

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 any sternos or portable electric cooking devices will require a fire extinguisher at your booth and must be separated from each other a minimum of 2’. Any other cooking equipment not mentioned must have approval from the Knoxville Convention Center prior to using.*
- ❖ *No sampling of Alcoholic Beverages please contact the Catering Department at 865-522-5669*
- ❖ *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 cash only. You will pay for the permit on site. It is your responsibility to obtain & post. You may contact the Health Department at 865-215-5200 with any questions. The Knoxville Convention Center will contact the Health Department & schedule them. They will be on site an hour to a ½ hour before show opens.*
- ❖ *You do not need a Health Permit if it is a one -day show.*
- ❖ *You are responsible to provide your own napkins, ice and any other paper product you need. You can purchase from our Catering department if you need to call 865-522-5669.*
- ❖ *The use of L.P. Gas cylinders and open flame cooking devices is expressly forbidden.*

- ❖ *The Health Inspector requires you to have a hand washing station at your booth which needs to include:*
 - *Hand Sanitizer*
 - *Gloves*
 - *5 gallon Bucket (to catch the water)*
 - *Water Jug with a spout (to dispense room temperature water)*
 - *Hand Soap*
 - *Paper Towels*
 - *Will also need to use the three compartment sink to wash any items in your booth show days. (show promoter will show you on site where it is located)*

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.