

SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Charles F. Dodge City Center. Savor SMG is the exclusive provider of all food and beverage for the Charles F. Dodge City Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Sales Manager/Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form Please wait for approval from the Sales/Events Department. Please send to your Sales Manager/Event Manager.

REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
 - A. Non-Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
 - B. Alcoholic Beverage items limited to 2 oz serving of Beer & .5 oz serving of liquor/spirits. Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the City Center, SMG and the City of Pembroke Pines as Additionally Insured.
 - C. Food items limited to "bite size".
 - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event: _____
 Company Name: _____
 Contact: _____
 Address: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Email: _____ Booth #: _____

1. Products you wish to sample"

2. How do you plan on sampling this product (i.e. trays, 4oz cups):

3. Please explain purpose of offering these samples:

Please check if you will need any of the following (3 weeks advance notice required. Charges will apply):

___ Refrigerator Space (please indicate amount of space in cubic feet): _____
 ___ Dry Storage (please indicate amount of space in cubic feet): _____
 ___ Kitchen Preparation: _____
 ___ Serving Equipment (chafing dishes, spoons, etc): _____
 ___ Ice (sold by a 20 pound bag): _____

Approved By:

_____ (Facility Representative) _____ (Date)

FIRE CODE & SAFETY REQUIREMENTS

All cooking exhibits shall comply with the following:

- One 20 BC fire extinguisher with current tag for each cooking device.
- Deep fryers must have lids and single well. FRYER requires a class “K” extinguisher
- Equipment shall be fueled by low heat source.
- Cooking surface shall be limited to 288 square inches.
- Cooking equipment is required 4 (four) feet from public or have physical barrier.
- Equipment must be on a non-combustible surface.
- Cooking equipment is required 2 (two) feet apart.
- Flamed proof treated materials are required: Curtains, drapes, table cloths, etc.
- Butane canisters cannot exceed 16oz.
- **NO propane cooking tanks allowed inside the convention center.**
- Convention center’s carpet surface must be protected if there are any food preparation and/or cooking demonstration.

City of Pembroke Pines Fire Department
Charles F. Dodge City Center

Signature required to confirm the above fire code and regulations have been reviewed:

_____ (Food Vendor Representative if Cooking On-Site is Applicable)

_____ (Date)