



## AUTHORIZATION REQUEST

### SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Catering by SMG has the exclusive food and beverage distribution rights within the Wilmington Convention Center. Exhibitors and sponsoring organizations may distribute **SAMPLE** food and/or non-alcoholic beverage products with prior written authorization **ONLY**. Requests must be submitted a minimum of 4 weeks in advance. **NOTE: All samples MUST receive prior approval and confirmation by the Food and Beverage Director. At the discretion of the Wilmington Convention Center, exhibitors who do not comply will be asked to remove the items from the facility or will be subject to fees and/or commissions.**

#### GENERAL CONDITIONS:

- ❖ An exhibitor and/or associate member must occupy approved booths at all times.
- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in event.
- ❖ Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar services, etc.) must be purchased from the Center's catering department.
- ❖ Food items must be administered and limited to "sampling" or "bite" size portions (1oz or less).
- ❖ Beverage items must be distributed in containers no greater than three (3) ounces, and no more than two (2) ounces of product may be distributed per container.
- ❖ Restrooms, concession stands, and/or facility kitchens may not be used as clean up areas.
- ❖ There is no space for storage, and/or preparation of products at Center.
- ❖ Sampling of ANY item will require a temporary permit from the New Hanover County Health Department. Securing of all necessary licenses, permits, etc. is the responsibility of the Licensee/Exhibitor.
- ❖ Costs associated with the disposal of trash, waste, etc. from exhibitor sampling area are the responsibility of the Licensee and/or Exhibitor.
- ❖ Exhibitors are not allowed to sell any food and beverage products for consumption at any time during the event.

**The applicant named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless SMG Food and Beverage, The Wilmington Convention Center, the City of Wilmington and its agents from all liability, damages, loses, costs or expenses resulting directly or indirectly from their use, distribution or other dispensed food and/or beverage items.**

Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Booth # \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On-Site Contact \_\_\_\_\_ Title \_\_\_\_\_

Product(s) you wish to dispense \_\_\_\_\_

Size of portion to be dispensed \_\_\_\_\_ Quantity Distributed \_\_\_\_\_

Proposed method of dispensing and reason for offering samples \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Services Required: Please notify the SMG Catering Department at 910.251.5101 / regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and services where applicable. Fax 910.251.5102**

**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Food & Beverage Director**