



## EXHIBITOR SAMPLE FORM

Exhibitors who wish to distribute a food or beverage product that is **licensed**, manufactured, distributed and **insured** in the normal course of the exhibitor's business, may **request** to do so according to the following restrictions.

- Liquid samples may not exceed four (4) ounces
- Dry weight samples may not exceed two (2) ounces
- Sample distribution must be limited to the exhibitor's booth area only
  - It is unlawful to distribute alcoholic beverages of any kind
- Sampling is available for public exhibit shows only.  
It is not to be a substitute for a catered order.

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

Event Dates: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Booth Number Assigned: \_\_\_\_\_

***Description of Sample Items to be distributed:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ General Manager, Gateway Convention Center

Gateway Center must receive all sample requests at least two weeks in advance of show move in days for authorization. If you have any questions or need any additional information, please contact Gateway Center at (618) 345-8998. Their professional sales staff will be happy to assist you. There is a large variety of food and beverage catering options available to your company during the convention/tradeshow. This form must be returned 2 weeks prior to the scheduled event via email to the assigned event manager.

*Gateway Convention Center has exclusive food service rights to their concessionaire and bar services. Outside alcohol is not permitted. Bar Services are exclusively provided by Gateway Convention Center.*