

# AUTHORIZATION REQUEST TO DISTRIBUTE FOOD AND/OR BEVERAGE SAMPLES

ALERUS  
CENTER

Please fax this form to 701.746.6511 or email to [BRIAN\\_FARIS@COMCASTSPECTACOR.COM](mailto:BRIAN_FARIS@COMCASTSPECTACOR.COM)

Alerus Center provides its own Exclusive Food & Beverage Services. However, exhibitors for some events deem it necessary to provide samples of their food and/or beverage products which is allowed in strict adherence to the criteria and guidelines below. No one is permitted to bring any food and/or beverage into the facilities without expressed written consent from Alerus Center management.

## Exhibitors Complete The Following

Event Name Booth #  
Company  
Address City/State/Zip  
Phone Fax Email  
Contact On-site Contact  
Product(s) to be sampled (distributed)

Portion size to be sampled (distributed)

Proposed method of distributing

- Sampling is allowed only by producers, manufacturers, and exclusive distributors or retailers of the product to be sampled.
- Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) must be purchased through Alerus Center Food & Beverage services - exhibitors may contact our Food & Beverage office for their needs or to request a menu.
- Sample distribution authorization is granted only to exhibitors of event sponsoring organizations that have executed a Facility Use Agreement with Alerus Center.
- All authorized samples are limited in size to "bite size" or 2 oz. by weight of food products and 4 oz. by volume of beverage products.
- Any retail sales of food or beverages intended or readily construed to be for consumption on the premises must be conducted via a third party sales agreement made directly with Alerus Center. Interested exhibitors must contact the facility directly at 701.792.1200, Food & Beverage Department, for details; certificates of insurance will be required. Otherwise, retail sales of food or beverages intended or construed to be for consumption on the premises is strictly prohibited.
- Exhibitors conducting retail sales of any item must secure the appropriate local, state, and federal certifications and/or licenses as required by law.
- Certain guidelines and restrictions not contained here may be necessary and will be communicated to exhibitors that are granted authorization to distribute samples.
- Authorization to distribute food and/or beverage samples must be made in writing on this form and signed by Alerus Center management. Exhibitors should keep a copy of this approved form in their exhibit booth.
- All distribution methods must adhere to local and state health codes as well as generally accepted sanitation standards.

**After completion of this form, please save and fax this form to 701.746.6511.**

**OR save, complete the form, then email to [BRIAN\\_FARIS@COMCASTSPECTACOR.COM](mailto:BRIAN_FARIS@COMCASTSPECTACOR.COM)**