

AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Ottawa Congress Centre has exclusive food and beverage distribution rights within the Centre. Organizations sponsoring expositions and/or exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization. Ottawa Congress Centre will be responsible for the quality or state of food or beverage served by an authorized vendor. Organizations sponsoring expositions and or exhibitors must abide by all safe food handling guidelines.

General Conditions:

- 1) Items dispensed are limited to products manufactured, processes and distributed by exhibiting firm.
- 2) All items are limited to Sample Size
 - a) Sample promotional beverages limited to maximum 3oz/85ml container and 3oz/85ml products.
 - b) Sample food items are limited to 50 grams.
 - c) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) must be purchased from the Catering Department.

Date: _____ Year: _____

Name of Event: _____ Booth Number: _____

Company Name: _____ Telephone #: _____ Fax #: _____

Address: _____ City: _____ Province/State: _____ Postal/Zip Code: _____

Contact: _____ Title: _____ Signature: _____

Product(s) you wish to dispense: _____

Size of portion to be dispensed: _____

Proposed method of dispensing: _____

Please explain purpose of offering sample(s): _____

Comments: _____

FOR OFFICE USE ONLY:

Approved this: _____ day of: _____ year: _____

Name: _____

Title: _____

For additional information on services available, please call the Catering Department at 613-563-1983 (ext. 676).

Return To:
ATT: Loretta Briard
 55 Colonel By Drive, Ottawa, ON K1N 9J2
 FAX: 613-563-7646