

**SAMPLE FOOD AND / OR BEVERAGE DISTRIBUTION
AUTHORIZATION REQUEST**

The Victoria Conference Centre catering department has exclusive food and beverage distribution rights within the Centre.

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

General Conditions:

1. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE:
 - Beverages limited to maximum two ounce container and one ounce product.
 - Food items limited to "bite size" (2 oz. maximum) and no more than one sample per person.
 - Food and/or beverage items used as traffic promos (i.e., coffee, bar service) MUST be purchased from the Catering Department of the Victoria Conference Centre.

Name of Show or Event: _____

Firm Name: _____

Booth #: _____

Telephone: _____ Email: _____

Fax: _____

Address: _____

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

Contact: _____ Title: _____

Product(s) you wish to dispense:

Return form to: Victoria Conference Centre
720 Douglas Street
Victoria, BC V8W 3M7
Fax: 250.361.1030

Approved:

Event Manager
Victoria Conference Centre

