

Sample Food and/or Beverage Distribution Authorization

SMG has the exclusive food and beverage rights within the Knoxville Convention Center and the Knoxville Convention & Exhibition Center. Sponsoring Organizations and their exhibitors may distribute SAMPLE food or non- alcoholic beverage products with written authorization ONLY.

Please return this form to the SMG Catering Department fax 865.329.0422 or e-mail to kbeets@kccsmg.com at least two weeks prior to the start of the show.

General Conditions

- Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- All items distributed are limited to sample sizes; Beverages are limited to 2 ounce containers; Food items are limited to “bite-sized” portions.
- Standard fees for storage, handling, delivering, etc. will be charged where applicable
- Use of cooking equipment must have prior approval from the Knoxville Convention Center.
- Food and beverage items used as “traffic promoters” (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.)
MUST be purchased from SMG. Please contact our Catering Department at 865-522-5669.
- Sampling or selling of ANY item for a multi-day show will require a temporary permit from the local Health Department. Permits are \$30 and must be paid in cash to the Health Department upon arrival on site the first show day.

The applicant named below acknowledges they have sole responsibility for use, service and disposition of such items in compliance with applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless SMG, The Knoxville Convention Center, the Public Building Authority and the City of Knoxville and its agents from all liability, damages, losses, costs or expenses resulting directly or indirectly from their use, distribution or other dispensed food and/or beverage items.

At the discretion of the Director of Food and Beverage, any product not approved for sampling will be subject to fees or commissions.

Name of Event:

Event Dates:

Company Name:

Address:

City, State, Zip

Telephone:

On-Site Contact & E-mail Address:

Booth Number:

Product(s) You Wish to Dispense & Portion Size:

Method of Dispensing:

Signature: _____

Please notify the SMG Catering Department at 865-522-5669 regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and administrative fee where applicable. All samples MUST receive prior approval and confirmation from the Show Manager and SMG Food and Beverage Director:

Approved Signature