



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

OVG 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 OVG 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 OVG 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 _____
OVG 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****