

# AUTHORIZATION REQUEST

## Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through **SAVOR...Las Colinas**. **SAVOR...Las Colinas**, has exclusive food and beverage distribution rights within Irving 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/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

### General Conditions-Food Industry Related Shows

- Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies.
- All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local and State Health Codes:
  - All vendors must provide the Event Manager with a health permit from the City of Irving at least 1 week prior to the event if the Show Promoter does not have an event blanket permit.
  - Non-Alcoholic Beverages limited to maximum of **2oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.  
\*See Below for Sampling of Alcoholic Beverages
  - Food items are limited to "bite size", **not to exceed 2oz.** portions
- ALCOHOLIC BEVERAGES MUST** be purchased through **SAVOR...Las Colinas**, and are **related to the purpose of the show** may be sampled if the following policies are strictly adhered to:
  - Sample portions must be under the following limits:  
Beer 2 oz.  
Wine / wine coolers / spirit coolers 2 oz.  
Liquor / liqueurs 0.25 oz.  
Note: Alcohol cannot be served prior to 12:00 pm on Sundays, per City of Irving ordinance.  
All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
  - Distribution of alcoholic products **MUST** be monitored & overseen by a staff bartender from **SAVOR...Las Colinas** in compliance with Texas Liquor Laws.
- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Irving Convention Services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

#### **CORKAGE/USER FEES APPLY FOR THE FOLLOWING:**

Any Food and Beverage brought on premises without the Written Authorization from **SAVOR...Las Colinas**, Irving Convention Center is strictly prohibited.

- Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet /booth events will incur a **Corkage Fee** equal to fifty percent (50%) of the **SAVOR...Las Colinas**, retail pricing and is subject to all applicable taxes and service charges.
- Distribution of alcoholic products **MUST** be monitored & overseen by a staff bartender from **SAVOR...Las Colinas** in compliance with Texas Liquor Laws.
- Requests for all Food Products brought on the premises for consumption at hosted banquet /booth events will incur a **User Fee** equal to fifty percent (50%) of the **SAVOR...Las Colinas**, retail pricing and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely **NO REFUNDS** of User or Corkage Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, kitchen use or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by SAVOR...Las Colinas. If these services are required the following charges will assessed:

- a. **\$250 One-Time Fee for ANY AND ALL Vendors that sell Food / Drinks per show. ANY food item that is "Ready-To-Eat" without any further processing will incur this fee. ONLY FOOD ITEMS THAT ARE TO BE PROCESSED ELSEWHERE ARE EXEMPT FROM THIS FEE...i.e. packaged dry soups, dry dip mixes,**
- b. \$150.00 per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- c. \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- d. \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- e. \$500 Fee for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis and will be based upon ICC availability. Please see attached for list of equipment included. No more than 6 Vendors at one time without prior consent. Restrictions Apply.
- f. Additional charge for Rental of Equipment, subject to availability.

**For all Food and Beverage not purchased through SAVOR...Las Colinas, all standard fees mentioned above will be charged where applicable, including 24% Service Charge and Applicable Sales Tax.**

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Las Colinas, and SMG for Irving Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Show/Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Ext \_\_\_\_\_

Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

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Approved \_\_\_\_\_  
ASM/Irving Convention Center

Date \_\_\_\_\_

**PLEASE RETURN FORM TO Kayla Perez Director of Events at [kperez@irvingconventioncenter.com](mailto:kperez@irvingconventioncenter.com) or (fax) 972-401-7729 TWO WEEKS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION AND APPROVAL**  
**ASM/Irving Convention Center**  
**500 W Las Colinas Blvd, Irving TX 75039**