday, July 17**.

Food and Beverages may be distributed from the exhibitor's booth by adhering to the following guidelines:

1. Beverages may be distributed to an attendee only during the course of a meeting or conference within enclosed areas of the exhibitor's booth.
2. Alcoholic beverages are strictly prohibited within the Exhibit Hall.
3. Food and beverage sampling in conjunction with specific exhibits must be approved by IMW Exposition Management and may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager and IMW Exposition Management.
4. Exhibitors who will be providing food and beverage/hospitality in their booth must order porter service through Freeman. Porter service is exclusive to Freeman. To order the exclusive cleaning and porter service, submit the online order form: [HERE](#) or email FreemanBostonES@freeman.com.

For additional information, please review the [Exhibitor Rules and Regulations](#) related to food and beverage distribution on page 3.

Questions? Please contact Sharon Boutin (Wong-Stewart), Exposition Operations Manager



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