



SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION FORM

The Victoria Conference Centre (VCC) is catered by the Fairmont Empress and they have exclusive food and beverage distribution rights within the VCC.

Sponsoring organizations and/ or their exhibitors may distribute sample food and/ or beverage products ONLY upon written authorization.

GENERAL CONDITIONS:

- Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.
- All items are limited to SAMPLE SIZE:
 - Food items are limited to "bite size" (2oz maximum) and no more than one sample per person.
 - Food and/ or beverage items used as traffic promos (coffee, bar services, etc) MUST be purchased from the Fairmont Empress catering department, the VCC's exclusive caterer.

Name of Show/ Event: _____ Events Dates: _____

Company Name: _____

Address: _____

Street	City	Province/ State	Postal Code/ ZIP
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Contact Name: _____

Email: _____ Telephone: _____

Booth #: _____

PRODUCT(S):

Please list all products you wish to offer:

Product Details: _____

Method of preparation and dispensing: _____

Please submit completed form a minimum of 30 days prior to the event date. A confirmation email will be sent upon approval of product sampling request.

VICTORIA CONFERENCE CENTRE USE ONLY

VCC Event Manager: _____ Received Date : _____

Fairmont Empress CSM: _____ Approved By: _____