

SAVOR...

Catering • Concessions • Special Events

Savor Sales & Sampling Form Checklist

Policy updates effective: April 1, 2025

In addition to completing this authorization form, food vendors are required to pay a flat fee based on the number of show days. **Fees are to be paid directly to your Event Planner/Promoter.**

Show Promoter/Planner will be responsible for collection of all vendor sampling fees.

Company Name: _____

Name of Show/Event: _____

Event Date: _____

Please check the appropriate box:

- 1-2 event days - \$100 (excludes tax)
- 3-4 event days - \$200 (excludes tax)
- 5 + event days - \$300 (excludes tax)

Payment:

Food vendor fees are to be paid directly to your Show Promoter/Planner.

***Show Promoter/Planner - You must provide copies of these forms to your Peoria Civic Center Event Manager.**

CHECKLIST

- Complete PCC Authorization Request Form send to Savor/ASM Catering Department**
- Food vendor fee payment to your event planner/promoter.**
- Certificate of Insurance** – with correct language
- Hand Sanitizer and Sanitizing Wipes** - for booth staff to clean and sanitize frequently touched surface and hands.
- Reviewed Peoria County Health Department information** – from their website & PAGE 2

Vendor Signature: _____ **Date:** _____

(Your signature identifies that you have read and understand the payment terms and conditions of this policy)

PLEASE RETURN THIS FORM TO YOUR EVENT PROMOTER/PLANNER

Questions: Please contact
Savor@asmpeoria.com or
Sales@asmpeoria.com



**Authorization Request Form
Food & Non-Alcoholic Beverages**

Authorization Request Form:

Savor retains the exclusive right to provide all food and beverage services through the Peoria Civic Center. This exclusive agreement prohibits exhibitors or other participants from importing ANY food and beverage into the Peoria Civic Center without written approval from the General Manager/Assistant General Manager. Event promoters must return all forms and receive authorization for vendor to sample and sell product prior to booking the vendors booth space.

This policy is strictly enforced. Violations will result in products being removed from show floor.

Name of Show/Event: _____

Event Date: _____

Company Name: _____

Booth Number: _____

Contact Name: _____ Phone Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Product you wish to sample (if applicable): _____

Product you wish to sell (if applicable): _____

REMINDER: The sale of individual non-alcoholic beverages and consumable CBD is NOT permitted.

Anticipated Quantity: _____

Additional Comments: _____

Vendor Signature: _____ Date: _____

(Your signature identifies that you have read and understand the terms and conditions of this policy)

Approved: _____ Date: _____

ASM Global Signature

All forms must be delivered to the Peoria Civic Center thirty (30) days prior to the start of the show along with the Certificate of Insurance.



Peoria Civic Center Food and Beverage Regulations

- 1.) Savor/ASM retains the sole and exclusive rights to all food and beverage sales at the Peoria Civic Center. The following fees may apply to all forms of food and beverage sampled or sold by outside vendors:
 - A.) \$100 per event, 1-2 event days.
 - B.) \$200 per event, 3-4 event days.
 - C.) \$300 per event, 5 or more event days.
 - D.) Vendors move-in / move-out are considered event days.
 - E.) Food trucks if approved by ASM will be subject to a separate revenue sharing agreement.
- 2.) Coca-Cola Bottling Company retains all and exclusive beverage sales and advertising rights. Coca-Cola Bottling Company products must be purchased from Savor/ASM.
- 3.) You may not sell any items that are in direct competition with the Concession Menu being offered during the event.
- 4.) You must meet Peoria County Health Department guidelines and obtain a daily operating license/temporary food license.
- 5.) You must have adequate liability insurance and proof of such insurance supplied to Savor/ASM prior to the event.

Sampling and/ or Giveaway of Food and Beverage

- 1.) You must meet Peoria County Health Department guidelines.
- 2.) You must have adequate liability insurance with proof of such insurance supplied to Savor/ASM prior to the event.
- 3.) Samples are limited to 1 oz. for beverages and 1 oz. for food items.
- 4.) Sampling of alcoholic beverages by an outside vendor is NOT permitted by Peoria city liquor codes. The only way alcohol for sampling may be offered, is to have Savor/ASM staff handle / monitor / work your booth during operating hours (labor fees apply). Please call for further information.

Thank you for your cooperation.

PLEASE RETURN THIS FORM TO YOUR EVENT PROMOTER/PLANNER

Questions: Please contact
Savor@asmpeoria.com or
Sales@asmpeoria.com



Request for Food Sampling / Sales

Food and Beverage Service - all food and beverage served at the Peoria Civic Center will be prepared, served and/or supplied by ASM's concessionaire, (SAVOR...Peoria) unless previously agreed in writing. In the event that written permission is granted, the customer shall strictly adhere to the following:

1. No alcoholic beverages may be served by anyone other than ASM's concessionaire.
2. Coca-Cola products have exclusivity in the Peoria Civic Center. Any sample of Coca-Cola products must be purchased through ASM's concessionaire.
3. Items sold by ASM's concessionaire may not be sold or given away by any other entity.
4. Sample size is limited to 1 oz. for alcoholic or non-alcoholic beverages and 1oz. for food.
5. A sample of any food item sold or given away and proof of food and beverage liability insurance must be provided to ASM's concessionaire prior to the start of your event. All food sold must be in retail packaging only with the intent for consumption off premise.
6. Food or beverage may not be sold or given away within 50 feet of any permanent or temporary ASM concession operation.
7. You must meet Peoria County Health Department guidelines. Any food or beverage service during a public event is subject to Health Department inspection. Please contact the Peoria Health Department (309-679-6161) prior to your arrival to ensure that all cleanliness guidelines have been met and to obtain your daily operating license if deemed necessary by the Peoria County Health Department. **IT IS YOUR RESPONSIBILITY TO CONTACT THE PEORIA HEALTH DEPARTMENT PRIOR TO YOUR ARRIVAL.**
8. You must provide proof of \$1,000,000 liability insurance coverage listing SAVOR and the Peoria Civic Center as other insured. Proof of said insurance must be supplied to Savor/ASM prior to the event.
9. You may not sell any items that are in direct competition with the concession menu being offered during the event unless approved by GM/AGM. A fee will apply if sale/sampling approval is given.
10. Savor/ASM, the holder of the PCC liquor license, must handle all alcoholic beverages, no exceptions. A flat fee of \$75 per staff member will be required for up to 4 hours of service. Additional hours requested or required will be charged at \$18.75 per hour per staff member after 4 hours. Labor fees are due prior to the event start.