



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

**SAVOR...** has the exclusive food and beverage distribution rights within **the Cox Business Center**. Exposition sponsoring organizations & their exhibitors may distribute **SAMPLE** food or non-alcoholic 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 2 oz. containers.
  - b. Food items limited to "bite size": (2 oz. or less).
- Use of cooking equipment must have prior approval of the Cox Business Center.
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- Food and beverage items used as traffic promoters (i.e. coffee, popcorn, candies, bottled waters, sodas, bar service, etc.) **MUST** be purchased from **SAVOR**. Please contact our Catering Sales Manager with questions on traffic promotions items, please see numbers listed below.
- 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...** 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.
- Proper licensing from the Tulsa Health Department **MUST** be obtained prior to the event in which samples are being distributed. A copy of the license **MUST** be provided to **SAVOR...** along with the completed **Sample Food and/or Beverage Distribution Form** for approval. Tulsa Health Department may be on-site for inspections any time without notice.

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

Company 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 (2oz max) \_\_\_\_\_ Quantity to Distribute \_\_\_\_\_

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

**SERVICES REQUIRED:** Please notify **SAVOR...** at 918.894.4306 or email skusler@smtulsa.com regarding any special services or requests related to your sample distribution or for in-booth food & beverage services.

A state tax applies to all charges and administrative fees where applicable.

**NOTE:** All samples **MUST** receive prior approval and confirmation from the Show Manager, and the **SAVOR...** Catering Sales Manager at the Cox Business Center. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED \_\_\_\_\_

Director of F&B, **SAVOR...**

APPROVED \_\_\_\_\_

Catering Sales Manager, **SAVOR...**

**PLEASE RETURN TO OUR CATERING OFFICE  
AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.**