

VENDOR FOOD AND
BEVERAGE PACKET
2024

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. 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. The Booth Attendant fee is priced at \$150 for four hours.

Food & Beverage Vendors/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.

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

Oklahoma City-County Health Department 2401 NW 23rd Street, Ste. 2G
Oklahoma City, OK 73107 <https://www.occhd.org/specialevents>

Special Events Health Specialist - Elaine Winterlink: 405-425-4327

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.

Food and Beverage Sampling Information –

GENERAL - All food sampling shall comply with applicable provisions of OSDH Chapter 257 Food Service Establishment Regulations. Food must be protected from contamination during storage, service, and preparation. The regulatory authority may impose additional requirements or prohibit sampling as deemed necessary to protect against health hazards.

FOOD SUPPLIES - All food must be from an approved source, in sound condition, free from spoilage, filth, or other contamination. All food preparation must be conducted in an approved facility. No home preparation is allowed. Foods not prepared in an approved facility and any foods not from an approved source, are subject to embargo or destruction.

HAND WASHING SINK - A conveniently located hand sink must be provided, even if gloves are worn. An exception may be made when all products for sampling are individually prepackaged. If a hand sink is not convenient (within 25 feet) then a temporary hand washing station must be provided at the sampling location. At a minimum, this must consist of a five-gallon container of 100° F water with a hands free type valve so that both hands can be washed at the same time. An adequately sized catch basin must be provided. Soap and paper towels shall be provided. Hand gels and wipes are not a substitute for hand washing.

SNEEZE GUARDS - Adequate facilities (sneeze guards) shall be provided to protect food sampling operations from contamination during preparation and serving. This may require sneeze shielding at the preparation area or configuration of the sampling booth to provide sufficient separation of the exposed food from the customers.

COLD AND HOT HOLDING UNITS - All refrigeration units shall: • Be capable of maintaining food at 41°F or below at all times. • Be provided with an accurate thermometer. All hot storage or display facilities shall: • Be capable of maintaining hot food at an internal temperature of 135 °F or above. • Be provided with an accurate thermometer

WAREWASHING FACILITY A three compartment sink is required if food is prepared for sampling. This requirement will be satisfied, if the retail store or event sponsor makes such facilities available. Three, adequately sized containers may be utilized if a three-compartment sink is not provided or available. Sanitizer test strips must be provided.

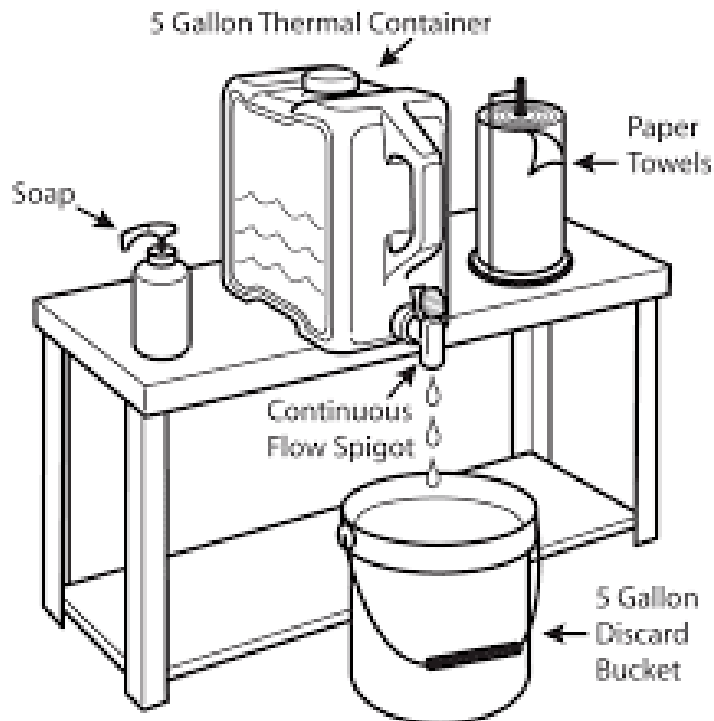
TEMPERATURE REQUIREMENTS Temperature requirements of Time/Temperature Control for Safety Foods shall comply with Chapter 257 for cooking, hot and cold holding. Time may be utilized as a control, provided proper logs are maintained to indicate foods are not held out of temperature for longer than four hours.

THERMOMETERS A metal stem product thermometer shall be provided to monitor food temperature requirements for cooking, hot holding and cold holding.

WIPING CLOTHS Operations that involve food preparation shall provide a container with a wiping cloth stored in an approved sanitizing solution.

GARBAGE AND REFUSE Receptacles for refuse will be provided and will be durable, cleanable, insect and rodent resistant, leak proof and non-absorbent.

CUSTOMER SELF SERVICE No self-service from bulk food containers shall be allowed for sampling. Additionally, uses of community dip containers are prohibited. Food shall be protected from coughs, sneezes, insects, and other contamination. Clean sanitized containers, tongs, and utensils shall be used. Individual single use portion containers, food items on toothpicks, or papers must be utilized. Self-service operations must be continuously monitored by the food vendor and approved by the Health Department. Foods shall be stored and handled in a manner that prevents cross contamination. If a sampling station is left unattended for any reason, all foods must first be stored in a secure manner, and upon resuming sampling operations; all surfaces shall be cleaned and sanitized. It is the operator's responsibility to destroy foods which have potentially been contaminated by coughs, sneezes, or other manner from the public.



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 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 Christie Brumett, Catering Sales Manager at cbrumett@okc-cc.com or call 405-953-5350. Please wait for approval from the Catering Department. Sample forms must be turned in at least two (2) weeks prior to the event.

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" (2oz).
 - 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

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

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

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

ORDER INFORMATION

Deliver Date:	Service	Service	Item Description:	Unit Price:	Total Price:
M/D/YR	START TIME	ENDTIME			

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

Contact: Christie Brumett cbrumett@okc-cc.com	Make Checks Payable To: SMG Food and Beverage, LLC 100 Mick Cornett Dr Oklahoma City, Oklahoma 73109	A. Food and Beverage Total:	\$	
		B. 22% Administrative Charge/Fee of (A)	\$	
		C. Subtotal of (A) and (B)	\$	
		D. Delivery Charge (if applicable)	\$	
		E. Subtotal of (C) and (D)	\$	
		F. 8.625% Tax of (E)	\$	
		TOTAL ESTIMATED CHARGES (E & F)	\$	

THANK YOU!