

SAMPLE FOOD & BEVERAGE AUTHORIZATION FORM

Client/ Show Manager is responsible for distributing sample and F&B 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. General conditions.

SALE OR DISTRIBUTION OF NOVELTIES, CONCESSIONS, OR SAMPLES ON PREMISES

Only companies who manufacture the product samples or use said product in the day to day process of doing business are permitted to bring in their own samples. All other exhibitors will purchase said food or beverage from the Memorial Coliseum's authorized Concessionaire.

In the event that the "business" of an exhibitor is related to food service, samples distributed will conform to the following guidelines:

- Solid foods will be limited to 1oz.
- Liquids will be limited to no larger than a 3 oz. cup
- Ice cream or frozen desserts are considered liquid

Alcoholic beverage sales, service and sampling are regulated by the State of Indiana and the Memorial Coliseum's designated Concessionaire and on-premise Caterer, currently ARAMARK, is responsible for the facilitation of the regulations and dispensing of all alcoholic beverages. Absolutely NO beer, wine, or liquor of any kind or character shall be sold, served, sampled, or brought onto the premises by the Licensee or its agents, sub licensee's exhibitors or employees.

Name of Event _____ Event Dates _____

Applicant Name _____ Phone _____ Fax _____ Booth # _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____

Product(s) You Wish to Dispense _____

Size of Portion to be Dispensed _____

Services Required: Please contact the Memorial Coliseum Catering Sales Office at (260) 484-3711 regarding food and beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Aramark Corporation. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

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

Applicant Signature _____ Date _____

Approved _____ Date _____

Please mail or fax to our office at least 21 days prior to start of show to ensure confirmation.

Allen County War Memorial Coliseum

Attn: Director of Catering

4000 Parnell Avenue

Fort Wayne, IN 46805

Fx. (260) 484-1637

Ph. (260) 482-9502

