

# Authorization Request

## *Sample Food and/or Beverage Distribution*

*SMG has the exclusive food & beverage rights within the Knoxville Convention Center & the Knoxville Convention & Exhibition Center. Sponsoring Organizations & 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; Beverages are limited to 2 ounce containers; Food items are limited to “bite-sized” portions.*
- ⊞ Use of cooking equipment must have prior approval from the Knoxville Convention Center.*
- ⊞ Show management or exhibitor is responsible for securing a City of Knoxville Health Permit. Permits must be obtained in order to distribute food and/or beverages.*
- ⊞ Standard fees for storage, handling, delivering, etc. will be charged where applicable.*
- ⊞ Food & beverage items used as “traffic promoters” (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from SMG. Please contact our Catering Department at 865-522-5669.*
- ⊞ Sampling or selling of ANY item will require a temporary permit from the local Health Department. Permits are \$30 & are your responsibility to obtain & post. You may contact the Health Department at 865-215-5200.*

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

*At the discretion of the General Manager, any product not approved for sampling will be subject to fees or commissions.*

*Name of Event:* \_\_\_\_\_

*Event Dates:* \_\_\_\_\_

*Company Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Product(s) You Wish to Dispense: \_\_\_\_\_

\_\_\_\_\_

Size of Portion to be Dispensed: \_\_\_\_\_

Proposed Method of Dispensing: \_\_\_\_\_

\_\_\_\_\_

Reason for Offering Samples: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**Services Required:** Please notify the SMG Catering Department at 865-522-5669 regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and service charge where applicable. All samples MUST receive prior approval & confirmation from the Show Manager, SMG Food & Beverage Director & the General Manager.

Approved Signature: \_\_\_\_\_

Food & Beverage Director

Approved Signature: \_\_\_\_\_

General Manager

**Please return this form to the SMG Catering Department fax 865-329-0422 at least two weeks prior to the start of the show.**