



## ALCOHOL AUTHORIZATION REQUEST

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

- Special Event License (SEW/SEG/SED) Package
- Temporary Sales License (TSL) Package

The Portland Expo Center has exclusive food and beverage distribution rights within the Expo Center. Exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Expo Center Executive Director. Licensed vendors may sample and sell factory sealed containers of individual bottles of beer, cider, wine or distilled spirits for off-site consumption if they hold a "Special Event Winery License" (SEW/SEG/SED) or "Temporary Sales License" (TSL) and have the written approval of the Portland Expo Center's 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 Portland Expo Center. The Portland Expo Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

### GENERAL CONDITIONS:

- The Portland Expo Center Executive Director must approve all alcohol sampling/selling (for on premise consumption) taking place in the Portland Expo Center via this form, and signed at time of contracting.
- 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 and licenses applicable to the requested selling (SEW/SEG/SED's or TSL) must be submitted to the Oregon Liquor Control Commission and to the Portland Expo Center a minimum of 30 days prior to the event.
- The sale of factory sealed bottles of wine, beer, cider or distilled spirits will be for off-site consumption only.
- 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 dollars per each common cause and one million dollars aggregate.
- Out of state wineries are not permitted to sample or sell on-site unless the event is contracted under a non-profit organization.
- All pouring must cease 30 minutes prior to the published event ending time.
- All policies subject to change. Show Management must work with the designated Levy Restaurants contact to ensure that alcohol sampling and sales are within current OLCC and Portland Expo Center guidelines.

Event Date:		Attach a list of all booth number(s) where samples will be offered and/or where the sales of factory sealed bottles will be sold. Specify which booth will be sampling and which, if any, will be selling.		
Event Name:				
Firm Name:				
Address:		Contact:		
		City:	State:	Zip:
Telephone:	Fax:	Email:		
Product/Size Dispensed:				
Proposed Method of Dispensing:				
Purpose of Offering Samples and Number of Projected Vendors Sampling:				

Authorized by:

Lessee/Request by:

\_\_\_\_\_  
Andie Cutford | Director of Sales and Marketing      Date  
Levy Restaurants

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Matthew P. Rotchford | Executive Director  
Portland Expo Center      Date