

Hickory Metro Convention Center

1960 13th Avenue Drive SE ❖ Hickory, NC 28602
Phone 828.324.8600 ext. 200 ❖ Fax 828.345.0700 www.hickoryconventions.com

SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

The Hickory Metro Convention Center (HMCC) retains exclusive food and beverage distribution rights within the Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute **sample** food and/or beverage products **ONLY** upon written authorization.

In order to ensure time for request to be processed, this form must be returned to HMCC at least 12 working days prior to the event.

GENERAL CONDITIONS:

- State Law prohibits distribution of alcoholic beverages, including, but not limited to wine, beer, hard liquor.
- Exhibitors are not permitted to bring in food or beverage items purchased outside the Hickory Metro Convention Center. Food and/or beverage items of a substantial nature used as traffic promoters (i.e. sandwiches, snack food, coffee, popcorn, sodas, bar service, etc.) MUST be purchased through HMCC or an HMCC authorized caterer.
- **Exhibitors are permitted to bring individual pre-wrapped traffic promoters** (i.e. Jolly Ranchers, Hershey's Kisses, peppermints, etc.) purchased from a retailer outside of HMCC; however, this form must be completed in its entirety and distribution is subject to approval.
- Items dispensed are limited to products manufactured or processed by exhibiting firm and are related to the purpose of the show. (Example: An exhibitor who manufacturers/distributes ice cream can, with authorization, distribute samples of ice cream, but not sandwiches.)
- All items limited to **SAMPLE SIZE**. Beverages: Limited to maximum of 4 oz. container. Food items: Limited to 2 oz. container.
- The organization named below acknowledges they have sole responsibility for use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm hereby agrees to indemnify and forever hold harmless the Hickory Metro Convention Center and the City of Hickory from all liabilities, damages losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

This form is not valid 15 days after event listed below.

Please provide the information requested below and mail or fax this order form to the
Hickory Metro Convention Center.

Event: **N. C. Cattlemen's Assoc. Convention & Trade Show** Dates: **Feb. 19 – 20, 2010** Booth #: _____
Company Name: _____ Contact Name: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Fax: _____

Products you wish to dispense: _____

Purpose for sampling: _____

FOR USE BY HMCC PERSONEL ONLY

Approved Denied

HMCC Executive Director