



## FOOD & BEVERAGE SAMPLING AUTHORIZATION FORM

OVG Hospitality has the exclusive food and beverage distribution rights within Cox Business Convention Center. Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food or nonalcoholic beverages products with written authorization ONLY while on the premise. By signing this form, you are agreeing that the following rules will be strictly observed:

- Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- All items distributes are limited to sample sizes; beverages are limited to maximum of 2 oz containers and food items are limited to bite-sized portions of 2 oz or less.
- The use of cooking equipment on the premise requires prior approval by Cox Business Convention Center.
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- Food and beverage used as traffic promoters (water, candy, etc.) MUST be purchased from OVG Hospitality.
- The applicant named below acknowledges they have the sole responsibility for use, service, and disposition of such items in compliance with all applicable laws.
- The applicant named below agrees to indemnify and forever hold harmless OVG Hospitality and its agents from liabilities, damages, losses, costs, or expenses resulting directly or indirectly from use or distribution of items.
- Proper licensing from the Tulsa Health Department MUST be obtained prior to the event in which samples are being distributed; a copy of the license must be provided to OVG Hospitality along with the completed Sample Food & Beverage Distribution Form for approval.
- The City of Tulsa Health Department may be on-site for inspections at any time without notice.
- All samples MUST receive prior approval and confirmation from the OVG Hospitality Catering Sales Manager at Cox Business Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

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

Organization Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Products to be Dispensed: \_\_\_\_\_

Size of Portions to be Dispensed (2 oz max): \_\_\_\_\_ Quantity to be Dispensed: \_\_\_\_\_

Proposed Method of Dispensing: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Catering Sales Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

AGM / GM Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* This countersigned form MUST be approved no later than 10 business days prior to the first day of the event \*\*\***

Please contact your OVG Hospitality Catering Sales Manager for complete catering menu or regarding any special requests related to your sample distribution or for in-booth food and beverage services. State tax applies to all charges where applicable.

**Cidnee Kroenlein | OVG Hospitality Catering Sales Manager**  
918.240.9385 | Cidnee.Kroenlein@oakviewgroup.com

