



Authorization Request

Request to Sample Alcoholic Beverages

The Oregon Convention Center has exclusive food and beverage distribution rights within the Convention Center. Exposition sponsoring organizations and/or exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Convention Center Executive Director. The Oregon Convention Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. The Oregon Convention Center Executive Director must approve all alcohol sampling taking place in the Oregon Convention Center via this form.
2. No sale of alcoholic beverage (beer, wine, wine coolers, or hard liquor) to take place on the Convention Center premises by exhibitors or show management and all consumption is limited to sampling only.
3. A copy of the insurance certificate, holding Metro, MERC and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples of alcohol, must be attached to this form.

Event Date:

Name of Event:

Booth Number(s) Where Samples Will Be Offered:

Firm Name:

Contact:

Address:

Telephone

Fax:

Product/size Dispensed:

Proposed Method of Dispensing:

Please explain purpose of offering samples:

Authorized by:

Jeffrey A. Blosser, Executive Director
Oregon Convention Center

Date:_____

ATTACHMENT "A"

STEPS FOR A CLIENT THAT WANTS TO OFFER ALCOHOL SAMPLING AT A PUBLIC SHOW AT THE OREGON CONVENTION CENTER:

- Step 1** - Show Management must request, fill out and sign the "Sampling Request Form" from their Catering Sales Manager or Account Executive and obtain the signature of the OCC Executive Director a minimum of 10 business days prior to the event.
- Step 2** - Show Management will work with their assigned Catering Manager/Account Executive to layout an appropriate "control plan". They will then submit a request form in order to obtain the approval of the OCC Executive Director (See - Attachment B)
- Step 3** - The identified sampling area that will be monitored must be designated on the show floor plan as a tasting area.
- Step 4** - Show management must present a list of proposed manufacturers that will be providing samples of alcohol at their show as well as copies of their "certificates of approval" from the OLCC that allow them to pour alcohol. This list should be shared with the Catering Manager/Account Executive during the control plan development process.
- Step 5** - Show management is responsible for ensuring the servers are the sampling manufacturer's employees or agents and need to be OLCC certified. They must have their server permits with them and available for inspection.
- Step 6** - Show management will be responsible to hire alcohol monitors. The number of monitors will be based on the control plan and the risk assessment at the discretion of the OCC Executive Director and ordered through OCC Security.
- Step 7** - Show management is responsible for personnel to monitor the entry points and check ID's for all "over 21" events. These personnel are in addition to the alcohol monitors. OCC/Aramark will decide the sufficient number of ID checkers based on the projected number of attendees and the show will incur the charges. ID checkers must be OLCC certified; they will report to OCC security and ARAMARK management and will comply with ARAMARK's alcohol management plan.
- Step 8** - Show management will ensure that all alcohol sampling manufactures understand and abide by the following sample amounts.
- All beer samples are to be no more than 3.0oz. of alcohol in a cup that holds no more than 6.0oz.
 - All wine samples are to be no more then 1.5oz. of alcohol in a cup that holds no more than 3.5oz.
 - All hard liquor samples are to be no more then 1/4oz. of alcohol in a cup that holds no more then 1oz. (No more than 1/2oz. total per customer per day)

Special Note: The display and sampling of alcoholic beverages must be a necessary part of the show (i.e. a show about products made in Oregon sampling Oregon wines and microbrews has a direct link and would be acceptable.....a show about computers has no direct link to alcohol sampling so the sampling would not be approved)