

# VENDOR & EXHIBITOR PERMISSION TO SELL

*This form applies to any company that manufactures or produces a Food or Beverage item(s) and wishes to sell the item(s) at an event.*

ASM Knoxville has the exclusive food and beverage rights for the Knoxville Convention Center, World's Fair Exhibition Hall, Knoxville Civic Auditorium & Coliseum and Chilhowee Park & Exposition Center. Vendors or Exhibitors who manufacture or produce food or beverage items and are requesting to sell the item(s) must have written approval from the ASM Knoxville Director of Food & Beverage. Please return this form to Lynn Armstrong, Director of Food & Beverage, via e-mail at [lynn.armstrong@asmknoxville.com](mailto:lynn.armstrong@asmknoxville.com) at least **two weeks prior to the start of the show**. In addition, the Vendor or Exhibitor will be responsible for the following:

1. All food and beverage sold or distributed must be manufactured or produced by the requesting company. A copy of the business license must be submitted with this form.
2. Use of cooking equipment must have prior approval from ASM Knoxville.
3. Depending on the item(s) being sold, the vendor or exhibitor may be responsible for obtaining a City of Knoxville Health Permit. Permits are \$30 and must be paid to the Knoxville Health Department. Approximately 2 weeks prior to the event, a web link will be sent to the e-mail address on this form to complete the Knoxville Health Department paperwork & submit permit payment, if applicable.
4. Due to the possibility of concessions revenue conflicts, authorization of vendors or exhibitors wishing to sell "traffic promoters" (i.e., coffee, popcorn, bottled waters, sodas, etc.) will be based on various criteria at the discretion of ASM Knoxville and commission or buyout fees may be applicable on a per day basis.
5. Where applicable, fees are due to the ASM Knoxville Catering Department in advance of the show opening.



World's Fair  
Exhibition Hall



# VENDOR & EXHIBITOR PERMISSION TO SELL ~ APPLICATION

The applicant named below acknowledges they have sole responsibility for the use, service, and disposition of such items in compliance with applicable laws. **State law prohibits the sampling and distribution of alcoholic beverages.** Accordingly, the applicant agrees to indemnify and forever hold harmless ASM Global, the Knoxville Convention Center, World's Fair Exhibition Hall, Knoxville Civic Auditorium & Coliseum, Chilhowee Park & Exposition Center, Public Building Authority and the City of Knoxville, and its agents from all liability, damages, losses, costs, or expenses resulting directly or indirectly from their use, distribution, or other dispensed food and/or beverage items.

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

On Site Contact Email Address: \_\_\_\_\_

On Site Contact Phone Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Product(s) You Wish to Sell:  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please notify the ASM Knoxville Catering Department at 865-522-5669 regarding any special services or requests related to product sales. A state sales tax applies to all charges and administrative fees where applicable. All requests to sell MUST receive prior approval and confirmation from the ASM Knoxville Director of Food & Beverage.

ASM Knoxville Approved Signature: \_\_\_\_\_

