

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

**SAVOR...Jacksonville** has the exclusive food and beverage distribution rights within the **Prime F. Osborn III Convention Center Jacksonville Veterans Memorial Arena, Times Union Center for the Performing Arts & The Ritz Theatre and Museum.** Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food and beverage products with written **authorization ONLY.**

**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 4 oz. containers.
  - b. Food items limited to "bite size": (2 oz. or less).
- Alcoholic beverages are not permitted under this authorization
- Use of cooking equipment must have written approval of SAVOR...Jacksonville.
- Show management or exhibitor is responsible for securing a City of Jacksonville Health Permit (if required).
- Any request for supplies day of event will be charged a \$100.00 flat rate plus the cost of the item. Please contact SAVOR...Jacksonville at least 7 days prior to the show if you need supplies like napkins, cups, ice or refrigeration.
- If items are being delivered, standard fees for storage, handling, delivery, etc. will be charged where applicable.
- ***If you are not a food and beverage provider & want to use food and beverage items as traffic promoters, please contact the Catering Sales Manager for approved traffic promoters***
- Any items not in compliance or receiving prior approval, will asked to be removed
- 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 **SAVOR...Jacksonville**, the Prime F. Osborn Convention Center, the City of Jacksonville 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.

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

Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Booth # \_\_\_\_\_

On Site Contact \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Product(s) you wish to dispense \_\_\_\_\_

Size of portion to be dispensed \_\_\_\_\_

**SERVICES REQUIRED:** Please notify **SAVOR...Jacksonville** at 904-630-4057, [mritter@savorjax.com](mailto:mritter@savorjax.com) regarding any special services.

**NOTE:** All samples **MUST** receive prior approval and confirmation from the Sales Manager; **SAVOR...Jacksonville** and the Prime F. Osborn Convention Center, Jacksonville Veterans Memorial Arena and Times Union Center for the Performing Arts, Ritz Theatre & Museum. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED \_\_\_\_\_  
Director of F&B, *SAVOR... Jacksonville*

APPROVED \_\_\_\_\_  
Sales Manager, *SAVOR...Jacksonville*

**PLEASE RETURN TO OUR CATERING OFFICE  
AT LEAST 7 DAYS PRIOR TO THE START OF THE SHOW**

**REQUEST TO SAMPLE ALCOHOLIC BEVERAGES**

**SAVOR...Jacksonville** hold the liquor license for the **Prime F. Osborn III Convention Center Jacksonville Veterans Memorial Arena, Times Union Center for the Performing Arts & The Ritz Theatre and Museum**. Exhibitors may SAMPLE alcoholic beverages with written **authorization ONLY** and strict adherence to the guidelines below.

**GENERAL CONDITIONS:**

- Items dispensed are limited to products manufactured or produced by the exhibiting firm or the licensed distributor
- All beverages distributed are limited to sample sizes:
  - a. 2 oz. containers if sampling one (1) product
  - b. 1 oz. each if sampling 2 or more products
- Any non-beer or wine product(s) must be iced and is limited to the sizes above
- Any product being sampled can be brought by the exhibitor day of the event & must be removed from premises each day. Please bring an invoice with you that is addressed to SAVOR and has a zero balance for the exact quantity of sampling product brought on property each day. This will need to be produced if asked for
  - 1. Ice can be purchased for \$10.00 per 10lbs
- At least 1 SAVOR bartender must be used: Exhibitor can choose SAVOR bartender(s) to distribute samples or distribute the samples themselves under supervision of a SAVOR bartender:
  - 1. 4 hour minimum on all bartenders
  - 2. \$150.00 for the first 4 hours. \$30.00 each additional hour
- It is SAVOR alcohol policy to ID every guest, every time. Exhibitor agrees to adhere to SAVOR policy and will be expected to sign the alcohol policy if not utilizing SAVOR bartenders for exclusive distribution of samples.
- SAVOR does not provide storage for sampling product. If cold storage is needed then the product must be delivered to SAVOR by the licensed distributor at a zero (0) invoice to SAVOR.
  - 1. Any unused product can be returned to the distributor and must be picked up within 3 days
  - 2. The fee for storage is \$125.00 per day. There is a \$100.00 one time, handling fee
  - 3. Arrangements for storage must be made 30 days prior to event and is not guaranteed. Space is limited and it on a first come, first serve basis
- Any items not in compliance or receiving prior approval, will asked to be removed
- 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 **SAVOR...Jacksonville**, the Prime F. Osborn Convention Center, the City of Jacksonville 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.

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

**Firm Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Booth #** \_\_\_\_\_

On Site Contact \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Product(s) you wish to dispense \_\_\_\_\_

Size of portion to be dispensed \_\_\_\_\_

# of SAVOR Bartenders requested: \_\_\_\_\_

Hours for SAVOR Bartender(s) \_\_\_\_\_

\*Bartender must be present during all sampling hours

How will SAVOR Bartender be used:

\_\_\_ Supervision (our staff will serve product) \_\_\_ Serve samples

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**NOTE:** All samples MUST receive prior approval and confirmation from the Sales Manager; *SAVOR...Jacksonville* and the Prime F. Osborn Convention Center, Jacksonville Veterans Memorial Arena and Times Union Center for the Performing Arts, Ritz Theatre & Museum.

Exhibitors who do not comply will be asked to remove the items from the facility.

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