

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 Jacksonville Veterans Memorial Arena, Times Union Center for the Performing Arts & The Ritz Theatre and Museum.** Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food and 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).
- Alcoholic beverages are not permitted under this authorization
- 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 (if required).
- Any request for supplies day of event will be charged a \$100.00 flat rate plus the cost of the item. Please contact SAVOR...Jacksonville at least 7 days prior to the show if you need supplies like napkins, cups, ice or refrigeration.
- If items are being delivered, standard fees for storage, handling, delivery, etc. will be charged where applicable.
- ***If you are not a food and beverage provider & want to use food and beverage items as traffic promoters, please contact the Catering Sales Manager for approved traffic promoters***
- Any items not in compliance or receiving prior approval, will asked to be removed
- The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. 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.

Name of Event _____ Event Date(s) _____

Firm Name _____ Telephone _____ Fax _____

Address _____

City _____ State _____ Zip Code _____ Booth # _____

On Site Contact _____ Title _____

Signature _____ Date _____

Product(s) you wish to dispense _____

Size of portion to be dispensed _____

SERVICES REQUIRED: Please notify **SAVOR...Jacksonville** at 904-630-4057, ltucker@savorjax.com regarding any special services.

NOTE: All samples **MUST** receive prior approval and confirmation from the Sales Manager; **SAVOR...Jacksonville** and the Prime F. Osborn Convention Center, Jacksonville Veterans Memorial Arena and Times Union Center for the Performing Arts, Ritz Theatre & Museum. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED _____
Director of F&B, **SAVOR... Jacksonville**

APPROVED _____
Sales Manager, **SAVOR...Jacksonville**

**PLEASE RETURN TO OUR CATERING OFFICE
AT LEAST 7 DAYS PRIOR TO THE START OF THE SHOW**

Trade Show Vendor Food & Beverage Buyout & Right to Distribute Traffic Promoters

SAVOR...Jacksonville has the exclusive food and beverage distribution rights within the **Prime F. Osborn III Convention Center Jacksonville Veterans Memorial Arena, Times Union Center for the Performing Arts & Ritz Theatre and Museum**. Exposition sponsoring organizations and their exhibitors may distribute **SAMPLE** food and beverage products with written **authorization ONLY** inherent to their business. Vendors may distribute and/or sell larger portions and/or sell ready to eat food and limited beverage items during show dates and times with a buyout fee and written **approval ONLY**. Use of traffic promoters not associated with the business may also require a buy- out fee (ie; individually wrapped candy enticing people to stop by the booth is allowed. Cookies, coffee and/or brownies would require a buyout or purchase from SAVOR)

GENERAL CONDITIONS:

- Alcoholic beverages, bottled water, soft drinks and some energy drinks are not permitted & must be purchased from SAVOR
- 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 (if required).
- Any request for supplies day of event will be charged a \$100.00 flat rate plus the cost of the item. Please contact SAVOR...Jacksonville at least 7 days prior to the show if you need supplies like napkins, cups, ice or refrigeration
- If items are being delivered, standard fees for storage, handling, delivery, etc. will be charged where applicable
- Exhibitors who do not comply will be asked to remove the items from the facility
- The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless **SAVOR...Jacksonville**, the Prime F. Osborn Convention Center, Jacksonville Veterans Memorial Arena, Times Union Center for the Performing Arts & Ritz Theatre and Museum and 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.

Fees for Food & Beverage Buyout:
\$150.00 for multi day shows (all days)

Fees for Use of Traffic Promoters:
\$100.00 for (1) day shows
\$150.00 for multi day shows (all days)

Accepted By: _____ Company: _____ Date: _____

Product(s) you wish to sell: _____

Event name: _____ Event Date(s): _____

APPROVED _____
Director of F&B, *SAVOR... Jacksonville*

APPROVED _____
Sales Manager, *SAVOR...Jacksonville*

**PLEASE RETURN TO THE CATERING SALES MANAGER ALONG WITH PAYMENT
AT LEAST 7 DAYS PRIOR TO THE START OF THE SHOW**

SAVOR...Jacksonville
Lindsey Tucker
Phone: (904) 630-4057
ltucker@savorjax.com

SAVOR...

Jacksonville

CREDIT CARD AUTHORIZATION REQUEST FORM

TO GUARANTEE YOUR ORDER PLEASE COMPLETE THE REQUESTED INFORMATION
AND FAX TO US AT **904-854-6669** or **email to your Catering Sales Manager**

Organization Name: _____ Date: _____

Contact Name: _____

Mailing Address: _____

Telephone Number for Card Holder: _____

Cell Phone Number: _____ Fax Number: _____

Email Address: _____

Event Name: _____ Event Date(s) _____

Credit Card (check type of card): Visa _____ M/C _____ AmEx _____ Discover _____

Account Number: _____ Exp. Date: _____ (3-4) Digit On Back _____

Card Holder's Name: _____

Card Holder's Billing Address: _____

Card Holder's Signature _____ Date: _____

Accounting Department Use Only

Total Estimated Charges: _____

Deposit Charged: _____ Date Authorized: _____

Remaining Balance Charged: _____ Date Authorized: _____

Other Charged: _____ Date Authorized: _____