



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

Savor... Jekyll Island Catering has the exclusive food and beverage distribution rights within the Jekyll Island Convention Center. Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization ONLY.

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- 2) All items distributed are limited to sample sizes:
 - a. Beverages limited to maximum of 2 oz Containers.
 - b. Food items limited to "bite size" (1 oz. or less).
- 3) Use of cooking equipment must have prior approval of the Jekyll Island Convention Center.
***Sampling Company must comply with all state and local fire and health codes.
- 4.) Standard fees for storage, handling, delivery, etc... will be charged where applicable.
- 5) Food and beverage items used as traffic promoters (I.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from **Savor... Jekyll Island**. Please contact our Catering office with questions on traffic promotions items.
- 7) The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. **State law prohibits the sampling and distribution of alcoholic beverages.** Accordingly, the applicant agrees to indemnify and forever hold harmless **Savor... Jekyll Island Catering**, the Jekyll Island Convention Center, the City of Jekyll Island and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.
- 8) At the discretion of Jekll Island Convention Center any product not approved for sampling will be subject to fees or commissions.

Name of Event _____ Event Date (s) _____
Firm Name _____ Telephone _____ Booth # _____
Address _____ City _____ State _____ Zip Code _____
On Site Contact _____ Title _____
Signature _____ Fax Number _____ Email _____

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 **Savor... Jekyll Island Catering** at (912) 635-6405 regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and service charge where applicable.

NOTE: All samples MUST receive prior approval and confirmation from the Show Manager, **Savor Jekyll Island** and The Jekyll Island Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED _____
Food & Beverage Manager
Savor... Jekyll Island Catering

APPROVED _____
Catering Sales Manager
Savor... Jekyll Island Catering

PLEASE RETURN TO OUR CATERING OFFICE AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.