

VENDOR FOOD AND  
BEVERAGE PACKET  
2021

# SAVOR... Oklahoma City

**Food & Beverage Exclusivity** – As the Oklahoma City Convention Center's exclusive caterer, SAVOR... is renowned for its world class service, cutting edge cuisine and a wide variety of menus that can be customized to any event or special occasion. All food and beverage must be ordered through SAVOR... Food and Beverage. No food or beverage shall be permitted into the center by anyone, for any reason, unless pre-approved

**Pricing** - Prices quoted do not include 22% Administrative Fees or 8.625% Sales Tax unless otherwise noted. All food and beverage charges are subject to a 22% Administrative Fee. This Administrative Fee is retained to defray administrative costs; it is not intended to be a tip, gratuity or service charge and will not be distributed to employees. Gratuity is optional. Current state and local taxes will apply to all food, beverage, labor and equipment rentals. Customers claiming tax exempt status must provide satisfactory evidence of such exemption for the state of Oklahoma. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted. There will be a cake cutting fee of \$2 per slice requested and a Booth Attendant fee priced at \$150 for four hours.

**Linen** - SAVOR... provides its in house linen for all catered meal functions with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Your Catering Sales Professional will be happy to offer suggestions for your consideration and quote corresponding linen fees.

**Food & Beverage Buy-out** – All vendors looking to sell food & beverage must obtain prior approval from the Catering manager at least 15 days prior to the first day of the show. Vendors will be subject to a buy-out fee that will be determined by the General Manager of food & beverage. All vendors selling food or beverage must obtain a temporary license (SEE INFO BELOW) and will be required to have a hand-washing station in their booth.

**Donated Product** - The serving of donated food and beverage service must have the prior written approval of the Food and Beverage Director and the facility General Manager. A copy of the approval will be maintained by the Food and Beverage division with a copy forwarded to the facility General Manager. Exceptions will be made for samples that are given away by individual booths at trade shows and for trade show receptions where product is provided by various exhibitors. Any food item that is sold in concession stand during said event will not be allowed as a sample. Exceptions will be made on a case-by-case basis for certain events.

**FEES** In addition to space rental and equipment fees, the following Food and Beverage fees shall be charged on a per attendee basis. The total fee assessed shall be based on the higher of either the client's guaranteed persons to be served or the official attendance as determined by the Event Coordinator and Food and Beverage Representative. The appropriate fee category shall be determined solely by the Food and Beverage Manager.

**DONATED FOOD AND BEVERAGE FEES**

Soda per unit - \$1.00

Water per unit - \$1.00

Juice per unit - \$2.00

Gatorade per unit - \$2.50

Energy Drink per unit - \$2.50

Beer per unit - \$2.50

Liquor - TBD

Wine per bottle - \$9.00

**Temporary License Information** – The exhibitor and/or show management is responsible for adhering to all City of Oklahoma City and Oklahoma County Health Department requirements. It is the responsibility of Show Management and the vendor to contact Oklahoma City County Health Department to obtain the required permits and licenses in accordance to the city, county and state health regulations. Contact information for the Health department is: For more detailed information about Oklahoma health codes please visit [www.cchd.org](http://www.cchd.org)

Oklahoma City-County Health Department 2401 NW 23rd Street, Ste. 2G

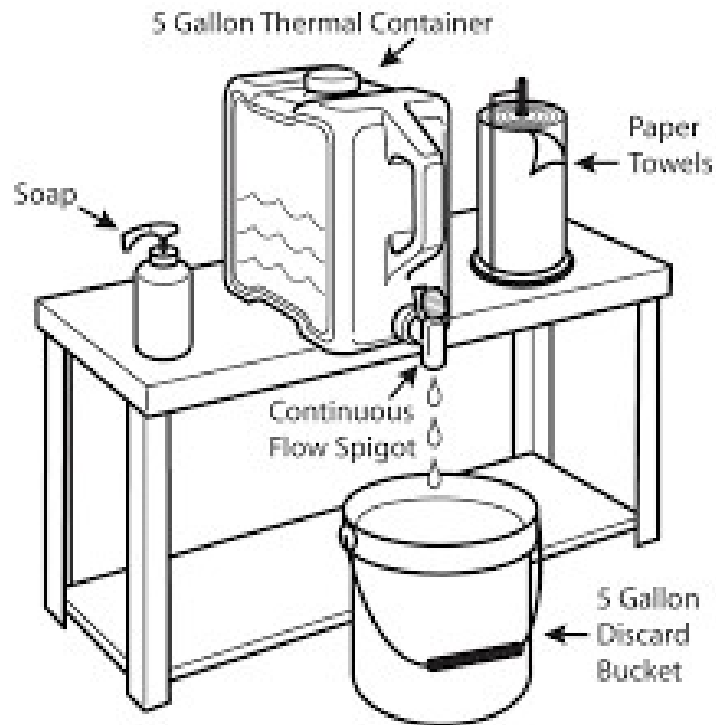
Oklahoma City, OK 73107 [www.occhd.org](http://www.occhd.org)

Special Events Health Specialist Kyle Walker 405-425-4371

All clients permitted to distribute alcoholic beverages, non-alcoholic beverages (beer) and wine must commit to only serving patrons 21 years of age or older. Use of proper identification of all guests sampling alcoholic beverages, non-alcoholic beverages (beer) and wine are strictly enforced. Serving to the point of intoxication is strictly prohibited.

