



AUTHORIZATION REQUEST: SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Legends Global 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 Legends Global 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 Legends Global 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 **Legends Global 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 *Legends Global Jacksonville* at 904-630-4057, kdorr@jaxevents.com regarding any special services.

NOTE: All samples **MUST** receive prior approval and confirmation from the Catering Sales Manager; *Legends Global 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 _____
Catering Sales Manager, *Legends Global Jacksonville*

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

Rev 5/12/2026