

VENDOR & EXHIBITOR SAMPLE DISTRIBUTION FORM

This form applies to any company that manufactures or produces a Food or Beverage item(s) and wishes to sample it 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. Sponsoring organizations and their vendors and exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization ONLY. Please return this form to Lynn Armstrong, Director of Food & Beverage, via e-mail at lynn.armstrong@asmknoxville.com **at least two weeks prior to the start of the show.**

General Conditions:

1. Items dispensed are limited to products manufactured or produced by the vendor or exhibitor.
2. All items distributed are limited to sample sizes; Non-alcoholic beverages are limited to 2-ounce containers; Food items are limited to "bite-sized" portions.
3. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
4. Use of cooking equipment must have prior approval from ASM Knoxville.
5. Food and beverage items used as "traffic promoters" (i.e., coffee, popcorn, bottled waters, sodas, etc.) MUST be purchased from ASM Knoxville. Please contact our Catering Department at 865-522-5669 and request a Booth Catering Order Form.
6. State law prohibits the sampling and distribution of alcoholic beverages. There are separate policies and procedures for alcohol service and MUST be purchased from and served by ASM Knoxville. Please contact our Catering Department at 865-522-5669 and request a Booth Catering Order Form.
7. Sampling for a multi-day show may require a temporary permit from the Knoxville Health Department, based on the sample type. 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.
8. ASM Knoxville does not allow vendors or exhibitors that fall under 'Cottage Law' to sample at our venues. There are many rules involved in bypassing commercial kitchen regulations. ASM Knoxville manages the venues for the City of Knoxville, and we mitigate risk by only allowing vendors or exhibitors that have prepared food in a brick & mortar store or commercial kitchen to sample food & beverage items at events at ASM Knoxville venues.



World's Fair
Exhibition Hall



VENDOR & EXHIBITOR SAMPLE DISTRIBUTION 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.

At the discretion of the ASM Knoxville Director of Food and Beverage, any product not approved for sampling will be subject to fees or commissions.

Name of Event: _____

Event Date(s): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Commercial Kitchen Used (If Applicable): _____

On Site Contact Name: _____

On Site Contact Email Address: _____

On Site Contact Phone Number: _____

Booth Number: _____

Product(s) You Wish to Dispense & Portion Size:

Authorized Signature: _____

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

ASM Knoxville Approved Signature: _____