



Alcohol Authorization Request Form

Effective through June 30, 2018

Remit to: Portland Expo Center
 2060 N. Marine Drive, Portland, OR 97217
 Tel (503) 736-5200 Fax (503) 736-5201

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 Portland Expo Center has exclusive food and beverage distribution rights within the Portland Expo Center. Exhibitors may distribute samples of alcoholic beverages ONLY upon written authorization of the Portland Expo Center 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 Portland Expo Center 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 Center will not be responsible for the quality or state of the alcoholic beverage(s) served by an authorized vendor.

General Conditions:

1. The Portland Expo Center Director must approve all alcohol sampling/selling (for on premise consumption) taking place on the grounds of the Portland Expo Center via this form, and signed at time of contracting.
2. Alcohol sales must be approved by the Oregon Liquor Control Commission, Beer and Wine Supervisor, 9079 SE McLoughlin Blvd.; 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'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.
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, the Metro Exposition Recreation Commission (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.
5. Out of state wineries are not permitted to sample or sell on-site unless the event is contracted under a non-profit organization.
6. All pouring must cease 60 minutes prior to the published event ending time or at the time alcohol sales and service is ceased by Aramark/pacificwild.
7. Expo house rules restrict the sampling of distilled spirits. Any exception must be approved in writing by the Expo Center Director.
8. All policies are subject to change. Show management must work with the Expo event manager to ensure that alcohol sampling and sales are within current OLCC and Expo guidelines.

Event Date:

Name of Event:

Attach a 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.

Firm Name:

Contact:

Address:

City:

State:

Zip:

Telephone:

Fax:

Email:

Product/Size Dispensed:

Proposed Method of Dispensing:

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

Authorized by:

Lessee/Request by:

Matthew Rotchford, Director
 Portland Expo Center

Date

Signature

Date