All vendors offering sample alcoholic beverages, non-alcoholic beverages (beer) or wine must be properly licensed by the ABLE Commission and must have said license visible at all times.

# Handwashing Station –



## SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor... Oklahoma City is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the facility. Savor ASM is the exclusive provider of all food and beverage for the Cox Center and OKCCC and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email to Diondra Burton-King, Catering Sales Manager at [dburton-king@okccconventioncenter.com](mailto:dburton-king@okccconventioncenter.com) or call 405-605-9761. Please wait for approval from the Catering Department.

### REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
  - A. Non Alcoholic Beverages limited to maximum 4 oz. container with 3 oz of product.
  - B. Alcoholic Beverage items limited to 2 oz serving of Beer/Wine & .5 oz serving of liquor/spirits. Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, ASM and Oklahoma as Additionally Insured.**
  - C. Food items limited to "bite size" (1oz).
  - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Booth #: \_\_\_\_\_

### 1. Products you wish to sample:

\_\_\_\_\_  
\_\_\_\_\_

### 2. How do you plan on sampling this product (i.e. trays, 2oz cups):

\_\_\_\_\_  
\_\_\_\_\_

### 3. Please explain purpose of offering these samples:

\_\_\_\_\_  
\_\_\_\_\_

**Please check if you will need any of the following** (3 weeks advance notice required. Charges will apply):

\_\_\_ **Refrigerator Space** (please indicate amount of space in cubic feet): \_\_\_\_\_

\_\_\_ **Dry Storage**(please indicate amount of space in cubic feet): \_\_\_\_\_

\_\_\_ **Kitchen Preparation:** \_\_\_\_\_

\_\_\_ **Serving Equipment (chafing dishes, spoons, etc):** \_\_\_\_\_

\_\_\_ **Ice (sold by a 20 pound bag)** \_\_\_\_\_

**Approved By:**

\_\_\_\_\_ (Food & Beverage Director) \_\_\_\_\_ (Date)

**COMPANY INFORMATION**

<b>Company Name:</b>		<b>Tel No.:</b>	
<b>Customer Name:</b>		<b>Cell No.:</b>	
<b>Billing Address:</b>		<b>Fax No.:</b>	
<b>City:</b>		<b>State:</b>	
		<b>Zip Code:</b>	<b>Country:</b>
<b>Email Address:</b>			

**INFORMATION AND POLICIES**

SAVOR...Food & Beverage holds the exclusive rights to all food and beverage within the Oklahoma Convention Facilities. No one is allowed to bring food or beverage into the facility without the express written approval of SAVOR. The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service and any decorator items such as pipe and drape, draped tables, etc.

SAVOR... Will use compostable service ware on all food and beverage functions. China service is available at an additional charge. Final guarantees are due five full business days prior to all functions. A 100% non-refundable advance payment is required for any function. Mastercard, Discover, Visa, and American Express are accepted up to \$10,000. Balances over \$10,000 must be paid by check or wire transfer. On-site re-orders require advance notice; 45 minutes for beverages; 90 minutes for food.

**EVENT INFORMATION**

<b>Event Name</b>				
<b>Booth/Room No:</b>		<b>Building:</b>	<i>North</i>   <i>South</i>   <i>West</i>	<i>Authorized for Additions?</i>
<b>On-Site Contacts:</b>	<b>Full Name:</b>		<b>On-Site Cell Number:</b>	<b>Yes</b>   <b>No</b>
				<input type="checkbox"/>   <input type="checkbox"/>

**ORDER INFORMATION**

<b>Deliver Date:</b>	<b>Service</b>	<b>Service</b>	<b>Item Description:</b>	<b>Unit Price:</b>	<b>Total Price:</b>
<b>M/D/YR</b>	<b>START TIME</b>	<b>END TIME</b>			

**\*\* All orders should be received five (5) business days prior to the event**

<b>Contact:</b> Diondra Burton-King <a href="mailto:Dburton-king@okcconventioncenter.com">Dburton-king@okcconventioncenter.com</a>	<b>Make Checks Payable To:</b> SMG Food and Beverage, LLC 1 Myriad Garden Oklahoma City, Oklahoma	<b>A. Food and Beverage Total:</b>	\$	
		<b>B. 22% Administrative Charge/Fee of (A)</b>	\$	
		<b>C. Subtotal of (A) and (B)</b>	\$	
		<b>D. Delivery Charge (if applicable)</b>	\$	
		<b>E. Subtotal of (C) and (D)</b>	\$	
		<b>F. 8.625% Tax of (E)</b>	\$	
		<b>TOTAL ESTIMATED CHARGES (E &amp; F)</b>	\$	

<i>SAVOR... Oklahoma City</i>	<i>Cox Center/Oklahoma City Convention Center</i>	<i>Office:</i>	<i>Fax:</i>	<i>Website:</i>
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