

## AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

**SAVOR...Jacksonville** has the exclusive food and beverage distribution rights within the **Prime F. Osborn III Convention Center**. Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization ONLY.

### GENERAL CONDITIONS:

- Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- All items distributed are limited to sample sizes:
  - a. Beverages limited to maximum of 4 oz. containers.
  - b. Food items limited to "bite size": (2 oz. or less).
- Use of cooking equipment must have written approval of Savor...Jacksonville.
- Show management or exhibitor is responsible for securing a City of Jacksonville Health Permit. Permits must be obtained in order to distribute food and beverages.
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from **SAVOR...Jacksonville**. Please contact our Catering office with questions on traffic promotions items.
- The applicant named below acknowledges they have sole responsibility for use, service, and disposition 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 **SAVOR...Jacksonville**, the Prime F. Osborn Convention Center, the City of Jacksonville and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.

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

Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

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

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

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

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**SERVICES REQUIRED:** Please notify **SAVOR...Jacksonville** at (904) 630-4057 or fax (904) 854-6669 regarding any special services or requests related to your sample distribution. A state tax applies to all charges and service charge where applicable.

**NOTE:** All samples MUST receive prior approval and confirmation from the Sales Manager, **SAVOR...Jacksonville** and the Prime F. Osborn Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

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APPROVED \_\_\_\_\_  
Director of F&B, *SAVOR... Jacksonville*

APPROVED \_\_\_\_\_  
Sales Manager, *SAVOR...Jacksonville*

**PLEASE RETURN TO OUR CATERING OFFICE  
AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.**