



AUTHORIZATION REQUEST FOR SAMPLE FOOD/BEVERAGE DISTRIBUTION

220 West Center Street; Suite 200
Provo, UT 84601
(801) 851-2200 ~ exhibitor@utahvalleycc.com
utahvalleycc.com



Event organizers and their exhibitors may distribute sample food or beverage products **only** with written authorization. Samples must be distributed in authorized spaces and not be in competition with products or services offered by the Utah Valley Convention Center.

Food items not intended for on-site consumption may be sold for a fee and based on approval from the Utah Valley Convention Center. Written approval must be given, and fees must be collected at least 14 days prior to the event start date. **No beverages can be sold for on-site consumption and Utah State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.**

Event Name	_____	Event Date(s)	_____	Booth #	_____
Org Name	_____	Phone #	_____		
Mailing Address	_____				
Contact Name	_____	Phone #	_____	Email	_____

SAMPLE DISTRIBUTION REQUEST

- Items dispensed are limited to products manufactured, processed, or distributed by exhibiting organization.
- Exact descriptions of sample and portion size must be submitted to the UVCC Event Manager for written approval at least fourteen days prior to the opening of the event.
- No samples of alcoholic beverages may be distributed.
- Food items are limited to **“bite size” or 1 ounce**; beverages are limited to **2 ounces** in a maximum 4 ounce container.
- Food and/or beverage items to promote booth traffic (i.e. candy, popcorn, coffee, soda, bar services, etc.) **must** be purchased from the Utah Valley Convention Center.

Product(s) you wish to dispense: _____

Size of portion to be dispensed: _____

Proposed method of dispensing: _____

Please explain purpose of offering samples: _____

FOOD SALE OR STORAGE REQUEST

Food Sales Fees: ___ One day show: \$150.00 | ___ Two day show: \$125.00 per day | ___ Three day show: \$100.00 per day

Product(s) you wish to sell: _____

Storage Fees:

- | | |
|----------------------|---------------------------------------|
| ___ Dry Storage | \$150.00 per day per pallet |
| ___ Freezer | ___ Refrigerator \$50.00 each per day |
| ___ 20 lb Bag of Ice | \$10.00 per bag |

By signing below, I agree to follow all requirements and restrictions listed above. I agree that not doing so will result in termination of my organization’s product distribution.

Signed By _____	Approved By _____
Organization Representative	Utah Valley Convention Center

UVCC USE ONLY	
Payment Date	_____
Processed By	_____