

Food & Beverage Sampling Guidelines & Written Authorization Form



SAMPLE FOOD AND BEVERAGE AUTHORIZATION FORM

Client/Show Manager is responsible for distributing sample F&B authorization form to their exhibitors and ensuring guidelines are adhered to during event. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 14 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATIONS

General Conditions

1. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
 - a. Beverage limited to maximum 2 oz. container. All alcoholic beverages **MUST** be purchased through and served by Puerto Rico Convention Center.
 - b. Food items limited to "bite size" (2 oz. or less).
2. The Applicant name below acknowledges they have the sole responsibility for disposing of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and hold harmless AEG Facilities, Levy Restaurants, and Puerto Rico Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from disposition of such items.

Name of Event _____	Event Date (s) _____	Booth # _____
Company _____		
Name _____	Telephone _____	Fax _____
Address _____		
City _____	State _____	Zip _____
On-site Contact _____	On-site Cell Num. _____	
Product(s) you wish to dispense: _____		
Size of portion to be dispensed (2 oz. or less) _____	Quantity Distributed _____	
Proposed container for dispensing (2 oz.) _____		

In signing below, I understand and agree to the terms & conditions above

Signature _____ Date _____

SERVICES RIQUERED: Please contact the Puerto Rico Convention Center Catering Manager regarding food & beverage items needed for your booth. Note: All sample items **MUST** receive prior approval and confirmation from the Puerto Rico Convention Center Food & Beverage Department. Exhibitors not in compliance will be asked to remove the item(s) from the facility **immediately**.

Approved _____ Date _____
Director of Operations
Levy Restaurants

Policies, rental rates and equipment rental charges noted here are subject to change without notice.