



### **Food and Beverage Distribution Request Form Instructions:**

Approval for the distribution of food and beverage items must be obtained from the ASCB Exposition Management and items must be purchased through Centerplate, the exclusive provider of food and beverage at the San Diego Convention Center.

Exhibitors must submit a Food and Beverage Distribution Request Form through the online [Exhibitor Resource Center](#) for approval by **Friday, October 26**.

Food and beverages may be distributed from the exhibitor's booth by using the following guidelines:

- Beer, wine, and light snacks are permitted at your exhibit booth if ordered through the Convention Center's official caterer, Centerplate.
- Island booths may provide services such as espresso or coffee machines, provided there is space to accommodate any lines or crowds.
- All food and beverage must be approved by ASCB Exposition Management and must be ordered through the exclusive caterer for the San Diego Convention Center, Centerplate.
- Exhibitor Catering menus will be included in the Exhibitor Service Manual, available online.

For additional information, please review the [Exhibitor Rules and Regulations](#) related to food and beverage distribution on page 5.

Exhibitors who will be providing food and beverage/hospitality in their booth must order porter service through the San Diego Convention Center. Porter service is exclusive to the San Diego Convention Center. To order the exclusive cleaning and porter service, submit the online order form: [HERE](#) or email [boothcleaning@visitsandiego.com](mailto:boothcleaning@visitsandiego.com).

Questions? Please contact Sharon Wong-Stewart, Exhibit Operations Manager



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