

**Savannah International Trade & Convention Center**

1 International Drive / P.O. Box 248  
Savannah, Georgia 31402  
Telephone: (912) 447-4063 \* Fax: (912) 447-4722



**SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION  
AUTHORIZATION REQUEST**

**Savor Savannah Catering** has the exclusive food and beverage distribution rights within The Savannah International Trade & Convention Center. Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization ONLY.

**GENERAL CONDITIONS:**

- 1) Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- 2) All items distributed are limited to sample sizes:
  - a. Beverages limited to maximum of 2 oz Containers.
  - b. Food items limited to "bite size" (1 oz. or less).
- 3) Use of cooking equipment must have prior approval of The Savannah International Trade & Convention Center.  
\*\*\*Sampling Company must comply with all state and local fire and health codes.
- 4. Standard fees for storage, handling, delivery, etc... will be charged where applicable
- 5) Food and beverage items used as traffic promoters (I.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from **Savor Savannah Catering**. Please contact our Catering office with questions on traffic promotions items.
- 7) 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 beverage**. Accordingly, the applicant agrees to indemnify and forever hold harmless Savor Savannah Catering, The Savannah International Trade & Convention Center, the City of Savannah 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.
- 8) At the discretion of SMG General Manager any product not approved for sampling will be subject to fees or commissions.

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

Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_ Booth # \_\_\_\_\_

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

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

Signature \_\_\_\_\_ Fax Number \_\_\_\_\_

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

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

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

**SERVICES REQUIRED:** Please notify **Savor Savannah Catering** at (912) 447-4063 regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and service charge where applicable.

**NOTE:** All samples MUST receive prior approval and confirmation from the Show Manager **Savor Savannah Catering** and The Savannah International Trade & Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED \_\_\_\_\_  
General Manager  
**Savor Savannah Catering**

APPROVED \_\_\_\_\_  
Sales Manager  
**Savor Savannah Catering**

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

Updated: 1/02/08