



An ASCB | EMBO Meeting

CELL BIO 23

December 2-6 | Boston, MA



Giveaways/Food and Beverage Distribution Request Form Instructions:

Approval for the distribution of giveaways/food and beverage items must be obtained from the ASCB Exposition Management. Any items that are going to be distributed except for product literature must be submitted for approval. Food and beverage items must be purchased through Levy, the exclusive provider of food and beverage at the Boston Convention and Exhibition Center (BCEC).

Exhibitors must submit a Giveaway/ Food and Beverage Distribution Request Form through the online Exhibitor portal for approval by **Friday, October 27**.

Food and beverages may be distributed from the exhibitor's booth by using the following guidelines:

- Beer, wine, and light snacks are permitted at your exhibit booth if ordered through the Convention Center's official caterer, Levy.
- Island booths may provide services such as espresso or coffee machines, provided there is space to accommodate any lines or crowds.
- All food and beverage must be approved by ASCB Exposition Management and must be ordered through the exclusive caterer for the BCEC, Levy.
- Exhibitor catering menus will be included in the Exhibitor Service Manual, available online.

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

Exhibitors who will be providing food and beverage/hospitality in their booth must order porter service through Freeman. Porter service is exclusive to Freeman, the General Service Contractor. To order the exclusive cleaning and porter service, submit the online order form available through the Freeman Online Ordering link in the Exhibitor Service Manual.

Questions? Please contact Meghan Leahy, Senior Manager Exposition Operations



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