

**SAMPLING APPROVAL REQUEST & LIABILITY WAIVER**

All food and non-alcoholic beverage samples brought into the Orange County Convention Center must have written approval from **Sodexo Live!** prior to the event and adhere to the following guidelines:

* A company/organization may only distribute samples of food, non-alcoholic beverage, or alcohol beverage products, that the company/organization produces or distributes in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
	+ **Food samples are limited to three (3) ounce portions**
	+ **Beverage samples are limited to four (4) ounce portions**
	+ **Alcohol samples are limited to one (1) ounce Spirits (1) ounce Wine, and (1) Beer portions**

Approval of sampling arrangements to the sampling company/organization will be provided in writing.

|  |  |  |  |
| --- | --- | --- | --- |
| Show Name: |   | Company Name: |   |
| Contact Person: |   | Booth #: |   |
| Phone Number: |   | Cell Phone Number: |   |
| Email: |   |   |   |
| Billing Address: |   |   |   |
| Company Website: |   |   |   |

|  |
| --- |
| Is company manufacturer or distributor of the products to be sampled? Yes No  |
| If not, please describe how the sampling is related to the show: |
| *In the space below, please list the items requested to be brought in:* |  |
| **Item** | **Dates of Sampling** | **Quantity** | **Sampling Size** |
|   |   |   |   |
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|   |   |   |   |

Waiver of Liability:

The above company and its representatives’ releases SODEXO LIVE! from any and all liability arising from the production, distribution, and consumption of any of the food or beverage products that they prepare and serve to their staff or the public in conjunction with this event. The above company further agrees to be responsible for any and all legal fees resulting from any legal actions that result from said food and beverage product brought in, their preparation, service, consumption & disposition.

I have read and understand the above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a waiver charge is required, a contract will be created by your Sodexo Live! Catering Sales Manager.**

**Return Form To**:

Sodexo Live!,- Orange County Convention Center, 9800 International Drive, Orlando FL 32819

Email: elvis.perez@sodexo.com Phone: 407-685-5939 Fax: 407-685-9859