

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

SMG Food Service has the exclusive food and beverage distribution rights within the DCU Center. Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food or alcoholic beverage products with written authorization ONLY two weeks prior to the event. Show management must complete authorization request provided by the catering department.

**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. Alcoholic beverage sampling is subject to a \$50.00 booth fee per day
  - c. Food items limited to "bite size" 1 oz. or less
  - d. Savor Catering assistance with Sampling or Distribution is subject to a \$300 fee which includes one staff member who will assist in receiving, warehousing, set-up and dispensing product. Assistance is applicable to ALL alcohol beverage sampling as product must be received through Savor Catering. Savor Catering will supply 2 oz. cups for all exhibitors sampling alcohol.
- Use of cooking equipment must have prior approval of the DCU Center.
- Show management or exhibitor is responsible for securing a City of Worcester Health Permit. Permits must be obtained in order to distribute food and beverages. Please contact Bill Horan 508-799-8539 at the Health Department to obtain a permit.
- Standard fees for storage, handling, delivery etc. will be charged where applicable.
- Food and beverage items used as traffic promoters (i.e. coffee, popcorn or popcorn machine, bottled water, sodas, bar service etc.) MUST be purchased from SMG Food Service. Please contact our Catering office with questions on traffic promotion items.
- The applicant named below acknowledges they have sole responsibility for use, service and disposition of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless SMG Food Service, the DCU Center, the City of Worcester and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use of distribution or other dispensed food and beverage items.

Name of Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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 Food Service at 508-929-0134 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 Food Service and the DCU Center. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED: \_\_\_\_\_  
Food & Beverage Director

APPROVED: \_\_\_\_\_  
Catering Sales Manager

**PLEASE FAX (508-929-0111) THE COMPLETED FORM TO OUR CATERING OFFICE  
AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.**