



Dayton Convention Center

SAMPLING AUTHORIZATION REQUEST

Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages NOT purchased through ASM Global Savor...Dayton, the exclusive food and beverage provider at the Dayton Convention Center. The selling of food and/or beverage products by any other entity is strictly prohibited.

Sponsoring organizations of expositions and trade shows and their exhibitors may distribute SAMPLES of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

General Information

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies. If they are not manufactured, processed, or distributed by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR...Dayton.
2. If you do manufacture, process, or distribute the items, they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance with Local and State Health Codes:
 - a. Non-Alcoholic Beverages can be a maximum of 4 oz. Sample Size, served in plastic cups. No cans or bottles will be permitted. No Alcoholic Beverages permitted.
 - b. Food items are limited to 'bite size' samples, not to exceed 2 oz. portions
 - c. Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming ASM Global Convention Center Management LLC, SMG Food & Beverage LLC DBA Dayton Convention Center and the MCCFA, Montgomery County Convention Facilities Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other building services.
4. Storage, Delivery, or Kitchen Use- if you as the manufacturer, processor, or distributor require any product storage, delivery, or kitchen use, the following charges may be assessed:
 - a. \$150.00 per day/pallet for refrigerated, frozen or dry storage
 - b. \$50.00 one-time handling fee for 1-4 skids and \$250.00 handling fee for 5 or more skids
 - c. \$50.00 delivery charge each time product is delivered to the booth or room
 - d. \$150.00 per hour for use of kitchen space, reserved on a first come, first served basis
 - e. Additional charge(s) for rental of equipment, subject to availability

ADDITIONAL REQUIREMENTS

1. All Vendors must provide a **copy of their most recent Health Department inspection report** with a passing score of 90 or greater. www.phdmc.org
2. All Vendors must provide a **copy of their business liability insurance** with the ASM Global and the Montgomery County Convention Facility Authority named as secondary insured on a policy of no less than \$1,000,000 liability limit.
3. All vendors must provide a **copy of their current Ohio Business License**.

4. Please return this form and all required documentation to the Food & Beverage Director of the Dayton Convention Center:

Katie Flanigan, Director of Food & Beverage

Email: kflanigan@daytonconvention.com

Phone: 937-602-6112

Company Requesting Sampling Permission:

Show Name:

Date of Use:

Company Name and Location of Event:

Name	Location
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Contact Information

Name	Telephone	Email address
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Address	City	Zip
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Items

Item and Reason of sampling, please include quantity, portion size and method of dispensing items

Approved By:	Date:
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