

SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor... Oklahoma City is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the facility. Savor ASM is the exclusive provider of all food and beverage for the OKCCC and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email to Diondra Burton-King, Catering Sales Manager at dburton-king@okccconventioncenter.com or call 405-605-9761. Please wait for approval from the Catering Department.

REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
 - A. Non Alcoholic Beverages limited to maximum 4 oz. container with 3 oz of product.
 - B. Alcoholic Beverage items limited to 2 oz serving of Beer/Wine & .5 oz serving of liquor/spirits. Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, ASM and Oklahoma as Additionally Insured.**
 - C. Food items limited to "bite size" (1oz).
 - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event: _____

Company Name: _____

Contact: _____

Address: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Booth #: _____

1. Products you wish to sample:

2. How do you plan on sampling this product (i.e. trays, 2oz cups):

3. Please explain purpose of offering these samples:

Please check if you will need any of the following (3 weeks advance notice required. Charges will apply):

___ Refrigerator Space (please indicate amount of space in cubic feet): _____

___ Dry Storage (please indicate amount of space in cubic feet): _____

___ Kitchen Preparation: _____

___ Serving Equipment (chafing dishes, spoons, etc): _____

___ Ice (sold by a 20 pound bag) _____

Approved By: _____

(Food & Beverage Director)

_____ (Date)