

Oregon Convention Center (Revised: March 1, 2011)

ALCOHOL AUTHORIZATION REQUEST

Sales Manager to check one of the below package options, and forward to client for completion

[Special Event Winery (SEW/SEG) Package] – Option #1

[Temporary Sales License (TSL) Package] – Option #2

The Oregon Convention Center has exclusive food and beverage distribution rights within the Oregon Convention Center. Exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Convention Center Executive Director. Licensed vendors may sample and sell factory sealed containers of individual bottles of wine for off-site consumption if they hold a "Special Event Winery License" (SEW) or "Temporary Sales License" (TSL) and have the written approval of the Oregon Convention Center Executive Director via this form. Special circumstances may require a "Temporary Sales License" (TSL) issued from the Oregon Liquor Control Commission (OLCC). Requests to use a TSL will be considered on an annual case by case basis by the Oregon Convention Center. The Oregon Convention Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. The Oregon Convention Center Executive Director must approve all alcohol sampling/selling (for on premise consumption) taking place in the Oregon Convention Center via this form, and signed at time of contracting.
2. Selling must be approved by the Oregon Liquor Control Commission, Beer and Wine Supervisor, 9079 SE McLoughlin; Portland OR 97222. The licensee, distributor or exhibitor acquires all necessary Oregon Liquor Control Commission applications, permits and licenses for such selling. Oregon Liquor Control Commission applications, permits, licenses applicable to the requested selling (SEW/SEG's or TSL) must be completed signed off on by the City of Portland and submitted to the Oregon Liquor Control Commission and to the Oregon Convention Center a minimum of 30 days prior to the event.
3. The sale of factory sealed bottles of wine, beer or cider will be for off site consumption only.
4. A copy of the insurance certificate, holding Metro, MERC and the members, officers, directors, agents and employees of each entity harmless for any problem occurring from the dispensing of samples of alcohol, must be attached to this form. The certificate of liability should note "liquor liability" under "other" for one million per each common cause and one million aggregate
5. Out of state wineries not permitted to sample or sell unless the event is contracted under a non-profit organization
6. All pouring must cease 30 minutes prior to the published event ending time
7. OCC house rules restrict the sampling of distilled spirits
8. All policies subject to change. Show Management must work with the OCC Director of Event Services to ensure alcohol sampling and sales are within current OLCC and OCC guidelines.

Event Date:

Name of Event:	Attach list of all booth number(s) where samples will be offered and/or where the sales of factory sealed wine will be sold. Please specify which booth will be sampling and which if any will be selling.
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Company Name:	Contact:
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Address:	City:	State:	Zip:
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Telephone:	Fax:	Email:
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Product/Size Dispensed:

Proposed Method of Dispensing:

Please Explain Purpose of Offering Samples and Number of Projected Vendors Sampling:

Authorized by:	Lessee/Request by:
_____ Jeffrey A. Blosser, Executive Director Date Oregon Convention Center	_____ Signature Date