



**Sharonville Convention Center**  
**11355 Chester Road**  
**CINCINNATI, OHIO 45246**  
**TELEPHONE: (513) 326-6040 FAX (513) 326-6059**

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

Spectra Food Services and Hospitality has exclusive food and beverage distribution rights within the Sharonville Convention Center.

**Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premises. All alcoholic beverages for display or distribution *must* be purchased from Spectra Food Services and Hospitality.**

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

Sharonville Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Spectra Food Services and Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval 14 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 must have a permit and all appropriate fees on file with the Hamilton Department of Health.

**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 *4oz. container*.
  - ◆ Food items limited to *"bite size" or 2oz.*
  - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Spectra Food Services and Hospitality.
  - ◆

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

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

Proposed method of dispensing \_\_\_\_\_

Please explain purpose of offering samples \_\_\_\_\_

**SERVICE REQUIRED**

**Dry Storage:** \_\_\_\_\_ No \_\_\_\_\_ Yes (\$150.00 per day) per pallet

\_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$40.00 per day)

\_\_\_\_\_ 20 lb. bag of ice @ \$25.00 per bag

Approved \_\_\_\_\_  
 Spectra Food Services and Hospitality

Approved \_\_\_\_\_  
 Sharonville Convention Center Manager

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

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

Address: \_\_\_\_\_

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

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

(PRINT OR TYPE NAME & TITLE)

**\*\*Please send Sample Request Form to Catering Sales Manager-Laura Starkey- lstarkey@cityofsharonville.com or fax 513.326.6059\*\***



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**SELLING FOOD/BEVERAGE CONCESSIONAIRE FORM**

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Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premises. All alcoholic beverages for display or distribution *must* be purchased from Spectra Food Services and Hospitality.

Sharonville Convention Center exhibitors may sell their products in authorized space with no fee incurred as long as product is *pre-packaged*, food items do not compete with Spectra's concession items (For example competing items would be, but not limited to hot pretzels, nachos, hotdogs and hamburgers etc.) and is a food product that *cannot be consumed on site*.

Items for Sale that are not prepackaged and if it is an item can be consumed on site, exhibitor will incur a CONCESSIONAIRE FEE of \$75.00 a day.

Any exhibitor selling food in their booth that needs time and temperature control or selling exposed ready to eat foods must have a permit and all appropriate fees on file with the Department of Health.

**APPROVAL OF ITEMS TO BE SOLD**

<u>Item for Sale</u>	<u>Size</u>	<u>Sale Price</u>	<u>Method of Service</u>
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**CONCESSIONAIRE FEES FOR 2015**

**\$75.00 Flat Buy-Out Fee per day X \_\_\_\_\_ # of days at the Show = Grand Total \$ \_\_\_\_\_**  
 (Credit card authorization attached for Payment/hold, checks will be accepted upon arrival made out to Spectra Food Services and Hospitality)

**OVATIONS FOOD SERVICE CAN PROVIDE THE FOLLOWING SERVICES DURING THE SHOW:**

**Dry/Freezer Storage:** \_\_\_\_\_ Yes (\$250.00 per day) per pallet      **Ice:** \_\_\_\_\_ 20 lb. bag of ice @ \$25.00 per bag  
**Freezer/Refrigerator Storage:** \_\_\_\_\_ Personal Freezer *or* \_\_\_\_\_ Personal Refrigerator (\$40.00 per day)

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**SIGNATURES**

**Exhibitor** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Show Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ovations** \_\_\_\_\_ **Date:** \_\_\_\_\_ **DECC Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*If you have any questions contact Catering Sales Manager-Laura Starkey [lstarkey@cityofsharonville.com](mailto:lstarkey@cityofsharonville.com) at 513-326-6040\*\***

# Food Show Policy

## General Policies

- All food displays and exhibits must take place exclusively in the Exhibit Hall.
- If carpeted areas are used for food display, building management requires complete coverage of room carpet with Visqueen at customer's expense.
- Any show or event preparing food requires disarming the fire alarm system and scheduled Fire Watch by Sharonville Fire Department (513-563-0252) at customer's expense.
- Motorized pallet jacks and forklifts are prohibited from any area outside the Exhibit Hall.

## Types of Cooking & Appliances

- Wok, char broiling, open flame grilling will need to be completed either outside of the building at least 10 feet from the building, in an approved self-contained device that meets UL-710 or UL-710B specifications or be prepared in the building's approved kitchen and the food brought into the display area and kept warm.
- Residential type deep fryers with a maximum capacity of 1 gallon of oil and residential type toaster ovens may be used in the Exhibit Hall.
- Any UL-710 or 710B device can only be used for what its listing documents approve.
- Inquiries about renting the building's approved kitchen should be directed to Ovarions Catering. Rental fees to Ovarions may apply. (513-326-6041)

## Fuel

- Devices using solid combustible material such as wood, charcoal or other forms of solid material must be used outdoors.
- The Fire Department will not approve any temporary gas or other fuel lines to be run into the building.
- All appliances should be electric with the exception of hot plates that have a self-contained fuel supply of 2 ½-3 lbs. or less or Sterno cups used for keeping foods warm not for heavy cooking .

## Fire

- Any booth using open flame hot plates or Sterno cans shall not be within 10 feet of an exit door.
- All heat producing devices will be required to maintain the proper clearance from combustibles as per their listing.
- All booths using cooking devices shall have a minimum 10 lbs. fire extinguisher in the booth with personnel that know how to use them at all times that the cooking is in operation. The Fire department will need to inspect the display area and outside cooking areas before the display area is open to the public. Please call them at 513-563-0252 ASAP to eliminate any delays due to issues that may be found on inspection.
- Please note that the Fire department will have final say on any issues.