

## Food and Beverage Distribution Request Form Instructions:

Approval for the distribution of food and beverage items must be obtained from the ASA Exposition Management and Levy Restaurants, the exclusive provider of food and beverage at the Boston Convention & Exhibition Center.

Popcorn, peanuts and other loose items are prohibited. Exhibitors must submit a Food and Beverage Distribution Request Form through the online [Exhibitor Resource Center](#) for approval by **Friday, September 8.**

Beverages may be distributed from the exhibitor's booth by using the following guidelines:

1. Beverages may not be displayed as a promotion or to attract attendees (with the exception of the Welcome & Wine Reception).
2. Beverages may be distributed to an attendee only during the course of a meeting or conference within enclosed areas of the exhibitor's booth.
3. Beverages must be provided in generic cups or glasses supplied by Levy Restaurants, the exclusive provider of food and beverage at the Boston Convention & Exhibition Center. Personalized or customized water bottles are not permitted.
4. Alcoholic beverages are strictly prohibited (with the exception of the Welcome & Wine Reception)

For additional information, please review the [Exhibitor Rules and Regulations](#) related to food and beverage distribution on page 5.

Questions? Please contact Stephanie Houck, Exhibit Operations Manager



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