



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

SMG Foodservice has the exclusive food and beverage distribution rights within The Moscone Center and Bill Graham Civic Auditorium. 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 2 oz. Containers.
 - b. Food items limited to "bite size": (1 oz. or less).
- Use of cooking equipment must have prior approval of The Moscone Center.
- Show management or exhibitor is responsible for securing a City of San Francisco 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 SMG Foodservice. 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 SMG Foodservice, The Moscone Center, Bill Graham Civic Auditorium, the City of San Francisco 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 _____ Quantity Distributed _____

Proposed method of dispensing and reason for offering samples _____

SERVICES REQUIRED: Please notify SMG Foodservice at (415) 974-4040 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 Show Manager, SMG Foodservice and The Moscone Center. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED _____
Director of Sales, SMG Foodservice

APPROVED _____
Sales Manager, SMG Foodservice

**PLEASE FAX BACK TO OUR CATERING OFFICE AT (415) 974-4074
AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.**