



SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION FORM

Client/Show Manager is responsible for distributing Sample F&B form to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute SAMPLE food and/or beverage products ONLY with written authorization. GENERAL CONDITIONS:

- 1) Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
- 2) All items are limited to **SAMPLE SIZE**. Below are maximum sample size quantities.
 - a) Beverage limited to maximum of 3 oz. container. All Alcoholic beverages **MUST** be purchased through & served by Centerplate, the in-house food and beverage management company for the Dallas Convention Center facilities
 - b) Food items limited to "bite size" (2 oz. or less).
- 3) The applicant named below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcoholic Beverage Code. Accordingly, the applicant agrees to comply with all applicable laws and to indemnify and forever hold harmless Centerplate, the Dallas Convention Center Department and the City of Dallas from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from disposition of such items.
- 4) Show and/or Event Promoter are responsible for securing a City of Dallas Health department for a temporary food permit for sample items. The Health Department phone number is (214) 670-8083. Must have permitted no later than 48 hours prior to the show. Permit must be displayed at the booth throughout the show.
- 5) Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.) **MUST** be purchased from Centerplate.
- 6) Centerplate will assess a "Loss of Revenue" fee of \$500.00 each day that an exhibitor gives away any samples in excess of an over single 2 ounce serving. Pre-payment of such fees will be required.
- 7) Food and beverage **MAY NOT BE SOLD** on the premises.

Name of Event _____ Event Date(s) _____

Applicant Name _____ Phone _____ Fax _____ Booth # _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____ Phone _____

Product(s) you wish to dispense _____

Size of portion to be dispensed _____

Proposed reason for offering samples: _____

Services Required: Please contact the Centerplate Office at (214) 743-2514 regarding food & beverage items needed for your booth. **Note:** *All sample items **MUST** receive prior approval and confirmation from Centerplate. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.*

In signing below I understand and agree to the terms and conditions above.

Applicant Signature _____ Date _____

Please mail or fax to our office at least 21 DAYS prior to start of show to ensure confirmation.