

FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION



The Shreveport Convention Center has the exclusive Food & Beverage rights within the Center. Exhibitors requesting to sell Food & Beverage items must have previous written approval from the SCC Food & Beverage Department. Due to the facility concession revenue conflict, authorization will be based on various criteria at the discretion of SCC and fees may be applicable on a per day basis. In addition, the Exhibitor will be responsible for the following:

Items dispensed are limited to products manufactured or produced by the exhibiting firm.

All items are limited to sample sizes: Beverages limited to 2 oz. containers; Food items limited to "bite size" 1 oz. or less.

Use of cooking equipment must have the approval of the Shreveport Convention Center.

Show management or exhibitor is responsible for obtaining a Caddo Parish Health Permit at 318/676-5265

Standard fees for storage, handling, delivery, etc. will be charged where applicable. Fees due to the Food & Beverage department are due in advance of the show opening.

Food & beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from SCC. Please contact our Catering office for more information.

The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with applicable laws. **State law prohibits the selling and distribution of alcoholic beverages.** Accordingly, the applicant agrees to indemnify and forever hold harmless, SMG, The Shreveport Convention Center, and the City of Shreveport and its agents from all liability, damages, losses, costs or expenses resulting directly or indirectly from their use, distribution, or other dispensed food and beverage items.

NAME OF EVENT		EVENT DATE (S)
COMPANY NAME		TELEPHONE
ADDRESS		CITY
CITY	STATE	
ON-SITE CONTACT	TITLE	BOOTH #
SIGNATURE		FAX #
PRODUCT(S) YOU WISH TO SELL		
SIZE PORTIONS		QUANTITY DISTRIBUTED
PROPOSED METHOD OF DISPENSING		
SERVICES REQUIRED <input type="checkbox"/> Porter Services <input type="checkbox"/> Food Storage <input type="checkbox"/> Other		
Please notify the SCC Food & Beverage Department at 318/841-4000 regarding any special services needed. A State sales tax applies to all charges and service charges where applicable.		

APPROVED _____
Food & Beverage Director

APPROVED _____
General Manager

PLEASE RETURN TO SCC FOOD & BEVERAGE DEPARTMENT AT LEAST 2 WEEKS PRIOR TO SHOW