

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

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**Indiana State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.**

Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **only** with written authorization.

Terre Haute Convention Center exhibitors may distribute food and beverage samples in authorized spaces and must not be in competition with products or services offered by Terre Haute Convention Center Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to two ounces of non-alcoholic beverages and one ounce of food. Exact descriptions of sample and portion size must be submitted to the Director of Food & Beverage for written approval fourteen days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth at any public event must have a permit and all appropriate fees on file with the Indiana County Department of Health.

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**GENERAL CONDITIONS**

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
  - ❖ All items are limited to **sample size**.
    - ◆ Beverages limited to maximum of 2oz. serving of product in a maximum 4 oz container.
    - ◆ Food items limited to "bite size" or 1 oz.
    - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Terre Haute Convention Center Food Services.
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Product(s) you wish to dispense: \_\_\_\_\_  
 Size of portion to be dispensed: \_\_\_\_\_  
 Proposed method of dispensing: \_\_\_\_\_  
 Please explain purpose of offering samples: \_\_\_\_\_

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**SERVICE REQUIRED**

**Food and Beverage for Sale:** No beverage can be sold for on-site consumption. Food items may be sold based on approval from the Food and Beverage office. Written approval to sell food products must be given 14 days prior to the opening of the event.

**Fees for food sales:** One day show; \$150.00 for the day. Two day show; \$125.00 per day. Three day show; 100.00 per day.

**Dry Storage:** \_\_\_\_\_ No \_\_\_\_\_ Yes (\$150.00 per day) per pallet  
 \_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$50.00 per day) per 10 lbs. Based on space availability.  
 \_\_\_\_\_ 20 lb. bag of ice @ \$10.00 per bag

Approved \_\_\_\_\_  
 Terre Haute Convention Center

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Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (PRINT OR TYPE NAME & TITLE)

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