



## VENDOR SAMPLE REQUEST FORM

BUSINESS NAME \_\_\_\_\_ CONTACT NAME \_\_\_\_\_  
 BUSINESS PHONE \_\_\_\_\_ CONTACT PHONE \_\_\_\_\_  
 SHOW NAME \_\_\_\_\_ SHOW DATE \_\_\_\_\_  
 MULTIPLE DAY SHOW  YES  NO SAMPLING FROM \_\_\_\_\_ TO \_\_\_\_\_

### SAMPLE INFORMATION

Sample sizes are limited to 4 oz of beverages and 2 oz of food. Sampling is only permitted by an exhibitor if the exhibitor manufactures, distributes or produces the requested sampling item. Sampling is permitted only in the Exhibition Hall. Absolutely no sampling may take place in any other space at the MassMutual Center. The sampling of alcoholic beverages is not permitted.

DESCRIPTION OF SAMPLE \_\_\_\_\_

DISTRIBUTION METHOD \_\_\_\_\_

DISTRIBUTION SAMPLE TEMPERATURE \_\_\_\_\_

IF, YOUR SAMPLE IS SERVED HOT/COLD, HOW YOU DO PLAN TO MAINTAIN ITS TEMPERATURE? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

HOW MANY ITEMS DO YOU EXPECT TO SAMPLE OVER THE COURSE OF THE SHOW? \_\_\_\_\_

MISC INFO \_\_\_\_\_

Once sample item has been approved by Spectra Food Service and Hospitality it may not be substituted for any other item. This form does not give the vendor exclusivity to product sampling and the vendor recognizes that, in some cases, Centerplate will grant permission for multiple vendors to sample the same item. **By requesting permission to sample the vendor assumes all liability for any and all injury or foodborne illness caused by their sample item. Spectra Food Service and Hospitality will not receive, transport, or store any of the vendors' items. Vendors are not entitled to use of the any of the building's kitchens, refrigeration, freezers, small wares, ware washing areas, or cleaning supplies.**

VENDOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SAMPLE WAS APPROVED BY, \_\_\_\_\_, Spectra

DATE \_\_\_\_\_

Please submit form to:  
 Spectra Food Service and Hospitality  
 MassMutual Center  
 1277 Main Street  
 Springfield, MA 01103  
 FAX: 413-787-6645