



2025 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011
Phone: 859-261-1500 Email: services@nkycc.com

Services Request

Company Name: _____ Date: _____

Booth #/Room: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Contact Name: _____

Phone: _____ Email: _____

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

Sodexo Live has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live. Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

General Conditions

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Sodexo Live.
2.	Alcohol may not be sampled unless it has been arranged through Sodexo Live and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize (2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products MUST be handled by bartender from Sodexo Live in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) MUST be purchased from Sodexo Live.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at www.nkyhealth.org . Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: _____

Proposed Method Of Dispensing: _____

Please Explain Purpose Of Offering Samples: _____

FOR OFFICE USE ONLY:	Approved: _____	Date: _____
	NKYCC Executive Director	