Utah Valley Convention Center
220 West Center Street
Provo, Utah 84601
TELEPHONE: (801) 851-2200 EMAIL: exhibitor@utahvalleycc.com

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Utah State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.

Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ***only*** with written authorization.

Utah Valley Convention Center exhibitors may distribute food and beverage samples in authorized spaces and must not be in competition with products or services offered by Utah Valley Convention Center Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to two ounces of non-alcoholic beverages and one ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval fourteen days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth at any public event must have a permit and all appropriate fees on file with the Utah County Department of Health.

GENERAL CONDITIONS

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- All items are limited to **sample size.**
  - Beverages limited to maximum of *2oz*. serving of product in a maximum *4 oz* container.
  - Food items limited to *"bite size" or 1 oz.*
  - Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Utah Valley Convention Center Food Services.

Product(s) you wish to dispense: _____

Size of portion to be dispensed: _____

Proposed method of dispensing: _____

Please explain purpose of offering samples: _____

SERVICE REQUIRED

Food and Beverage for Sale: ***No beverage*** can be sold for on-site consumption. Food items may be sold based on approval from the Food and Beverage office. Written approval to sell food products must be given 14 days prior to the opening of the event.

Fees for food sales: One day show; $150.00 for the day. Two day show; $125.00 per day. Three day show; 100.00 per day.

Dry Storage: _____ No _____ Yes ($150.00 per day) per pallet

_____ Freezer _____ Refrigerator ($50.00 per day)

_____ 20 lb. bag of ice @ $10.00 per bag

Approved_____
Utah Valley Convention Center

Name of Event:_____Date of Event:_____Booth No. _____

Firm Name: _____Phone No._____

Address: _____
STREET CITY STATE ZIP CODE

By: _____ Signature: _____ Date: _____
(PRINT OR TYPE NAME & TITLE)