

SAVOR...Peoria

at Peoria Civic Center

SAMPLING AUTHORIZATION REQUEST

Policy for Food and Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Peoria, the exclusive food and beverage provider at the Peoria Civic Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of events, expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

General Information

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies. If they are not ***Manufactured, Processed or Distributed*** by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact SAVOR and we will be happy to help you arrange these catering services.

2. If you do ***Manufacture, Process, or Distribute*** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions
- Vendors MUST submit proof of having \$1,000,000.00 of general liability insurance, which includes product liability coverage, naming SAVOR...Peoria and the Peoria Civic Center (facility) as additional insureds. You are responsible for any State and Local laws pertaining to the distribution of food, beverages and alcohol. Please contact the Peoria City County Health Department at 309-679-6161.

3. If your company ***Manufactures, Processes or Distributes Alcoholic Beverages*** and this product is related ***to the purpose of the show*** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- A charge of \$500.00 per day, per distribution location will be paid to SAVOR in full prior to show/event. This fee is non-negotiable and non-refundable
- Vendors MUST submit proof of having \$1,000,000.00 of general liability insurance, which includes liquor liability coverage naming SAVOR...Peoria, and the Peoria Civic Center as additional insureds, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits:
 - Beer 3 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR in compliance with State of Illinois Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drainage and all other Peoria Civic Center Services.

5. Storage, Delivery, or Kitchen Use



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If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR unless coordinated in advance with a Catering Manager prior to the show dates.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Name Booth # and Hall

Contact Information

Name Telephone Email address

Address City Zip

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Peoria and the Peoria Civic Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Requestors Signature

Date: _____

Approved by:

Date: _____

SEND TO:

CATERING OFFICE - SAVOR...Peoria

201 SW Jefferson Street

Peoria, IL 61602

Fax: (309)680-3993

